

APPENDIX

NATIONAL COMMISSION FOR COLLEGES OF EDUCATION, ABUJA

**INSTRUMENT FOR MONITORING AND EVALUATION OF ACADEMIC STANDARDS IN THE OPEN AND
DISTANCE LEARNING STUDY CENTRES OF THE NATIONAL TEACHERS' INSTITUTE (NTI), KADUNA**

NAME OF STUDY CENTRE:.....

DATE OF THE EXERCISE.....

NATIONAL COMMISSION FOR COLLEGES OF EDUCATION (NCCE), ABUJA DEPARTMENT OF PLANNING, RESEARCH AND STATISTICS

INSTRUMENT FOR MONITORING AND EVALUATION OF TEACHERS EDUCATION POLICIES IN THE OPEN AND DISTANCE EDUCATION STUDY CENTRES OF NATIONAL TEACHERS' INSTITUTE (NTI), KADUNA

INTRODUCTION

Quality Assurance (QA) is a capacity building and enhancement process built around specific institutional goals often summed up as the 3Es (of QA) Economy, Efficiency and Effectiveness.

- **Economy:** is the goal of ensuring that input costs are minimized in the attainment of institutional goals
- **Efficiency:** is targeted at ensuring that **maximum useful** output is achieved at the minimum level of input
- **Effectiveness:** refers to the goal of ensuring that output from any given institutional activity is achieving desired result.

Quality Assurance Framework (QAF)

Quality Assurance (QA) operates within a nexus of individual and group relations, within particular time-frame and sequence, in the context of other inter-related institutional and inter-institutional activities and with different but interdependent dimensions.

Locus of QA

- Quality Assurance from within: This is an intra-institutional self regulatory process often referred to as supervision.
- Quality Assurance from outside: This refers to an extra-institutional process of quality regulation and control which can be regarded as external monitoring.

Temporal Frame and Sequence

QA is expected to come in-between two accreditation exercises, i.e before and after each accreditation to ensure that no QA vacuum exists.

QA Modes

QA can be routine, impromptu or both.

Routine QA can be either internally or externally motivated and it usually operates at fairly regular and pre-determined intervals.

Impromptu QA, on the other hand, is purely determined externally and without any prior notice so as to have on-the-spot, realistic assessment of an institution's or organization's capacity-enhancement levels on various Quality Indicators (QIs)

Dimension of QA.

As stressed earlier on, QA, especially in the educational context, is a multi-faceted and multidimensional process with the following monitoring components:

- **Core Curriculum Monitoring:** focuses on the quality and capacity of academic programmes including appropriate practical exposure to requisite professional and industrial skills and practices.
- **Co-Curriculum Monitoring:** refers to the evaluation of the quality and capacity of such curricular supplements as sports, unionism, excursion, etc.
- **Monitoring of Institutional organization, administration and control**
- **Monitoring of the quality and utilization of the financial, infrastructural and material capacities of the target institution**
- **Staff monitoring**
- **Student monitoring.**

The Present Task

The present exercise is concerned with the administration of a valid and holistic instrument for maintaining high academic standards in NTI Open and Distance Learning Centers nation-wide, using the introduction/background previously captured as conceptual platform. In this regard, it is advisable that due attention is given to the critical issues raised on the locus, modes, temporal framework, and dimensions of QA. In addition, urgent effort should be directed to filling the gaps in the following proposed Quality Assurance Instrument (QAI) which are due to the non-availability of certain relevant stipulations and data-base. Foremost among these is the absence of minimum exit standards of performance by students' vis-à-vis their entry standards and progressive promotional performance standards. The instrument has been trial-tested on a sample of Federal, State and Private Colleges of Education and was found to be reliable and valid.

General Background

Name of the Study Centre:

Address:

e-mail:Website.....

Name of Proprietor:

Tel. No:

e-mail:

Date Established:

Ownership: Federal State Private

Has Centre been established in pursuant to a Federal Law (Decree) or State Law (Edict)? Yes NO.

If the answer to the above is Yes, attach a photocopy of the Law/Edict

If the answer is No, explain steps being taken by the Proprietor to meet the law requirements.

Name of State Coordinator:

Tel. No: Office.....Home:.....

