

**ACCRA  
TECHNICAL  
UNIVERSITY**

**POLICY ON  
STUDENTS  
ASSESSMENT  
OF TEACHING**

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## SUMMARY DETAILS TABLE

<b>Version</b>	1.0
<b>Short description</b>	This policy outlines the principles and procedures by which students would evaluate the quality of teaching.
<b>Relevant to</b>	All students of the Technical University.
<b>Issuing Authority (Approved by)</b>	This policy has been approved by the Council.
<b>Responsible officer</b>	Quality Assurance Officers
<b>Responsible office</b>	Quality Assurance Office
<b>Date introduced</b>	Monday, May 23, 2016
<b>Date(s) modified</b>	
<b>Next scheduled review date</b>	1st, April, 2018
<b>Related Technical University documents</b>	
<b>Related legislation</b>	
<b>Key words</b>	Assessment, Teaching

## SECTION ONE

### 1. DEFINITION OF TERMS

Quality Assurance - A way of preventing mistakes or defects and avoiding problems when delivering solutions or services to customers.

## **SECTION TWO**

### **2. POLICY**

#### **2.1. POLICY STATEMENT**

Students are the primary stakeholders of our teaching and learning programs in the Technical University. We therefore value the feedback they provide on the quality of the service they receive.

#### **2.2. PURPOSE**

The purpose of this policy document is to outline the principles and parameters to guide the evaluation of courses by students. This shall be done by the use of a set of reasonably research-based indicators of teaching and learning activities and learning environment variables to enhance student learning.

#### **2.3. SCOPE**

This policy applies to all students.

#### **2.4. PRINCIPLES**

2.4.1. Every course shall be evaluated at least once a year

2.4.2. Students shall provide information to Teaching Staff about how effective their teaching encourages student learning and to help them improve upon their teaching.

2.4.3. The information obtained shall be made available to Teaching Staff to help them improve on their delivery.

2.4.4. The course evaluation process shall be structured and administered through the Student Assessment of Teaching and Courses.

## SECTION THREE

### 3. PROCEDURE

#### 3.1. Administration Process

- 3.1.1. A representative sample of students shall be taken from all classes and shall be used for the evaluation process.
- 3.1.2. The **Student Assessment of Teaching and Courses Form** shall be conducted not earlier than the eighth week of the semester.
- 3.1.3. The students shall be given prior notice of the exercise.
- 3.1.4. The forms shall be administered to the students and a sufficient amount of class time allowed for the completion of the form.
- 3.1.5. The completed forms shall be collected on the spot.
- 3.1.6. The Teaching Staff concerned shall not be present in the room while the evaluation is being done.
- 3.1.7. The responses shall be analysed statistically and reports generated from the analysis.

#### 3.2. Availability of Results

- 3.2.1. The results of the evaluations shall be provided to the Teaching Staff as soon as possible.
- 3.2.2. The following shall also have access to the results of evaluation:
  - Curriculum committees and other review bodies/individuals: for purposes of curricular review.
  - The appointments and Promotions Board.
  - For purposes of mentoring and selecting candidates for teaching awards

## SECTION FOUR

### 4. FORMS AND TEMPLATES

#### 4.1. STUDENT ASSESSMENT OF TEACHING AND COURSES

### ACCRA TECHNICAL UNIVERSITY

#### STUDENT ASSESSMENT OF TEACHING AND COURSES

**Programme:**

**Course Code:**

**Academic Year:**

**Semester:**

**Lecturer's Name:**

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To help lecturers improve their course delivery and related issues, it would be appreciated if you could assess this course.

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Provide your responses to the following using a scale of 1 to 5, where

1 means "Strongly Disagree"

4 means "Agree"

2 means "Disagree"

5 means "Strongly Agree"

3 means "Agree"

**Please tick your choice**

		<b>Scale</b>				
	<b>Course Content</b>	1	2	3	4	5
1	The Lecturer provided satisfactory course outline / syllabus objectives at the outset					
2	The course content was thoroughly and adequately covered					
3	The course content was based on the course outline provided					
4	The Lecturer provided a list of recommended readings					
	<b><u>Attendance</u></b>					
5	Most of the lectures for this course actually took place as scheduled					
6	Lecturer was punctual					

	<b>Course Content</b>	1	2	3	4	5
	<b><u>Mode of Delivery and Lecturer's Interpersonal Skills</u></b>					
7	The Lecturer's command of the subject was competent and thorough					
8	The Lecturer's delivery was enthusiastic, organized and effective					
9	The Lecturer encourages student participation					
10	The Lecturer provided useful responses to questions					
11	The Lecturer treated students with fairness, respect and tolerance					
12	The Lecturer is approachable					
	<b><u>Assessment</u></b>					
13	Assignments / class tests were adequate					
14	Grade Assignments/ test were returned in good time					
15	The grading included useful feedback or comments					
16	Assignment/ test were subsequently discussed in class					
17	The Lecturer was available during stated office hours to be consulted by students					
18	The lecturer made an effort to help individual students who had difficulties with the course.					
	<b><u>General</u></b>					
19	The reading materials recommended for the course were easily accessible					
20	The class size for the course made you feel comfortable at lectures					
21	The Technical University provided facilities / resources to make the lectures					
22	Rate the extent to which course advanced your knowledge of the programme of study					
23						

	<b>Course Content</b>	1	2	3	4	5
	Any other comments and suggestion for improvements..... ..... ..... ..... ..... ..... ..... .....					