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# Quality and Standards Review

# Representations Submission Form

This form is for the submission of representations against judgements reached under the Quality and Standards Review (QSR) method **only**. Judgements reached further to reviews conducted under other methods, including Higher Education Review (Alternative Providers), Quality Review Visit and Quality Enhancement Review, must be appealed under the applicable QAA procedure.

## Provider details

|  |  |
| --- | --- |
| **Name of provider** |  |
| **Address of provider** |  |

## Grounds for representation

|  |  |  |
| --- | --- | --- |
| **Outcome****(see note (i) below)** | **'Factual inaccuracy and/or misinterpretation'****(see note (ii) below)** | **'Procedural irregularity'****(see note (iii) below)** |
| *Insert negative judgement here* |[ ] [ ]
| *Insert negative judgement here* |[ ] [ ]
| **Section of this form for completion**  | **Section A** | **Section B** |

Complete the relevant section - A or B - with details explaining and substantiating the reason for the representations. Where representations relate to multiple Core practices, or multiple grounds, complete the relevant section - A or B - for each Core practice/ground.

**Note (i)** Representations can only be submitted in relation to negative judgements - 'does not meet the core practice' in one or more core practices. Representations may be made on one or two grounds (see notes (ii) and (iii) below).

**Note (ii)** 'Factual inaccuracy and/or misinterpretation' refers to an inaccuracy or misrepresentation in the final draft report which was identified and raised by the provider at the draft report stage, but was not, in the opinion of the provider, given due and reasonable consideration by the review team.

**Note (iii)** 'Procedural irregularity' refers to an irregularity in the conduct of the review such that the legitimacy of the decision(s) reached is/are called into question. Representations on this ground must explain the alleged irregularity and provide evidence in support of the allegation. Unsubstantiated allegations of procedural irregularity will be rejected on submission and returned to the provider.

## Section A: Representations on the ground of factual inaccuracy and/or misrepresentation

Complete this section for all representations on this ground:

|  |  |
| --- | --- |
| **Outcome/Core practice:** |  |
| 1. **Explain the factual inaccuracy and/or misinterpretation, making specific reference to relevant part(s) of the revised draft report.**
 |
| *In order to be eligible for representation under this ground, the factual accuracy and/or misrepresentation alleged* ***must have been raised by the provider at the draft report stage.*** *The Independent Reviewers will not consider anything that has not been raised at draft report stage.*  |
| 1. **Explain why the provider considers that the review team did not give due and reasonable consideration to the factual inaccuracy/misinterpretation when it was raised at the draft report stage.**
 |
|  |
| 1. **Explain how the factual inaccuracy and/or misrepresentation calls the legitimacy of the outcome(s) into question. Make reference to any evidence that substantiates the representations on this ground.**
 |
| *The Independent Reviewers will have access to the original evidence base but will refer to it only for the purpose of verifying any inaccuracies and/or misrepresentations cited by the provider. Specific reference to evidence supporting the representations must be made in this section.* |

## Section B: Representations on the ground of procedural irregularity

Complete this section for all representations on this ground.

|  |  |
| --- | --- |
| **Outcome/Core practice:** |  |
| 1. **Explain the alleged procedural irregularity, making reference to any evidence that substantiates the representations on this ground.**
 |
|  |
| 1. **Explain how the procedural irregularity calls the legitimacy of the outcome(s) into question. Make reference to any evidence that substantiates the representations on this ground.**
 |
| *The Independent Reviewers will have access to the original evidence base, but will refer to it only for the purpose of verifying any allegation of procedural irregularity cited by the provider. Specific reference to evidence supporting the representations must be made in this section.* |

## Provider's nominated contact person

|  |  |
| --- | --- |
| **Name** |  |
| **Job title** |  |
| **Contact number** |  |
| **Email address** |  |

## Declaration by provider's authorised signatory

On behalf of the provider named on page 1 of this form, I confirm that this submission constitutes the entirety of the representations, and that the information contained herein is accurate and complete.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Job title** |  |
| **Date** |  |

Information about how we process personal data can be found on our website: [www.qaa.ac.uk/privacy-and-cookies](http://www.qaa.ac.uk/privacy-and-cookies)

This form, duly completed, any supporting documentation and all subsequent correspondence relating to the representations should be sent directly to QAA's Head of Governance by one of the following means.

**Email** governance@qaa.ac.uk (marked as confidential correspondence)

**Post** Head of Governance
The Quality Assurance Agency for Higher Education
Southgate House
Southgate Street
Gloucester
GL1 1UB

**Note: Please do not send correspondence to any member of your QAA review team.**

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