Mobile:.....e-mail:.....

Name of Centre Manager:

Tel. No: Office:.....Home:.....

Mobile:.....e-mail:.....

	QUALITY INDICATOR(QI)	PERFORMANCE INDICATORS(PI)	PERFORMANCE LEVEL(PL)	RATINGS	RMK
1	Philosophy and Objectives of Programmes	Vision and Mission in Relation to National Goals a) Availability b) Availability of Objectives c) Attainability of Objectives d) Strategic Plan e) Provision for Continuous evaluation and feedback.	Available/Not Available Available/Not Available Attainable/Not attainable Available/Not available Available/Not available	1 0 1 0 1 0 1 0 1 0	
2.	Ownership and Control	Advisory Board a) Availability b. Constitution of Advisory Board of Studies c.) Regularity of Meeting of Advisory Board of Studies d.) Records of Advisory Board’s Meetings e.) Implementation of Advisory Board’s Decisions	Available/Not Available Properly constituted/Not properly constituted Very Regular/Fairly Regular/Not Regular Available/Not Available Good/Fair/Poor	1 0 1 0 2 1 0 1 0 2 1 0	
3	Organizational Structure	Availability of Functional Organogram Pattern of Communication – Academic Staff Pattern of Communication – Non-Academic Staff Pattern of Communication-Students	Available/Not Available Good/Fair/Poor Good/Fair/Poor Good/Fair/Poor	1 0 2 1 0 2 1 0 2 1 0	

4	Administration	Study Centre Meetings				
		a) Regularity of Meetings	Very Regular/Fairly Regular/Not Regular	2	1	0
		b) Records of Study Centre Meetings	Available/Not Available	1		0
		c) Implementation of Study Centre Decisions	Good/Fair/Poor	2	1	0
		Study Centre Committee				
		a) Regularity of Meetings	Very Regular/Fairly Regular/Not Regular	2	1	0
		b) Records of Committee's Meetings	Available/Not Available	1		0
		c) Implementation of Committee Decisions	Good/Fair/Poor	2	1	0
		Departmental Meetings				
a) Regularity of Meetings	Regular/Not Regular	1		0		
b) Records of Committee's Meetings	Available/Not Available	1		0		
c) Implementation of Committee Decisions	Good/Fair/Poor	2	1	0		
5	Gender Equity	a) Composition of Advisory Board	Equitable/ Not Equitable	1	0	
		d) Composition of Academic Staff	Equitable/ Not Equitable	1	0	
		e) Composition of Non –Academic Staff	Equitable/ Not Equitable	1	0	
		d.) Composition of Study Centre Staff	Equitable/Not Equitable	1	0	

6	Academic Calendar	a) Availability	Available/Not Available	1	0
		b) Approval	Approved/Not Approved	1	0
		c) Compliance	Complied with/Not Complied with	1	0
		d) Capacity for Adjustment in Emergency Situations	High/Low	1	0
7	Students' Participation	a) Availability of Student Affairs Unit.	Available/Not Available	1	0
		b) Availability of Student Union	Available/Not Available	1	0
		c) Partnership with Students to Curb Anti-social Activities e.g. (Cultism, Drug Abuse, Examination Malpractices, etc).	Effective/Not Effective	1	0
8	Curriculum Issues	Minimum Standards			
		a) Availability of NCCE Minimum Standards in the Centre	Available/Not Available	1	0
		b) Availability of Minimum Standards to all Course Facilitators	Available/Not Available	1	0
		c) Availability of NERDC Curriculum for Basic Education in the Centre	Available/Not Available	1	0
		Course Module			
		a) Availability of Course Modules	Available/Not Available	1	0
		b) Availability to all Students	Available/Not Available	1	0
		c) Availability to all Course Facilitators	Available/Not Available	1	0
		d) Content of Modules in Conformity with Course outline in the NCCE Minimum Standards	Complied with/Not complied with	1	0
e) Availability of Scheme of Work	Available/Not Available	1	0		

