



**ACCRA
TECHNICAL
UNIVERSITY**

STUDENT ASSESSMENT OF TEACHING POLICY

CONTENTS

SUMMARY DETAILS TABLE	03
SECTION ONE	04
Definition of terms	
SECTION TWO	05
Policy	
Policy statement	
Purpose	
Scope	
Principles	
SECTION THREE	06-07
Procedure	
Administration Process	
Availability of Results	

SUMMARY DETAILS TABLE

Version	1.0
Short description	This policy outlines the principles and procedures by which students would evaluate the quality of teaching.
Relevant to	All students of the Technical University.
Issuing Authority (Approved by)	This policy has been approved by the Council
Responsible officer	Quality Assurance Officers
Responsible office	Quality Assurance Office
Date approved	Tuesday, January 12, 2021
Date(s) modified	
Related Technical University documents	
Related legislation	
Keywords	Assessment, Teaching

SECTION ONE

1. DEFINITION OF TERMS

ITEM	DEFINITION
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 programmes 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 every semester

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 must be administered through the existing online platforms.

3.1.5 The completed forms shall be collected on the spot.

3.1.6 The responses shall be analyzed 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

3.3 CONFIDENTIALITY

3.3.1 The identity of students who assessed the course lecturers should not be disclosed to the concerned lecturers by anyone related to the assessment process.

3.3.2 Reports on assessed lecturers should not be disclosed to students.

3.4 SANCTION/REWARD

3.4.1 Poorly assessed lecturers should be given the opportunity to improve. If the lecturer fails to improve based on further assessment, then management must find the appropriate means to advise such a lecturer which may include, not limited to, reassigning him or her to a different course he/she may be more competent to handle.

3.4.2 Highly rated lecturers may need some extra form of evaluation/observation for recommendation or otherwise by Management.

SECTION FOUR

4. FORMS AND TEMPLATE

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:

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

Provide your responses to the following using a scale of 1 to 5, where **1 means "Strongly Disagree"**

2 means "Disagree"

3 means "Agree"

4 means "Agree"

5 means "Strongly Agree"

Please tick your choice

	COURSE CONTENT	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					
	Attendance					
5	Most of the lectures for this course actually took place as scheduled					
6	Lecturer was punctual					
	Mode of Delivery and Lecturer's Inter-personal Skills					
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					
	Assessment					
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.						
	General						
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 the course advanced your knowledge of the programme of study						
	Any other comments and suggestions for improvements						
						
						
						
						
						
						
						

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