National Authority for Quality Assurance of Education and Accreditation

Reviewers Orientation Session

Instructions on the Activities and Reports of the External Review Visit

(This is a presentation presented to the reviewers during the orientation session)

Instructions on the activities and reports of the External Review visit

You need to verify the following regarding the Academic Reference Standards:

- **Differentiate between ARS/NARS?**
- **Whether there is ARS in the presence of NARS for the sector?**
- **ARS in the absence of NARS for the sector?**
- **Programs that have not graduated students yet (have to e checked)**

Avoid:

- **Objecting, interrupting and public disagreement between the team members during the visit**
- **Use the inspection style during interaction and talking with the faculty members**
- **Showing personal experience as an example for the good practices and comparing it with the institution**
- **Concentrating on the formality mistakes (the seals and the signature dates)**
- **Approbation or vilify of the practices in the institution and not to give any impression about the success or the failure of the meetings**
- **Mentioning a team recommendation**

Instructions and notes on the activities and reports of the review visit

Before the Visit

- Review of the institution's submitted the documents file by all the members
- Writing the individual starter report (assumptions)
- Determination of the investigation tools during the visit
- Putting the time schedule for the field visit (the coordinated assumed visit)

During the Visit

- Collecting and analyzing the data and information development
- The daily updating for the individual starter reports

After the Visit

- Revising and writing the individual reports
- Writing and editing the final collective report and revising it with all the team members

Coordinating the Meetings:

Meetings that should be attended by all team members:

- The academic leaders
- The faculty members
- The undergraduate students

Other points to consider:

- The other meetings are the responsibility of at least two team members, the team leader should be one of them in the parallel meetings
- Managing the meetings
- Prepare the questions accordingly
- Determine for the role of each member

Instructions and notes for checking the documents

- **Concentrating on the content of the documents**
- **Don't asking repeatedly for the documents or exceed in copying**
- **Coordinating the document request with the team leader only**
- **Avoid taking the documents outside the enterprise**
  (e.g. the standards of choosing the leaders / the standards for the exam paper … etc.)
- **Browse the website**

Instructions and notes for the procedure of making "notes"

- **Using the templates developed NAQAAE or the models made by the team according to the results of reviewing the self-study**
- **General notes for all the documents which require publishing and advertising**
- **Notes according to the nature of the faculty (e.g. pharmaceutical factory, hospital … etc.)**

Notes on the reports

- **The name of the college in report**
- **Firstly: The Evaluation Framework (Standards of 2009 or the standards of 2015**
- **Secondly: The Basic Data**
  - Assure the completion of all its items from the faculty before the visit
  - Its relationship with the reports (conflict with the faculty members and the scientific research numbers)
  - Responsibility of the team for verifying it
- **Thirdly: Revise all the data**
- **Fourthly: the evaluation results**
  Avoid

  - Not covering all the practices inside every point
  - The incompatibility between the completion of the point and verifying the practices
  - Copying from the self-study and using it as a proof
  - Underlining positive points and vice versa
  - Expanding on some NORMS (the number or areas bathrooms or chairs and the like)
  - The conflict between the standards
  - Editing the sentence and punctuation errors

DO not forget to complete

- Evaluation form of the leader to the team members
- Evaluation form of the members to the team leader