



National Authority for Quality Assurance and Accreditation of Education

Checklist of External Evaluation Reviews for Higher Education Institutions

First: Upon receiving the institution file from NAQAAE (on line documents)

Steps	√	X
1. The team has received a complete set of the required documents: <ul style="list-style-type: none"> 1. Self study 2. Bylaws 3. Programs and courses description 4. The strategic plan of the institution and the action plan to support it 		
2. The team has held a meeting for introduction and assignment of tasks		
3. The team has regarded the specialization and expertise of each member when assigned to the study programs/standards to be examined		
4. The team has taken into account the distribution of accreditation criteria among members and the distribution of associated criteria such as: <ul style="list-style-type: none"> 1. Academic Standards + Educational Programs + Teaching and Learning 2. Graduate Studies + Scientific Research 3. Institutional Evaluation of Institutional Capacity and Educational Effectiveness 		
5. Audit assignments have been distributed so that each criteria has a main auditor and an assistant auditor		
6. The team leader has identified the pre-visit schedule (number and dates of team meetings to discuss initial comments)		

7. All team members have committed themselves to reading the full self-study with each member focusing more deeply on the assigned parts		
8. Each member has recorded their initial observations on the extent to which the institution met the criteria for the assigned accreditation standard based on study and documents examination		
9. Team members have discussed initial observations of each member in detail		
<ul style="list-style-type: none"> - Group meetings have determined: - Points of deficiency / contradiction / points that need verification - Missing information and how to complete them - Activities required for verification (interviewing individuals/groups, observing certain facilities/school activities or more ...) - Additional documentation needed to brief the team 		
10. Preparation of a proposal for the visit schedule and activities, in agreement with the institution		
11. Preparation of a list of documents required for the institution to provide at the time of the visit according to the discussions conclusion		

Second: Coordination visit

Steps	√	X
1. The team leader has selected an appropriate date for the coordination visit in coordination with the institution and commission, allowing the institution to process the team requirements such as documentation and coordination		

activities included in the field visit schedule		
2. The team leader has committed to the date of the coordination visit		
3. The visit took place in the presence of the coordinator		
4. The team leader has checked the adequacy of the base room allocated by the institution for the team		
5. The team leader has discussed the proposed schedule with the coordinator and agreed upon (or amended it) as a final schedule		
6. The team leader has handed the document list and required documents to Coordinator		
7. The team leader has agreed with the coordinator on the logistics of the visit regarding the institution		

Third: During the field visit

Steps	√	X
1. The team has reviewed the planned activities for each day of the visit the night before and assigned tasks (observation tasks, comprehensive review for each interview including topics, questions that will be put forward and who is responsible for them)		
2. The team leader has met with the institution's official (Dean) at the beginning and the end of the day		
3. All members of the team have attended all visiting days and complete stay at the hotel		

4. The team leader has confirmed that the institution has prepared all the required documents by reviewing a copy of the list previously delivered to the coordinator		
5. The team has observed all the facilities and scientific activities and other elements identified in the initial discussions		
6. All observation operations took place in the presence of at least two team members		
7. Reviewers have carried out measurements in relation to standard specifications whenever possible and not based on personal impressions		
8. Reviewers have reviewed observation results first hand in their relative forms		
9. All meetings have taken place in the presence of at least two team members, with the exception of individual meetings		
10. The team has determined in advance the member responsible for recording the observations and discussion conclusions for each meeting		
11. In conducting the meetings, the team has been guided with the audition tool prepared by NAQAAE for this purpose		
12. The team has reviewed the required documents and extracted evidence and recorded detailed notes		
13. Ensuring that the samples reviewed from course descriptions, their reports and examination papers, are exact samples		
14. During the meeting at the end of each day of the visit, the team has carried out the following: <ul style="list-style-type: none"> - Ensuring that all reviewing activities are covered for the day and rescheduling what remains - Discussing daily reviewing work and compare notes to determine the institution's position in terms of fulfilling the evaluated indicators and elements - Monitoring weakness points in the organization's performance, supported by evidence - Monitoring strengths in the organization's performance - Emphasis on the reviewing schedule for the following day 		
15. Reviewers have carried out measurements based on the authority's standards and in light of the institution's mission (not on personal impressions)		

16. The team has checked the adequacy of evidence and testimonies used to make any judgment		
17. At the end of the last meeting, the team reached unanimous agreement on the recommendation to be submitted to NAQAAE board		
18. The team has prepared the final statement to be made by the team leader (not exceeding one page) containing the most important strengths points and points that need improvement without reference to any recommendation		
19. During the final meeting, the team leader has read the prepared statement without additions or comments on their behalf, without allowing discussion by members of the institution		

Fourth: After the visit

Steps	√	X
1. The team leader has selected an appropriate date for the completion of individual reports within a week after the end of the visit		
2. The team has committed to the template prepared by NAQAAE when writing individual reports/combined report		
3. Each member has checked the following when writing their part of the report: <ul style="list-style-type: none"> - Accuracy in writing numbers - All data and numbers listed were verified by reading the original documents - Used phrases are clear and unequivocal (avoid using structural wording) - Including evidence after each conclusion, especially points that require improvement (followed by references such as document name/activity/observed place, etc.) - No inconsistencies in the data or comments within any paragraph - No inconsistencies in the data or comments within paragraphs under the same criteria - No conflict between strengths and points that need improvement - Avoid dwelling on improvement proposals and ensuring that they are linked with the points that need improvement mentioned under same criteria 		
4. Each reviewer has sent his/her individual report to all team members for review and comment if required		
5. The team leader has written the combined report according to NAQAAE		

<p>template, ensuring the following:</p> <ul style="list-style-type: none"> - The report is free from contradictions - The report matches what was agreed upon during the team discussions - Fulfilling the technical writing guidelines of the reports issued by the authority 		
6. The team leader has sent the report to members for final review and approval		
7. The team leader has uploaded (delivered) the report to the authority no later than two weeks after the end of the visit		
8. The team leader and members have filed and uploaded the assessment forms		