
QAAP Workshop

Report Writing

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Revised site visit arrangements

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- University's Quality Assurance Centre (UQAC) required to "quality approve" the FAR before it is released to the QAAP
 - And to ensure that it is the most recent annual report (that is, for February 2007 DEs, the 2005-6 annual reports for faculty, programme and courses).
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- UQAC to ensure that properly completed course and programme reports are an essential part of the FAR.
 - If they are not present, then the FAR is not complete and cannot be evidence based or comprehensive.
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- Site visit schedule is revised,
 - See recommended new version. (In Handout)
 - Visit secretary to be provided by UQAC from Day 1
 - Day 4 Report Writing day to be discontinued
 - Refined Template for Report to be used.
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- Report Production
 - Reviewers bring to Day 0 their commentaries
 - These may be revised as a result of first team meeting
 - These are given to secretary to insert into new Report Template
 - Either in digital form, in hard copy or even in manuscript
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- A complete preliminary draft should be available for the final team meeting
 - This informs the judgement process
 - This draft will be modified as a result of the meeting
 - The final site-visit draft is then edited by the chair and becomes Draft 1
 - This is sent to the reviewers for their comments
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Report draft is continually updated as the result of:

- Meetings
 - Discussions
 - Scrutiny of documents
 - Visits
 - Other site-visit activity
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The advantages of this procedure are:

- More efficient production of the report
 - Better quality of report drafts
 - Less costly
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Aspect trays will be provided to
facilitate evidence gathering and
report writing

Individual Activities in Session 2

- Group into DE teams.
 - Chairs allocate aspects to individuals .
 - Individuals exchange evidence.
 - Individuals write initial commentaries according to the new writing guidelines.
 - Chairs act as advisors within groups.
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Individual Activities in Session 3

- Form into aspect groups.
 - Discuss any differences in the commentaries.
 - Chairs report back to Plenary session
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