

**CENTER FOR QUALITY ASSURANCE**  
**EASTERN UNIVERSITY, SRI LANKA**

**Quality Audit Report**

**Name of the Study Programme:**.....

**Name of the Faculty/Department:**.....

**Date and Time:**.....

Number of Courses offered by the Department during the review year:

1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year	Total

Number of Examination Conducted during the review year: .....

Number of staff delivered the lectures during the review year: .....

**Verification of Documents:**

No	Document	Available/Not (if available, numbers)
1	Programme Specifications (with the approvals)	
2	Course Specifications	
	Approval of the course specifications	
3	Student feedback collected	
	Student feedback analyzed	
	Student feedback reports discussed with the students	
4	Peer review reports	
	Peer review reports discussed	
	Guidelines for conducting peer review	
4	Moderator Reports	
5	Second Examiner Report	
6	Examination and Evaluation Summary Sheets	
7	Handbook and Prospectus issued to students on time	
8	Faculty Alumni	
9	Committee of the department/s (course/ module/ subject teams) comprising internal and external subject experts to develop the courses	
10	Name of the qualification awarded for the programme complies with the SLQF guidelines with respect to the Type, Designator, Qualifier, and Abbreviation (for all existing batches)	
11	Fallback options (with all approvals)	
12	Graduate Profile (with the approval)	

13	Continuous Assessment: Scripts with marking schemes; Displayed marks sheets for students; Time slots allocated in the timetable for continuous assessments	
14	Course Evaluation: The Faculty's CDC along with the FQAC monitors and evaluates Courses/modules at each level with regard to the content, appropriateness and effectiveness of teaching-learning and assessment methods, involving peer staff and students, and the results are used for minor improvements of the course content and delivery	
15	Formative assessments: which are used to provide timely feedback to students to promote effective learning and academic development.	
16	Approved faculty guidelines on the appointment of internal and external examiners	
17	The Faculty ensures that the appointed examination boards/ panels comply with the University/ Faculty recommended composition, members have required qualifications, and no conflict of interest. They are responsible for setting and moderation/ scrutiny of question papers, marking of answer scripts ensuring academic integrity of standards, maintaining confidentiality, and timely submission of marks	
17.1	Relevant SDC training programme schedule and content	
17.2	Senate-approved list of examiners	
17.3	Samples of Conflict of interest/ Confidentiality forms signed by examination board/ panel members	
17.4	Dates of conducting examinations and submission of marks	
17.5	Results board decisions made on grades and borderline students with by-laws/ rules and regulation.	
17.6	External/second examiner is provided with clear ToRs and SoPs including the appointment letter	
18	The Faculty ensures that the assessment outcomes (results) are used to improve teaching learning and assessment methods.	
18.1	Records of periodic monitoring of assessment outcomes (results)	
18.2	Records of using assessment outcomes (results) to improve teaching-learning assessments	
18.3	Improvements made.	
19	Quality of education provision of the <b><i>programme is monitored and evaluated annually</i></b> through <b><i>process indicators and outcome indicators</i></b> and uses the findings to periodically <b><i>update the programme</i></b> in an agreed cycle.	
19.1	Student retention, progression, completion/ graduation rates	
19.2	Graduate/student satisfaction with the programme	
19.3	Cost-effectiveness of the programme	
19.4	Employability of graduates	
19.5	Employer feedback	
19.6	Admission rates to advanced degree programmes and scholarship/fellowship awards	
19.7	Cycle used to update the programme.	

20	The Faculty has established a comprehensive internal monitoring framework/mechanism to review and evaluate programme management, learning environment, programme design and development, teaching, learning and assessment.	
21	Activities of the FQAC	
21.1	Space and Office furniture and computers for FQAC	
21.2	Appointment of the Research Assistant by the Faculty	
21.3	Acting Plan for FQAC	
21.4	Meeting minutes and the meeting schedule of FQAC	
21.5	Updated FQAC webpage in the Faculty webpage	
21.6	Workshops and Seminars conducted by FQAC on QA	
21.7	Internal Monitoring of the Programme by FQAC	

**Any Other Comments:**

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**Director**

**Center for Quality Assurance, Eastern University, Sri Lanka.**

**Date:.....**