		f) Availability of Lesson Notes/Learning Notes	Adequate/Not Adequate	1	0	
		Evaluation Records				
		a) Continuous Assessment Records	Available/Not Available	1	0	
		b) Examination Scores	Available/Not Available	1	0	
		c) Relationship between CA and Exam Scores	Related/Not Related	1	0	
		d) Moderators' report	Available/Not Available	1	0	
		e) SIWES/Acculturation	Regular/Not Regular	1	0	
		f) Teaching Practice Participation	Yes/No	1	0	
		g) Records of Teaching Practice Scores	Available/Not Available	1	0	
		h) Duration of Teaching Practice as in Minimum Standards	Yes/No	1	0	
		i) Number of times teaching practice is supervised	Adequate/Fairly Adequate/Not Adequate	2	1	0
		Project				
		• Availability of Students Projects	Available/Not Available	1	0	
		• Availability of Department-approved Format	Available/Not available	1	0	
		• Evidence of External Assessment of Project	Available/Not Available	1	0	
		• Records of Project Scores	Available /Not Available	1	0	
9	Staffing	Centre Manager's Qualifications				
		a. Academic Qualification (Masters and above plus Teaching Qualification)	Yes/No	1	0	

		<p>b.</p> <p>b. Experience of Centre Manager</p> <p>i. Teaching Experience (10 years and above)</p> <p>ii. Administrative Experience (10 years and Above)</p>	<p>Yes/No</p> <p>Yes/No</p>	<p>1 0</p> <p>1 0</p>	
		<p>Academic Staff</p> <p>a) Staff /Students Ratio as in Minimum Standard</p> <p>b) Staff Qualification: 75% qualified (Good) Between 74% and 50% (fair), Below 50% (poor)</p> <p>c) Teaching Qualifications: 75% with teaching qualification (Good) Between 74% with teaching and 50% (fair), Below 50% with teaching (poor)</p>	<p>Yes/No</p> <p>Good/Fair/Poor</p> <p>Good/Fair/Poor</p>	<p>1 0</p> <p>2 1 0</p> <p>2 1 0</p>	
		<p>Non-Academic Staff</p> <p>a) Academic/Non-Academic Staff Ratio as in Minimum Standard</p> <p>b) Experience of Course Tutors/Teachers/Facilitators: Above 30 years (Good), between 20 and 29 years (Fair) Below 20 years (Poor).</p>	<p>Yes/No</p> <p>Good/Fair/Poor</p>	<p>1 0</p> <p>2 1 0</p>	
10	Recruitment/Condition of Service of Course Facilitators	<p>a. Advertisement of Vacancies</p> <p>b. Evidence of Properly Constituted Interview Panels</p> <p>c. Report of Interview</p> <p>d. Gender Equity in Recruitment</p>	<p>Available/Not Available</p> <p>Available/Not Available</p> <p>Available/Not Available</p> <p>Equitable/Not Equitable</p>	<p>1 0</p> <p>1 0</p> <p>1 0</p> <p>1 0</p>	

		e. Induction of New Staff	Always/Never	1	0	
			Yes/No	1	0	
		f. Regulations Governing Conditions of Service Made Available to Course Lecturers				
11	Discipline/Welfare	a. Availability of Staff Disciplinary Guidelines	Available/Not Available	1	0	
		b. Facilitators are Aware of Disciplinary Guidelines	Yes/No	1	0	
		c. Availability of Disciplinary Committee.	Available/Not Available	1	0	
		d. Records of Disciplinary Committee Meetings	Available/Not Available	1	0	
		e. Implementation of Disciplinary Committee Decisions	Good/Fair/Poor	2	1	0
		f. Payment of entitlements	Regular/Not Regular	1	0	
12	CGPA- Cumulative Grade Requirement for graduation	a. Availability of Requirements for Graduation	Available/Not Available	1	0	
		b. Prompt Release of Students Results.	YES/NO	1	0	
		c. Clarity of procedure for Approval of Results	YES/NO	1	0	
		d. Requirement for Graduation Made Available to Students	Yes/No	1	0	
13	Guidance and Counseling Services	a) Availability of Guidance and Counseling Services in the Centre	Available/Not Available	1	0	
		b) Functionality of Guidance and Counseling Services in the Centre	Functional/Not Functional	1	0	
14	Staff Office Accommodation	(a) Availability of Academic Staff Offices in the Centre	Available /Not Available	1	0	
		(b) Adequacy of Academic Staff Offices as in Minimum Standards	Adequate/Not Adequate	1	0	
		(c) Availability of Non-Academic Staff Offices	Available/Not Available	1	0	

