Provider Monitoring Report

Royal Academy of Dance (RAD)

18 June 2019

Contents

1   Background

One RAD approved examination centre (AEC) was monitored on 18 June 2019.

1.1   Scope

SQA Accreditation carries out quality assurance activity in line with its *Quality Assurance of Approved Awarding Bodies Policy.* This involves monitoring a sample of the awarding body's approved providers or assessment sites. Provider monitoring visits will be conducted in a consistent manner within and between providers.

The aim of monitoring is to:

♦ ensure the awarding body's compliance with SQA Accreditation's regulatory requirements
♦ confirm that quality assurance arrangements are being conducted by the awarding body in accordance with its prescribed arrangements
♦ ensure that quality assurance arrangements are being conducted in a consistent manner, within and between providers
♦ ensure that providers are receiving the appropriate guidance, support and documentation from the awarding body in order to facilitate a high standard of qualification delivery
♦ inform future audit and monitoring activity for the awarding body

All Principles may be included within the scope of the provider monitoring activity.

Awarding body documentation considered for review includes all documents banked on the awarding body's SharePoint Place at the time of provider monitoring and information supplied by providers to support provider monitoring activity. Restricted or commercially sensitive information gathered during SQA Accreditation's quality assurance activities is treated in the strictest confidence.

SQA Accreditation provider monitoring reports are written by exception focusing only on those areas where corrective action is required or recommended.

1.2   Provider Monitoring Report Timescales

RAD provider monitoring date: 18 June 2019

Provider Monitoring Report approved by
Accreditation Co-ordination Group on: 10 July 2019

Provider Monitoring Report to be signed by RAD: 22 August 2019

The process will apply in relation to the timescales specified above:

♦   The awarding body will be sent two signed copies of the Provider Monitoring Report by post.

♦   The awarding body must sign both copies of the Provider Monitoring Report and return one by post to SQA Accreditation in accordance with the timescale specified above.

♦   The awarding body will also be emailed a copy of the Provider Monitoring Report (for information only) and an electronic copy of the Action Plan.

♦   The awarding body must complete and return the Action Plan in accordance with the timescale specified above and email this in Microsoft Word format to regulation@sqa.org.uk.

♦   SQA Accreditation will confirm when the Action Plan is appropriate to address the Issues and present it to Accreditation Co-ordination Group (ACG) for approval.

♦   Following approval by ACG, the awarding body will be sent two signed copies of the approved Action Plan by post.

♦   The awarding body must sign both copies of the Action Plan and return one by post to SQA Accreditation.

The findings of this Provider Monitoring Report and the associated Action Plan will be published on SQA Accreditation's website following signed agreement.

SQA Accreditation will continually monitor progress towards completion of the proposed actions identified in the Action Plan and update the awarding body's Quality Enhancement Rating as appropriate.

1.3   Summary of Provider Monitoring Issues and Recommendations

An Issue has been recorded where evidence shows that the awarding body is not compliant with SQA Accreditation's regulatory requirements. The awarding body must address the Issues and specify corrective and preventative measures to address them through its Action Plan.

A Recommendation has been noted where SQA Accreditation considers there is potential for enhancement. The awarding body is advised to address any Recommendations in order to reinforce ongoing continuous improvement. However, measures to correct or prevent these are not mandatory and therefore do not form part of the Action Plan.

As a result of the provider monitoring activity, no Issues have been recorded and one Recommendation has been noted.

Recommendation	Detail of Recommendation noted
1. Principle 10	Given the recent introduction of the tablet based marking app for SQA accredited qualifications, it is recommended that some kind of statistical analysis is undertaken over time to ensure that results produced are consistent with the paper based marking format.

1.4   Risk Rating of Issues

SQA Accreditation assigns a rating to each Issue recorded depending on the impact on or risk to the awarding body's operations, its SQA accredited qualifications and/or the learner.

Issues recorded during provider monitoring will count towards RAD's Quality Enhancement Rating which will, in turn, contribute towards future quality assurance activity. Further detail on how the Quality Enhancement Rating is calculated can be found on the SQA Accreditation website.

2   Good Practice, Issues and Recommendations

The following sections detail:

♦ good practice noted by providers
♦ Issues recorded and Recommendations noted against SQA Accreditation's regulatory requirements

2.1   Good Practice

Both the examiner and the teacher spoke extremely favourably about RAD as an awarding body.

The examiner highlighted the:

♦ existence of a designated regional organiser for Scotland
♦ effective organisation of travel and accommodation
♦ tablet based marking app which reduces paperwork and errors
♦ two day training sessions for using the marking app
♦ development app which allows examiners to practise
♦ exams department staff who are very accommodating to circumstances
♦ quality of the examiner standardisation activities
♦ professional and approachable nature of the awarding body

The teacher highlighted the:

♦ efficient online system for entering candidates
♦ ability to contact a designated person for Scotland who deals with queries promptly and effectively
♦ the precise format of the exam as stated in the qualification specification document, meaning that candidates can be prepared appropriately
♦ results format is clear to understand

2.2   Issues

No Issues have been recorded.

2.3   Recommendations

Regulatory Principle 10. The awarding body shall ensure that it has the necessary arrangements and resources for the effective delivery, assessment and quality assurance of SQA accredited qualifications.

At the examination attended by the Accreditation Auditor, the RAD examiner was using a new tablet based marking app. As detailed in the RAD self-assessment of January 2019, a key action for 2019 was to widen adoption of the app to the United States and other parts of the world after the initial implementation in Canada. In accordance with this action, the app has now been introduced recently to a group of eight UK examiners.

The examiner commented that the app is an extremely efficient method of recording the progress of candidates through the examination and has reduced paperwork significantly.

The Accreditation Auditor understands that the format of the results recording on the app in terms of the population of comments is exactly the same as the paper based method. However, given the recent introduction of the app for SQA accredited qualifications, it is recommended that some kind of statistical analysis is undertaken over time to ensure that results produced are consistent with the paper based marking format.

This has been noted as **Recommendation 1.**

3   Acceptance of Provider Monitoring Findings

For and on behalf of RAD: For and on behalf of SQA Accreditation:

Print name   **Print name**

....

Signature   **Signature**

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Designation   **Designation**

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Date   **Date**

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