

QUEST Romania

CHECKLIST FOR INSPECTIONS *(excerpts)*

ACADEMIC MANAGEMENT

SUB-CATEGORY	CODE OF PRACTICE	POINTS TO CHECK
<i>Managing the teaching team and teacher support</i>	Schools belonging to QUEST guarantee <ul style="list-style-type: none"> - commitment to maintain and develop standards - regular monitoring of the teaching activity - the opportunity for students to express their opinions of the course 	Check: <ul style="list-style-type: none"> • the academic monitoring system (class observation) • methods of student course evaluation (e.g. questionnaires)
	Members provide staff with relevant opportunities for training and development	<ul style="list-style-type: none"> • Is there a coherent in-service training scheme for teachers? • Is support provided for conference participation? • Do teachers' meetings take place regularly?
<i>Course programmes</i>	Structured course of studies divided into levels	<ul style="list-style-type: none"> • Are there schemes of work for each level and for each type of course? Are they adhered to? • Are aims appropriate and are they compatible with students' needs?
<i>Assessment and certification systems</i>	Accurate placement tests	Check placement tests and procedures: <ul style="list-style-type: none"> • Do they place students appropriately? • How are class changes dealt with?
	Progress tests and end-of-course assessment	<ul style="list-style-type: none"> • How is progress assessed and how frequently? • Check samples of progress and end-of-course tests.
	Certificates of attendance on completion of course	<ul style="list-style-type: none"> • Is there a standard certificate? • Check format and content of certificate
<i>Resources and materials</i>	Quality teaching and structured course of studies and access to appropriate learning resources and materials	<ul style="list-style-type: none"> • What coursebooks and materials are used? • Are they appropriate for the students' levels and needs? • What system operates for course book and materials issues?

