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

Preamble

As decided at the 187th 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 2nd, 3rd and 4th cycle of course delivery. Therefore, please use the following QA checklist to review your supplementary online course before the delivery.

Instructions: Please write "✓" 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 (Administration >> Settings link)	Check whether brief description about the course and the relevant programme are given at the beginning.	
*3. Welcome message (Top-most page)	Verify the Course Code/ Title in the Banner.	
	Simple message (**maximum 3** 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/ News forum	Welcome message.	
	At least **another** message (optional).	
*7. Course Information, (Syllabus, Activity Schedule etc.)	Syllabus (if the academic year is included check whether it is updated).	
	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 **two** 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 the description to the relevant database is appropriate.	
	Check whether the contact person is included.	
	Complete the additional information column giving details about the documents.	
	In Assignments database, clearly indicate the Deadline under the additional information column.	
11. Class Discussion (Forum)	At least **one** discussion topic initiated by the teacher.	
12. Assignment Drop Box (if any)	Instructions regarding the assignment (Submission Deadline, Word limit etc,).	
	Instructions regarding how to upload the assignment.	
	Set the Deadline and the Cutoff date in Moodle.	
13. Quiz	Quiz name.	
	Set the Deadline.	
	Check whether Marks are allocated.	
14. Choice	Check whether the correct dates are indicated.	
	Check whether the correct limits (number of students) are set for each group.	
	Set the deadline to close the choice if necessary.	
15. Past Papers and Past Assignments	Check whether you want to add any past papers to the course.	
16. Grades	Remove previous Mark lists (NBT, OBT etc.) if any.	