

Redaction of text comments from MBBS SEQs

- Students submit text comments, via the SEQs, about their taught modules or clinical placements.
- The QAEU drafts the SEQ report and highlights, via tracked changes, comments that should be redacted or anonymised. These include unfair comments about named individuals, unprofessional comments and those that identify the student.
- The QAEU sends the draft report to the module lead for approval by a specified date. The year lead is copied into the email.
- In the majority of instances, the module lead confirms the suggested redactions and approves the report. However, they may disagree with the redactions (with rationale) or request further amendments.
- In the instance of a disagreement between the QAEU and module lead about the redaction of a comment, the QAEU will have the final say on whether the comment should remain in the report to ensure that a robust and standardised approach is taken to all of the SEQ reports.
- The QAEU makes the suggested amendments and includes the following text to indicate where a comment has been removed: *(This comment has been removed and is being actioned)*. The final version of the report is circulated to relevant individuals including key UCLMS staff, the module and year leads and student representatives.
- Once the report has been circulated, the QAEU sends the redactions to the module lead to follow up with the named individuals and report back by a specified date.
- The module lead liaises with the named individuals and decides whether any action is required. If repeated concerns have been raised against the same individual, the QAEU may liaise directly with the relevant site or year lead for clinical placements or taught modules respectively.
- The module lead reports the actions taken, if any, to the QAEU. If no action is taken, the module lead is required to provide rationale for this decision. Once the outcome is satisfactory, the QAEU will close the matter and monitor the situation through future SEQs.
- If the module lead fails to liaise with the named individuals or to report back to QAEU by the specified date, the QAEU will refer the matter to the relevant year lead for action by the given deadline. The year lead reports any actions taken to the QAEU. If no action is taken, the year lead is required to provide rationale for the decision. Once the outcome is satisfactory, the QAEU will close the matter and monitor the situation through future SEQs.
- At the end of each block, the QAEU will send a summary of all redacted comments about clinical placements, and actions taken, to the relevant undergraduate site leads so they are aware of the issues that relate to their Trusts.

