

# Central Film School

2025/26

Central Film School

## Revalidation Policy

### 1. Introduction

- 1.1. The opportunity to periodically reflect on the academic experience by students, the academic standards achieved, and the continuing currency and relevance of its provision, is integral to Central Film School's quality and standards assurance processes.
- 1.2. Each Central Film School programme is initially validated for 5 years and will undergo a revalidation after this period to ensure quality, relevance, and the success of students on CFS degrees.
- 1.3. Revalidations may also occur when proposed modifications to a programme are considered to be significant in nature or multiple minor modifications are deemed to have had a cumulative effect.
- 1.4. The Quality & Registry Committee or the Academic Board may also trigger an early revalidation if serious concerns are raised regarding student satisfaction (e.g. NSS scores), retention data, or external examiner feedback.

### 2. Aims


- 2.1. Revalidation has the following aim:

- To enable the School's Quality & Registry Committee to have confidence in the standards, currency, coherence, and relevance of the provision;
  - To evaluate the effectiveness of the student academic experience including quality of learning opportunities; to identify impact and good practice; and to make recommendations for improvement and enhancement;
  - To evaluate the currency of the programme content and level of student achievement of the course learning outcomes, with reference to any relevant external benchmarks;
  - To evaluate the continuing relevance of the course in relation to the, proposed module modifications, needs of students, the requirements and needs of external stakeholders including employers, and the strategic direction of the School;
- 2.2. The review takes place in the context of fostering the continuing process of reflection and evaluation required to improve and enhance the quality of learning opportunities provided and students' academic experience.
- 2.3. The review is data-driven, using both qualitative and quantitative data, and recommendations arising from quality enhancement processes.

### **3. Procedure**

- 3.1. Revalidation will be undertaken by a Revalidation Panel comprising:
- Chair - Director of Curriculum & Courses or Chair of the Academic Board
  - A Course Leader (of a course not under review)
  - At least one external reviewer with subject expertise
  - Senior Registry & Quality Manager or delegated representative
  - If possible, an alumnus drawn from recent graduates
  - At least one student or Student Council representative
- 3.2. External Reviewers will be nominated by the relevant Course Leader and selected by the Chair of the Revalidation Panel.

3.3. The Panel will be provided with a document set to review, which will, as far as possible, make use of existing documentation including:

- The School's Institutional Strategy
-  Revalidation - Self Evaluation Document (to be completed by the Course Team)
- Report of last revalidation and action plan (if relevant)
- Current course descriptor and all module descriptors
- Current Subject Benchmark Statement(s)
- The most recent external examiners' reports
- Module leader reports and course action plans produced since the proceeding review or approval event
- Graduate level employment rates
- Achievement and retention rates
- Current list of tutors and visiting tutors

#### **4. Scoping of the Review**

4.1. A preliminary meeting of the Panel members will be held at least one month prior to the review meeting to agree the structure and timing of the review meetings, the required attendees and to identify key areas for discussion which the Panel wish to pursue.

4.2. The key areas for discussion will be indicated to the Course Team in advance of the review meeting.

#### **5. The Review**

5.1. The review will take place on one day and will form a series of meetings with:

- The Course Leader of the programme under review
- any senior tutors
- current students on the course(s)

5.2. These meetings will focus on the areas agreed by the Panel at the scoping meeting, as well as current challenges and examples of enhancement and good practice.

5.3. At the conclusion of these meetings, the Panel will have a final meeting to agree its main findings (strengths and weaknesses),

actions and recommendations (including any recommendations for the School).

## **6. Outcomes of the Review**

- 6.1. A Summary Report of the revalidation will be drafted and reviewed by the Panel before being sent to the Course Leader(s) for comments on factual accuracy, normally within 2 weeks of the Review meeting.
- 6.2. Based on the outcome of the Review meetings, the Panel, through the Summary Report will confirm that:
  - Each programmes/course team under review has secure control of the academic standards of the School's awards;
  - Learning, teaching and assessment are effective in allowing students to achieve those academic standards, and programmes are current, coherent and relevant and are aligned to external reference points;
  - The student academic experience fosters a culture of partnership and supports students to achieve their intended award;
  - Course teams are effective in enhancing their provision;
  - Innovation and good practice is identified, evaluated and shared, and impact measured.
- 6.3. Each department under review will consider the Panel's recommendations and confirm any actions to be taken in response.
- 6.4. Progress against these will be monitored through the Learning & Teaching Committee and Courses Board.
- 6.5. The Summary report and the department's action plan will be reported to the Learning & Teaching Committee and Academic Board.

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