		(d) Adequacy of Non-Academic Staff Offices as in Minimum Standards	Adequate/Not Adequate	1	0	
15	Teaching Facilities	i) Classrooms: Adequacy as in Minimum Standards	Adequate/Not Adequate	1	0	
		ii) Lecture Halls/Theatres: Adequacy as in Minimum Standards	Adequate/Not Adequate	1	0	
		iii) Laboratory/Workshops: Adequacy as in Minimum Standards	Adequate/Not Adequate	1	0	
16	Equipment (i) Computers	a. Availability	Available/Not Available	1	0	
		b. Functionality	Functional/Not Functional	1	0	
		c Adequacy as in Minimum Standard	Adequate/Not Adequate	1	0	
	(ii) Photocopying Machine.	a. Availability	Available/Not Available	1	0	
		b. Functionality	Functional/Not Functional	1	0	
		c Adequacy as in Minimum Standard	Adequate/Not Adequate	1	0	
	(iii) Public Address System.	a. Availability	Available/Not Available	1	0	
		b. Functionality	Functional/Not Functional	1	0	
		c Adequacy as in Minimum Standard	Adequate/Not Adequate	1	0	
	(iv) Multi- Media Projector	a. Availability	Available/Not Available	1	0	
		b. Functionality	Functional/Not Functional	1	0	
		c Adequacy as in Minimum Standard	Adequate/Not Adequate	1	0	

(v) Tractors	a. Availability	Available/Not Available	1	0	
	b. Functionality	Functional/Not Functional	1	0	
	c Adequacy as in Minimum Standard	Adequate/Not Adequate	1	0	
(vi) Poultry	a. Availability	Available/Not Available	1	0	
	b. Functionality	Functional/Not Functional	1	0	
	c Adequacy as in Minimum Standard	Adequate/Not Adequate	1	0	
(vii) Fish pond	a. Availability	Available/Not Available	1	0	
	b. Functionality	Functional/Not Functional	1	0	
	c Adequacy as in Minimum Standard	Adequate/Not Adequate	1	0	
(viii) Animal Farm	a. Availability	Available/Not Available	1	0	
	b. Functionality	Functional/Not Functional	1	0	
	c Adequacy as in Minimum Standard	Adequate/Not Adequate	1	0	
(ix) Facilities for Sports and Recreation	a. Availability	Available/Not Available	1	0	
	b. Functionality	Functional/Not Functional	1	0	
	c Adequacy as in Minimum Standard	Adequate/Not Adequate	1	0	
(x) Safety Devices in the Laboratories	a. Availability	Available /Not Available	1	0	
	b. Functionality.	Functional/Not Functional	1	0	
	c. Adequacy as in Minimum Standards	Adequate/Not Adequate	1	0	
(xi) Facilities for Socio-Cultural Activities and Leisure	a. Availability	Available/Not Available	1	0	
	b. Functionality	Functional/Not Functional	1	0	
	c Adequacy as in Minimum Standard	Adequate/Not Adequate	1	0	

17	Micro-Teaching	a. Availability of Micro-teaching Laboratory	Available/Not Available	1	0
		b. Availability of Audio-visual Facilities	Available/Not Available	1	0
		c. Functionality of other micro-teaching facilities	Functional/Not Functional	1	0
		d. Conduct of Micro-teaching	Yes/No	1	0
		e. Micro-Teaching scores	Available/Not Available	1	0
18	Health Facilities	a. Availability of Health Centre	Available/Not Available	1	0
		b. Functionality	Functional/Not Functional	1	0
		c. Availability of Departmental First Aids Boxes	Available/Not Available	1	0
		d. Availability of Ambulance Services	Available/Not Available	1	0
		e. Functionality of Ambulance	Functional/Not Functional	1	0
		f. Availability of Referral Hospital	Available/Not Available	1	0
19	Community Relations/Welfare	a. Use of Local Artisans/Craftsmen, Artists, Technicians, etc as Resource Persons	Yes/No	1	0
		b. Use of Community Facilities and Locations as Resource Centers	Yes/No	1	0
		c. Use of Study Centre Facilities by the Community	Yes/No	1	0

