

Name:	COURSE EVALUATION POLICY
Policy No:	181101
Approved by:	Stephen Kinsella, Executive Director
Last reviewed:	November 2018
Responsible	Head of Professional Learning

1. Purpose

To demonstrate the capacity to critique the suite of courses to assure the quality of course material and the process of continuous management and evaluation of courses against nominated NSW Education Standards Authority standards for teachers and EdComm standards.

2. Scope

This policy applies to all course reviewers and course writers.

3. Policy Principles

- i. To provide consistently high-quality courses that employ current best practice and up-hold EdComm’s expectations.
- ii. Course evaluators will uphold stated EdComm standards.
- iii. All course reviewers will be informed of the standards.

Expectations for course reviewers in respect of course and program materials and evaluation.

- 1. Each course will be evaluated by at least two of the EdComm team against the stated standards: meeting stated NESA standards/descriptors, the authenticity and relevance of the research base, the proposed teaching methodology, the clarity of learning intentions and success criteria, the proposed assessment methodology and assessment criteria, the congruence of assessment and learning intentions and the relevance of the proposed learning to participants.
- 2. Ongoing review is based on feedback from participants and includes the design and content of each course, the expected Learning Intentions, the methods for assessment of those outcomes, the expressed relevance of the content to the needs of the participants.
- 3. Bi-annual review of courses will be conducted and also take account of emerging developments in the field of education, modes of delivery, the changing needs of participants.
- 4. Online or blended courses must meet the same standards and be trialled successfully in their online format.
- 5. No course can be run by EdComm unless this process has been followed.