SieQA Masterclass
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EASE Framework for Conducting Effective Assessment for Programme Accreditation :
"Interview, Opening & Closing Meeting Skills for Programme Assessors"

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This masterclass equips participants with the knowledge and skills to effectively conduct an assessment for programme accreditation according to the Malaysian Qualifications Agency (MQA) requirements. Participants will learn how to use the *Effective AsSEssment framework*, *EASE* , to be able to conduct the program accreditation assessment effectively. The method of delivery of the masterclass will be conducted via lecture, gamifying and role play activities.

Target Audience:

● Internal and External Program Assessors

● Head of Programmes, Programme coordinators, Quality Managers and Academic staff who are involved in the programme accreditation.

Learning Outcomes :

Participants are able to :

● 1. Describe the related programme accreditation documents, related requirements and role of asessors.
● 2. Identify appropriate evaluation instrument, areas of evaluation and criteria
● 3. Decribe the Effective AsSEssment for programme accreditation framework (EASE) for assessor.
● 4. Conduct an audit visit role play for programme full accreditation using triangulation method to verify evidence.

Masterclass Schedule

Time	Topics	Sub topics
8:30	Registration	
9:00	Introduction to Programme Assessment	● MQA, MQF, COPPA and QA documents ● Accreditation framework and MQR ● Roles and Responsibilities of Panel of Assessors
10:00	Effective AsSEssment (EASE) framework	● Introduction to EASE ● Evaluation Instruments, accreditation criteria and indicators ● Evidence, ratings and judgements ● Writing reports
11:30	Assessment activities	● Pre-visit activities ● Audit-visit activities 　○ Coordination Meeting 　○ Conducting Opening Meeting 　○ Visiting the facilities 　○ Conducting Exit Meeting ● Post-audit visit activities
13:00	Lunch	
14:00	Triangulation method	● Identifying evidences ● Triangulation method & Interview skills
15:00	Conducting effective audit visit	Role play - Pre-audit visit meeting - Opening Meeting - Interview Session - Closing Meeting
17.00		Reflection and Closing