20	Library	Structure and Contents			
		a. Physical Structure	Availability/Not Available	1	0
		b. Capacity	Large/Small	1	0
		c. Furnishing	Satisfactory/Not Satisfactory	1	0
		d. Number of Modules	Adequate/Not Adequate	1	0
		e. Primary/Junior Secondary School Curricula Published by NERDC	Adequate/Not Adequate	1	0
		f. Books (Volumes) as in Minimum Standards	Adequate/Not Adequate	1	0
		g. Journals(Volumes) as in Minimum Standards	Adequate/Not Adequate	1	0
		h. Currency of the Journals in the Library	Current/Not Current	1	0
		i. NCCE Minimum Standards	Availability/Not Available	1	0
		j. STAN Publications (Books/Journals)	Available/Not Available	1	0
		Library Services			
		a. Operating Hours	Satisfactory/Not Satisfactory	1	0
		b. Lending Services	Available/Not Available	1	0
		c. Support Services	Available/Not Available	1	0
d. Qualified Staff	Available/Not Available	1	0		
e. Adequacy of Library Staff	Adequate/Not Adequate	1	0		

21	Funding	Budget			
		• Budget Proposal	Available/Not available	1	0
		• Approved Budget	Adequate/Not Adequate	1	0
		• Budget Released	Adequate/Not Adequate	1	0
22	Auditors Report	a) Availability of Internal Auditing	Available/Not Available	1	0
		b) Availability of Internal Audit Report	Available/Not Available	1	0
		c) Availability of External Audit Report	Available/Not Available	1	0
23	Revenue Generation	• Availability of Internally Generated Revenue	Available/Not Available	1	0
		• All Fees Payable by Students are Contained in the Students' Handbook	Yes/No	1	0
24	Student Matters	a) Compliance with Admission Policy	Complied with/Not Complied with	1	0
		b) Compliance with Progression Policy	Complied with/Not Complied with	1	0
		c) Compliance with Probation Policy	Complied with/Not Complied with	1	0
		d) Compliance with Graduation Policy	Complied with/Not Complied with	1	0
		e) Compliance with Expulsion Policy	Complied with/Not Complied with	1	0
		f) Compliance with Withdrawal Policy	Complied with/Not Complied with	1	0

25	Utility Services	Power (Generator)for NTI Programmes a) Availability b) Regularity c) Capacity d) Generator Operator	Available/Not Available Regular/Not regular High/Low Available/Not Available	1 0 1 0 1 0 1 0	
26	Sanitation	a) Toilet/Urinary <ul style="list-style-type: none"> • Availability • Adequacy of Toilets/Urinary • Condition b) Waste Disposal System <ul style="list-style-type: none"> • Regularity • Cleanliness of the environment • Personnel for Waste Disposal <ul style="list-style-type: none"> • Security Services • Adequacy of Security Services a) Means of Communication to Reach Students b) Effectiveness of the Means of Communication c) Computer Interconnectivity (LAN) d) Functionality of interconnectivity	Available/Not Available Adequate/Not Adequate Good/Fair/Poor Available/Not Available Regular/Not Regular Clean/Not Clean Available/Not Available Available/Not Available Adequate/Not Adequate Available/Not Available Effective/Not Effective Available/Not Available Functional/ Not Functional	1 0 1 0 2 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0	

	Internet	Available/Not Available Functional/Not Functional	1 0 1 0	
	<ul style="list-style-type: none"> • Availability of Means to Monitor Lectures' Attendance to Lectures. • Availability of Means to Monitor Students' Attendance to Lectures. 	Available/Not Available Available/Not Available	1 0 1 0	

State Coordinator 's Name: _____

Signature/Date: _____

Centre Manager 's Name: _____

Signature/Date: _____

NCCE Team

1. _____

Signature/Date: _____

2. _____

Signature/Date: _____

3. _____

Signature/Date: _____

4. _____

Signature/Date: _____