

Training Evaluation Report

Title: Basic Peer reviewer work shop

Date: ١٦/١١/٢٠٠٦

Attence: ٤٢ **Expected number:** ٥٠

١st session

Trainer: DR.Hala Salah

٢nd session

Trainer: DR.Hoda EL Talawy

Work group Exercises:

As most of the trainees demonstrated low achievement training activities include: In English language, the explanation of the workshop was carried out in Arabic language. English language is used to identify key terms.

First Exercise about:

"Use the published criteria in annexes A&B to state in a narrative way of writing (not less than ٨٠ words) the reviewers' challenges based on improper using of the code of conduct for peer reviewers."

All attendees were divided into six groups. The profile of the working groups in specially based.

The first Ex is demonstrated by the trainers. The trainees group worked on Annex A&B from Hand Book to deduce the peer reviewer's challenges.

Discussion and presentation were carried out by all the groups.

The second session

Includes a case study on student assessment, which is demonstrated in details by the trainees were asked to use Annex F p.٩٥ and Annex I p.١٣٥ in the English copies of the Hand book.

Discussion within each group facilitated by the trainers. Discussion among groups and presentations were monitored in an objective approach.

Summary of the comments of the trainers

-Few numbers of the trainees requested for Arabic form of the pre and post tests as well as the evaluation form.

- Many of the trainees informed the trainers that they don't get hand book and their faculties have no copies of it. They asked NQAAC to send copies of the hand book to their faculties in both Arabic and English languages.
- All the trainers asked for receiving certificates of attendance. The trainers clarified these issues. They stated that the peer reviewer work shops include two levels: Basic and advanced submitting of certificates is controlled by NQAAC rules.
- Many of the trainees mentioned that they can not do the training exercise in English language however after the trainers' demonstration, they respond in Arabic language.
- Few trainers stated that they can not understand the English language at all.

Comments of trainers.

- The preparation of the workshop was well developed
- Pre and post tests were carried out. Language problems arise from the same attendees. the name of trainees was provided to the NQAAC by faxes between the trainers and the presidents of the quality centers based on the required specialties and the universities which will have the next site visits and the data base of the peer reviewers in each university. Accordingly the list of the elected names of the trainees was prepared, and corresponding arrangement for the place and break was carried out. Unfortunately, on Wednesday ١٥th at ٢pm we were informed by chance that all the faculties of Cairo university were invited by the quality center to elect faculty staff members to attend the peer reviewer work shop which will be held on Thursday ١٦th Nov. The trainers and the coordinator did not receive any formal or informal information about this issues. Dr. Hoda Eltalawy phoned Dr. Azza Agha the president of the quality center to identify the number of the elected person who will attend the work shop but unfortunately it was difficult to obtain a response. On Thursday morning and at beginning of the work shop one member from the following faculties' namely physical therapy, nursing, agriculture, engineering and economic come to attend the work shop. as were not able to determine the number of the elected staff from Cairo university who will attend the work shop and As it will be risky to have more than ٥٠ member in the work shop it was wise to clarify the confliction to them and they are given the option ether to stay or to be required for the next work shop. All of them accepted the situation. Their names were collected to be listed for the next basic peer reviewer work shop. the member of the physical therapy, agriculture and engineering faculties, left to be recruited the member of the faculty of economic stayed in the next work shop for the first session, however the member of the nursing faculty stayed till the end of the work shop.

Required actions

- ١-Developing of a formal link between training management team and quality centers for receiving documented list of elected faculty staff names from different universities within the dead line.
- ٢-CVs should be attached with the list of the elected faculty staff names to be scrutinized to determine the level of English language perfection and to confirm specialties.
- ٣-Preparation of Arabic presentation may be required in the futures.
- ٤-The number of the trainees in each work shop should not be more than ٢٥ members to ensure effectiveness of the training.



-After the work shop a formal letter included the names of the trainees who attended the work shop and signed by the president of the NQAAC will be sent to the president of the universities.