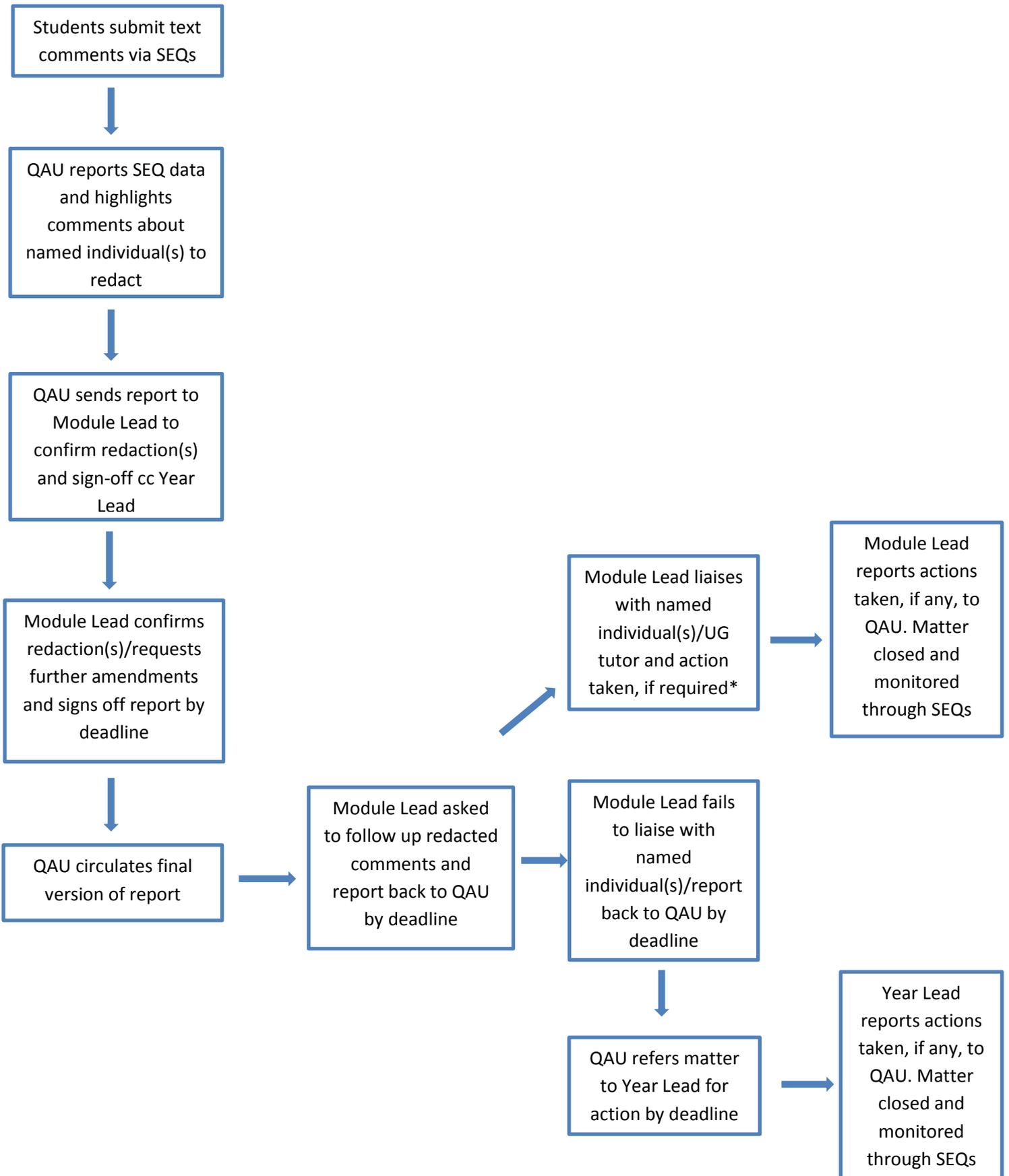


UCLMS' SEQ text comment redaction process



* In instances when more than one comment has been made about the same individual(s), the QAU will liaise directly with the relevant UG tutor/director of undergraduate education

UCLMS' SEQ text comment redaction process

- Students submit text comments, via the SEQs, about their taught modules or clinical placements.
- The QAU reports the SEQ data and highlights, via tracked changes, any comments about named individual(s) which it believes should be redacted/anonymised.
- The QAU sends the draft report to the Module Lead to confirm the redaction(s) and sign it off by a specified date. The Year Lead will be copied into the email.
- The Module Lead confirms the suggested redaction(s)/requests further amendments and signs off the report.
- The QAU makes any requested amendments and circulates the final version of the report.
- The QAU asks the Module Lead to follow up the redacted comments with the named individual(s) and report back by a specified date.
- The Module Lead liaises with the named individual(s) or, if appropriate, the relevant undergraduate tutor/director of undergraduate education, and decides whether any action is required. If repeated concerns have been raised against the same individual(s), the QAU will liaise directly with the relevant undergraduate tutor/director of undergraduate education.
- The Module Lead reports the actions taken, if any, to the QAU. If no action is taken, the Module Lead is required to provide rationale for this decision. The QAU will close the matter and monitor the situation through the SEQs.
- If the Module Lead fails to liaise with named individual(s) or to report back to QAU by the specified date, the QAU will refer the matter to the relevant Year Lead for action by the given deadline. The Year Lead reports the actions taken, if any, to the QAU. If no action is taken, the Year Lead is required to provide rationale for the decision. The QAU will close the matter and monitor the situation through the SEQs.