



Oxford's Independent Business School

Magna Carta College

Quality Assurance

Quality assurance is an integral part of the way Magna Carta College operates. This is informed by the Terms of Reference of the Academic Board (see appendix D), the Course Committee Terms of Reference and the Teaching and Learning Committee Terms of reference (see appendix D). The Course Committee is the key forum in which the ongoing health of the course and the quality of the student learning opportunities are monitored, whilst the Teaching and Learning Committee plays a key supporting role in developing the student experience.

At an operational level, the student support team monitor student engagement with Moodle and where necessary contact students by email or phone/Skype to ascertain the reasons for low engagement. A log is kept with the Vice Dean and relevant personal tutor and tutor(s) made aware of students not engaging with the programme. The log is reported to the Course Committee.

As noted in the Student Handbook a personal tutoring system operates to support students and act as a mechanism to highlight students in need of additional support. The main purpose of this mechanism is to support students, their pastoral needs and direct to relevant staff as needed.

For assessment Magna Carta College follows the requirements of the awarding body. This includes regarding feedback, marking, moderation and where appropriate second marking.