

## Annex R: Self-check questions

**Please ensure that you can answer yes to all these questions before signing off the completed HEIFES14 return to HEFCE.**

### General questions

1. Are you assured that the college is compliant with the funding rules set out in this publication?
2. Has the college considered the good practice tips, available in detail throughout this publication?
3. Is there an effective audit trail to the student records system and is the system capturing and recording student information in accordance with HEFCE's funding rules?
4. Have all validation checks on each of the tables been passed? (See Appendix 1 for further information on the validation checks that are carried out in the workbook.)
5. Where credibility warnings are shown or automatic check highlighting has been generated on the comparison tables, have the entered data been checked to ensure that they are correct and meet the guidance and definitions set out in the relevant section of this publication? Have you submitted an explanation to HEFCE, setting out why the data are credible? (See Appendix 2 for further information on the credibility warnings and the automatic check highlighting in the comparison tables, and Annex E for further information on the data verification process.)

### Specific questions

6. Has the college reviewed its compliance with the definition of non-completions?
7. Are you assured that the forecast components of the HEIFES return are grounded in robust and accurate past performance, and that this is auditable?
8. If you have included any forecast years of programme of study in Column 2 of the tables, do they meet the criteria to be included in Column 2? (See Annex H for guidance on when to count years of programme of study, and Annex D for further guidance on what activity may be recorded in Column 2.)
9. Have you excluded years of programme of study which are franchised-in? (See paragraphs 8-17 of Annex F for more information on collaborative arrangements treated as franchises for HEFCE purposes.)
10. Has the final list of exempt students (students outside the student number control allocation in 2014-15) and grade combinations been used when completing Table 6? The final list can be found on our web-site at [www.hefce.ac.uk/whatwedo/lt/howfund/studentgrades/](http://www.hefce.ac.uk/whatwedo/lt/howfund/studentgrades/).