



Preparing for Inspection

A Guideline for On Line institutions Remote Inspections

Note: Also to be used when, due to safety concerns, we are not able to undertake on-site inspections

Helping you to prepare for your IEAC Accreditation

Preparing For your IEAC Accreditation Evaluation Visit

IEAC Standards have been developed specifically for international institutions. Holding IEAC Accreditation indicates that your distance learning institution follows proven practices of the finest, world-leading, international institutions.

IEAC Standards monitor the elements integral to the smooth functioning, quality provision, and reputational standing of an institution. They are holistic, encompassing the entirety of your university's operation including areas such as management and governance, health, safety and security, safeguarding, curriculum and quality of teaching, research activity and supervisory arrangements, qualifications of staff, operating procedures, and financial stability. Furthermore, we take a close look at the mission and vision at the heart of the University and help you to develop upon your existing improvement plan.

The Standards are also intended to be used by your distance learning institution to self-assess practices and programmes.

Highly qualified trained inspectors will then conduct a full accreditation visit, where they will assess Key Performance Indicators and check the appropriateness of policies and procedures to verify and provide feedback for your improvement plan. We find that distance learning institution who continually engage in self-assessment, and set goals based on our Standards and Indicators, will ensure that they provide a high quality, rigorous, educational programme for all students.

NOTE;

Please note that the information below is for Guidance only. If you would like to add other activities then please do so with the Lead inspector when finalising the schedule.

Preparing for the Evaluation visit

This guide contains step-by-step instructions that will help your distance learning institution prepare for IEAC accreditation, and other progress monitoring visits, and hopefully answer any questions you may have.

Point of Contact

When a visit is scheduled, IEAC will assign a Lead Inspector. The Lead Inspector will be the point of contact for all inquiries regarding the accreditation process during the inspection period. Your Institution should not have any contact with any other accreditation team members.

Visit Schedule

The University will work with the Accreditation Team Leader in advance of the remote inspection to determine the schedule

Preparing and organising elements of Evidence

The Institution will need to prepare certain items of evidence and collate each section as shown in our standards. We do not wish to be too prescriptive in determining how standards are met. Nor do we ask you to reproduce documentation if it is available in a separate document.

For example: if you have evidence regarding a standard related to CPD, but this is already shown in your staff handbook, then simply signpost us to the relevant page and booklet and have these available.

- When preparing and organising items of evidence, please do not send original documents as the accreditation team may keep selected items to assist in writing visit reports.
- Please send all evidence documents by email to the Lead inspector prior to the scheduled remote inspection
- If any of the handbooks or manuals are available online, please send the link(s) to the team leader at least two weeks prior to the visit.

Point of Contact

- Please designate one person as the point of contact for any requests from the Lead Inspector. The Lead Inspector will direct all requests to that person.

The Virtual University Premises Tour

The institution should provide a video walkthrough tour of the premises. This includes offices, remote teaching and recording rooms, signage (including safety), access and location.

- The inspectors will pay particular attention to the environment, health and safety* arrangements, security, and resources.

(*Please be aware that health and safety requirements still apply to all staff even if you have no

Stakeholder meetings

- Stakeholder meetings are conversational but guided by the inspectors.
- To achieve maximum benefit from the meetings, please encourage all stakeholders to be candid and open. (No individuals' names are used in IEAC reports.)
- The accreditation team will have video conference meetings with the various stakeholder groups during the remote inspection. The institution should prepare for all meetings according to the guidelines below.

Scheduling Meetings

- The institution's point of contact should work with the Team Leader to arrange mutually convenient times and the appropriate platform (e.g., Zoom, Skype, Teams etc.) for the various meeting bearing in mind any time zone differences. Where possible, all meetings should be arranged on the same day.
- Duration of meetings should be 1 to 1.5 hours
- Allow plus and minus 15 minutes for all meetings.
- IEAC wishes to be as unobtrusive as possible to the general operation of the University so the timings of the meetings should suit the Institutions day.

Meeting with Management

- The meeting should include (where possible) owners, directors, principals, managers, governors, and trustees etc.
- During this meeting, the University should give an introductory presentation covering its history, an overview of the community the University serves, and how the University prepared for the visit.
- IEAC will also give a brief overview of its history, its staff and its services

Meeting with Academic Staff

- The staff meeting should include a mix of lecturers so that each core area and year group is represented. Also, please include one or two teachers representing elective or noncore content classes, as well as one or two counsellors.
- During this meeting, a variety of topics will be discussed with the accreditation team including the University's curriculum, curriculum development, instructional practices, assessment programmes, management support, views on resources and facilities, workloads, staff development opportunities, and issues relating to health, safety and security. (This will be a conversational meeting and no preparation is necessary.)
- If the institution is not able to facilitate online meetings with staff then please inform your Lead inspector and he will send you questionnaires for the staff to complete .

Meeting with support staff

- The support staff meeting should include individuals representing technicians, counsellors, facilities management, general administration, examinations, health, safety and security, Library and marketing etc.
- If the institution is not able to facilitate online meetings with support staff then please inform your Lead inspector and he will send you questionnaires for the staff to complete .

A variety of topics will be discussed with the accreditation team. (This will be a conversational meeting and no preparation is necessary.)

Meeting with students

- The meeting with students should include a variety of students representing different programmes of study. During this meeting, a variety of topics will be discussed with the accreditation team. (This will be a conversational meeting and no preparation is necessary.)
- If the institution is not able to facilitate online meetings with students then please inform your Lead inspector and he will send you questionnaires for the staff to complete .

Access to Learning Management System (LMS) and Administration System

The inspectors are to be given a remote access to the LMS and be sent links to any recorded lessons.

- The inspectors are to be given access to the administrative system to view student records, including attendance/participation records and progress records.

Students Work

In the past, Institutions have displayed examples of students work on line, which the inspectors had found very helpful. Again, please talk to the Lead inspector and include this in the schedule

Research

Please include any areas of research in your discussions with the inspector and if possible, send him a link to look at any research papers published by your students and indeed staff.

Summary Meeting

- During the summary report the team leader will share some general findings from the visit; but cannot state the final outcome of the accreditation. Full accreditation is the culmination of the formal IEAC accreditation process.
- The Lead Inspector will also explain the IEAC Star system and the Inspectors Special Awards