**Guidance for holding Virtual Validations and Periodic Reviews**

**Advice for Chairs and Secretaries**

**IMPORTANT!**

Before considering to hold a validation entirely by virtual means, please agree whether or not it is necessary for the panel members to see any physical resources in person or whether a ‘virtual tour’ is available and satisfactory.

**Top tips**

1. Use Zoom for all meetings as opposed to Skype or MS Teams, as this enables Chair to see more individuals at any one time.
2. Add ~10mins to the scheduling of the meetings to ensure that all those required are able to make it into the meeting. This does mean that the host needs to be sat waiting to allow people in.
3. Allow time in between meetings for the Chair and Secretary to prepare for subsequent meetings, writing up of the report, and sorting out IT queries/issues etc.
4. Spread out the programme over a minimum of two and maximum of three days. The panel members felt that this enabled them time to sleep-on their thoughts as well as providing the Chair, Secretary and other panellists’ time to do other tasks.
5. Chair or Secretary to remember to start each meeting with some ‘housekeeping’ (see example list below).
6. Remind all participants to take care to use zoom links provided for each meeting and not to try and go back into a previous link/call. .
7. Create a word doc including a list of the questions to be asked at the meetings with the course management, teaching team and students etc. Wherever possible group the questions under subheadings, for example, award title, accreditation, assessment, resources etc. This list can then be used to check that all questions have been asked, you can add questions to the list as necessary. This list can then be expanded to include items of praise/good practice, actions points (required/recommended) and the panel’s conclusions. Having everything in one document makes it easy for the panel to review and edit in between meetings, where time allows. The list can be disseminated to the course proposal team within a couple of days in the interim between being provided with the draft report.

**Housekeeping**

* The meetings will be recorded for the purpose of writing up the report only.
* Please mute mics when not speaking so that the sound quality is improved.
* The call quality is improved when the cameras are off so this might be requested by the Chair or Secretary.
* Please use the hand raising facility and the Chair will pause to enable people time to unmute and ask a question.
* Note if a presentation will be available.