

NATIONAL ACCREDITATION BOARD

DOCUMENTATIONS NEEDED BY ACCREDITATION VISITATION TEAMS

NEW PROGRAMME

With regard to the pending NAB Accreditation Visitation to your institution and for the programmes scheduled to be evaluated, the NAB Visitation Team would like to ensure that you assemble the documents identified below in a large conference room before the beginning of the proceedings on the date of the visit:

a. Academic Matters

- i. Programme Aims and Objectives (Documentation)
- ii. The Curriculum (Documentation)
- iii. Admission Requirements (Documentation)
- iv. Qualification of Students to be Admitted (Admission Requirements)
- v. Projected Enrolment Statistics by Year of Study, Programme, Sex, for the Next Three (3) Years
- vi. Academic Regulations (Documentation)
- vii. Internal Course Assessment – Midterms and Continuous Assessments (Proof of proposed document)
- viii. Mandatory Courses (Proof of Existence)
- ix. Peer and Professional Assessment of Content of Teaching (Proof of Policy)

b. Examination

- i. Policy on Internet and Extended Moderation of Examination System and Marking of Scripts (Lists, Qualifications and Affiliation of External Moderators/Examiners, and Institutions)

c. Staffing (Provide Personal Folders on All Relevant Staff)

- i. Detailed Employment Letters, Acceptance Letters, and Proof of Verification of Claimed Qualifications of all Senior Staff and Faculty
- ii. Head of Department/Discipline/Sub-Discipline (Detailed List With Qualification, Institutions and Dates of Qualification and Courses Assigned For Current Year and Prior Relevant Experience)
- iii. List of Proposed Teaching Staff (Detailed List With Qualifications, Rank, Title, Institutions, Dates of Qualifications)
- iv. Non-Teaching Staff-Administrative and Technical Support Staff (Detailed List With Qualifications, Institutions, Dates Of Qualifications, Positions, Years Of Experience)
- v. Staff Development (Documentation Of Existence Of Programme)

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DOCUMENTATIONS NEEDED BY ACCREDITATION VISITATION TEAMS

EXISTING PROGRAMME

With regard to the pending NAB Accreditation Visitation to your institution and for the programmes and for the programmes scheduled to be evaluated, the NAB Visitation Team would like to ensure that you assemble the documents identified below in a large conference room before the beginning of the proceedings on the date of the visit:

a. Academic matters

- i. Programme Aims And Objectives (Documentation & Proof Of Use)
- ii. The Curriculum (Documentation And Proof Of Use)
- iii. Admission Requirements (Documentations And Proof Of Use)
- iv. Student Files For Students Admitted During The Last Years
- v. Qualifications Of Students (Admission Requirements)
- vi. Use Of Admission Requirements (Files Of Admitted Students For Current Year)
- vii. Actual Enrolment Statistics By Year Of Study, Programme, Sex, For The Last Three (3) Years
- viii. Projected Enrolment Statistics By Year Of Study, Programme, Sex, For Next Three (3) Years
- ix. Academic Regulations (Documentation And Proof Of Use)
- x. Practical Work Or Field Trips (Documentation, Requirements, And Proof Of Supervision)
- xi. Supervised Industrial Attachment Or Vacation Training, Etc (Documentation, Requirements And Proof Of Supervision)
- xii. Mandatory Courses (Proof Of Existence And Use)
- xiii. Student Assessment Of Course Content And Teaching (Instruments, Proof Of Actual Use In Faculty Evaluation, Feedback To Faculty)
- xiv. Peer And Professional Assessment Of Content Of Teaching (Proof Of Policy And Actual Implementation)

b. Examination

- i. Internal Course Assessment – Midterms And Continuous Assessments (Examination Questions, Students' Marked Papers, Marking Schemes)
- ii. Standard Of Questions (Sample Of Questions For All Subject Areas For Current Year, Marked Student Papers And Grade Sheets)
- iii. Marking Scheme (Proof Of Availability And Actual Use)
- iv. Project Work / Long Essay (Samples And Proof Of Grading)
- v. Internal And External Moderation Of Examinations, External Examination System And Marking Of Scripts (Lists, Qualifications And Affiliation Of External Moderators/ Examiners And Institutions)

c. Staffing (Provide Personnel Folders On All Relevant Staff)

- i. Detailed Employment Letters, Acceptance Letters, And Proof Verification Of Claimed Qualifications Of All Senior Staff And Faculty