

QUALITY ASSURANCE HANDBOOK

2023 Edition – Change Tracker

2023

The DBS Quality Assurance Handbook Change Tracker – 2023 edition

This document reflects any amendments made to the College's *Quality Assurance Handbook* (QAH). College policies are subject to change, as technology and socio-cultural factors evolve locally, nationally, and globally. To ensure transparency for all stakeholders (learners, staff, and external agents) regarding the development of College policies, this Tracker is intended to identify changes made to existing policies, and the introduction of any new policies.

Changes will be recorded in terms of DATE the change was made, the SECTION of the QAH the changes were made in, a CHANGE TYPE classification, a brief identification of the CHANGE MADE, and the RATIONALE for the change.

Change Types are classified as:

- Amendments – amendments to an existing policy or element of the Handbook
- Correction – spelling/ grammar correction to the documentation, or correction of an incorrectly noted role/ title. These would not substantially change the content of a policy or procedure
- Formatting – updates to address formatting issues, that do not substantially change the content of a policy or procedure
- New Policy – the introduction of a new policy into the Handbook
- Updates – amendments to existing policy, procedure or forms to reflect changes in external bodies or factors, or to improve clarity for stakeholders in interpreting the relevant section. These would not substantially change the content of a policy or procedure

Changes reflected here relate to those made following the transition from the 2019 to 2023 edition. Changes made prior to, and as part of, this transition are reflected on the 2019 edition of the Change Tracker.

Date Change	Section Changed	Change Type	Change made	Rationale
17/05/2023	All sections - cover page	Updates	Updated edition year to 2023	Significant review of QAH in 2022-2023 resulting in substantial revision and restructuring, meriting an updated edition year
19/05/2023	B.5.3.5 Online Exams - Additional Documents	Updates	Addition of reference to the Missed Exam Submission report form	New report form to report technical issues in online exams cross-referenced, with direction where this can be accessed
19/05/2023	B.3.3.13 Academic Impropriety - Additional Documents	Updates	Updated reference to the Academic Impropriety Form	Update of form from Word doc to an online form for enhanced tracking and oversight of submitted cases.

[End]

AS of AQR 2023