## Quality Assurance (QA) Checklist for Self-Evaluation of Supplementary Online courses

## Preamble

As decided at the 187<sup>th</sup> CETMe Board, the CETMe will review supplementary online courses for the first time before the first delivery and once in every 5 years. Teachers have to self-evaluate their supplementary online courses in the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> cycle of course delivery. Therefore, please use the following QA checklist to review your supplementary online course before the delivery.

**Instructions:** Please write " $\checkmark$ " for the relevant component if you have completed correctly (\* compulsory components). If you need further assistance, please contact the CETMe academic staff.

Course Code: ..... Date of Review:.....

Reviewed By: .....

Review Cycle: .....

Component	Criteria	``√″
*1. Your Profile	Update the information in your profile.	
	Change your profile picture if needed.	
*2. Course description	Check whether brief description about the course	
(Administration >>	and the relevant programme are given at the	
Settings link)	beginning.	
*3. Welcome message	Verify the Course Code/ Title in the Banner.	
(Top-most page)	Simple message ( <b>maximum 3</b> paragraphs) –	
	welcoming students, purpose, name/s of the	
	teachers/person responsible for the course.	
	Update the Date/Year if given.	
*4. Contact Information	Name, address, email of the Main Teacher.	
	Name, address, emails of other Teachers.	
*5. Start Here	Check whether you want to update the navigation	
	structure of the course.	
*6. Announcements/	Welcome message.	
News forum	At least <b>another</b> message (optional).	
*7. Course Information,	Syllabus (if the academic year is included check	
(Syllabus, Activity	whether it is updated).	
Schedule etc.)	Course Information Document (update the	
	academic year if included).	
	Activity Schedule (check whether it is the updated	
	schedule/ academic year).	
*8. Learning resources	There should be at least <b>two</b> learning resources.	
	At least one web resource (weblinks are	
	recommended)	
	If the learning resources are taken from the web,	
	indicate the source/ OER license etc.	
	If there are any previously added weblinks, check	
	whether those are accessible/working; if not	
	please delete those and add new web resources.	
	Day School Presentations – updated versions.	
9. Assignments	Check whether Assignments are current.	

Include the Deadline within the document.Check whether clear instructions are provided with respect to the submission of the Assignment.10. Databases or separately (Course Information, Learning Resources, Course material, Assignment etc.)Check whether the contact person is included.11. Class Discussion (Forum)Check whether the additional information column giving details about the documents.12. Assignment Drop Box (if any)Instructions regarding the assignment (Submission Deadline, Word limit etc,).13. QuizQuiz name. Set the Deadline.14. ChoiceCheck whether the correct dates are indicated.14. ChoiceCheck whether the correct dates are indicated.15. Past Papers and Past AssignmentsCheck whether the correct.15. Past Papers and Past AssignmentsCheck whether the correct.16. GradesRemove previous Mark lists (NBT, OBT etc.) if any.		F	
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