



الجامعة الإسلامية العالمية ماليزيا
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA
بُونِي بَرِيْتِي: اِسْلَامٌ اَبْتَارٌ اِبْتِغَايَا مِلِّيْسِيَا
Garden of Knowledge and Virtue

LEADING THE WAY
KHALĪFAH • AMĀNAH • IQRA' • RAḤMATAN LIL-ĀLAMĪN

Sharing Session:

LEAD AUDITOR FOR ACCREDITATION EXERCISE

Dr. Rozlin Abdul Rahman

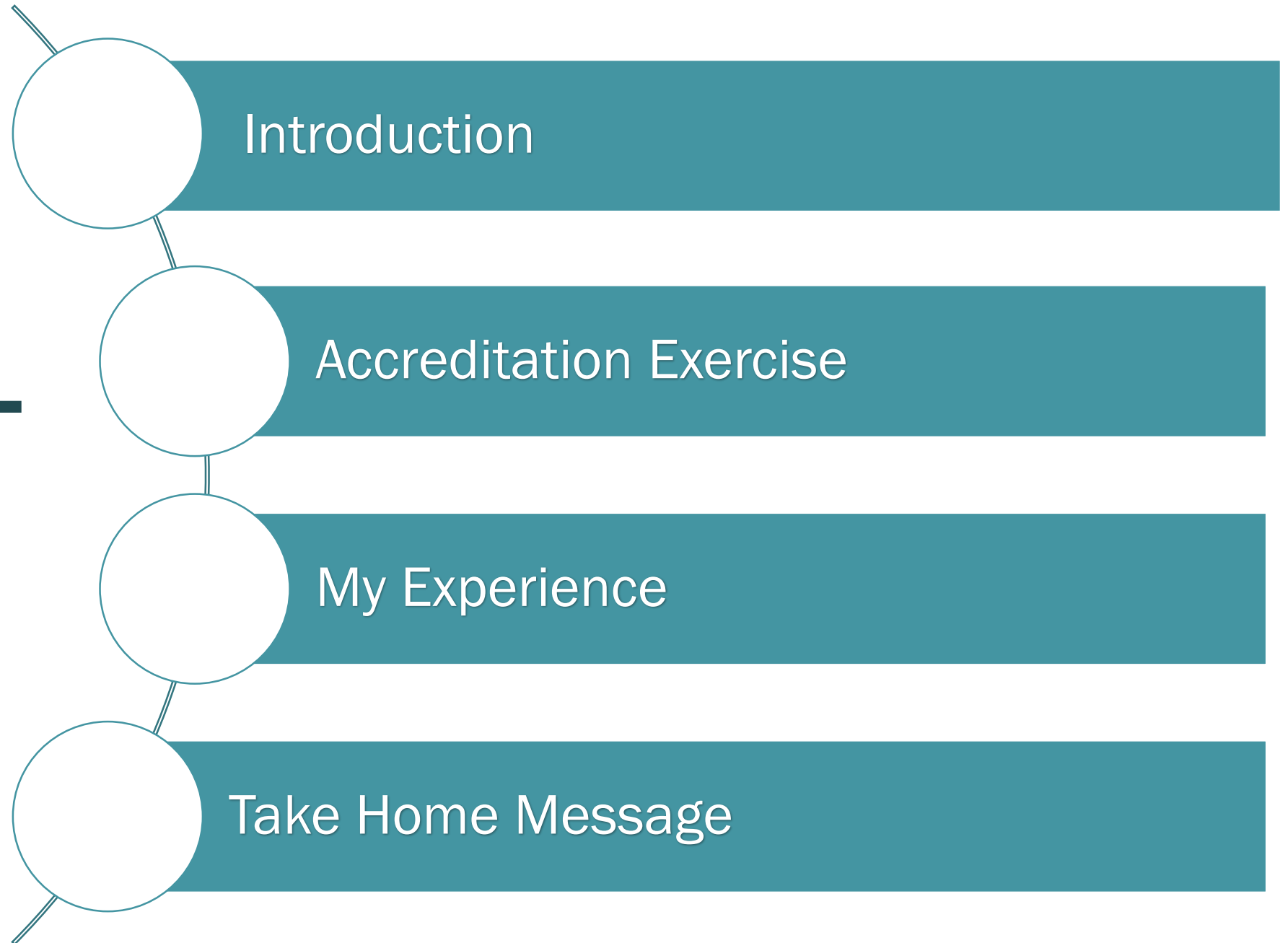
AQAL

Kulliyyah of Allied Health Sciences

June, 2021



CONTENT



INTRODUCTION

WHO IS ?



AQAL

The self-accreditation report by the Malaysian Qualification Agency (MQA) dated 10th November 2016 recommended IIUM to take steps to ensure that all academics fully understand and implement outcome-based education (OBE) requirements in teaching and learning. Pursuant to this, Academic Quality Assurance Liaison (AQAL) has been appointed in all Centre of Studies. There is no additional allowance related to it however, it is recommended that the teaching load is reduced by 3 credit hours.

The responsibilities of AQAL include but not limited to the following:

- a. To advise on the curriculum preparation for accreditation, curriculum review, and new programme exercise including reviewing of submission documents.
- b. To oversee the smooth running of the curriculum development.
- c. To plan and conduct the training of all staff on matters related to academic programmes e.g. implementation of course outline, assessment techniques, teaching-learning methods, usage of system (OBEMS, e-CURE, and etc), and etc.
- d. To monitor the implementation of relevant academic standards.
- e. To oversee site audit exercises (eg accreditation)
- f. To attend relevant workshop(s)/training(s).

List of AQAL – please refer to <http://www.iium.edu.my/office/kca/about-us-49>

Appointment as Panel of Assessor

- To **lead** the accreditation exercise.
- To **assess** the academic programme based on the areas outlined in Code of Practice for Programme Accreditation.
- To **submit** a report to KCA after the completion of site audit

ACCREDITATION EXERCISE

Methodology

PLANNING

- Objective
- Scope
- Audit Plan
- Communication: → External Assessors (EAs) *

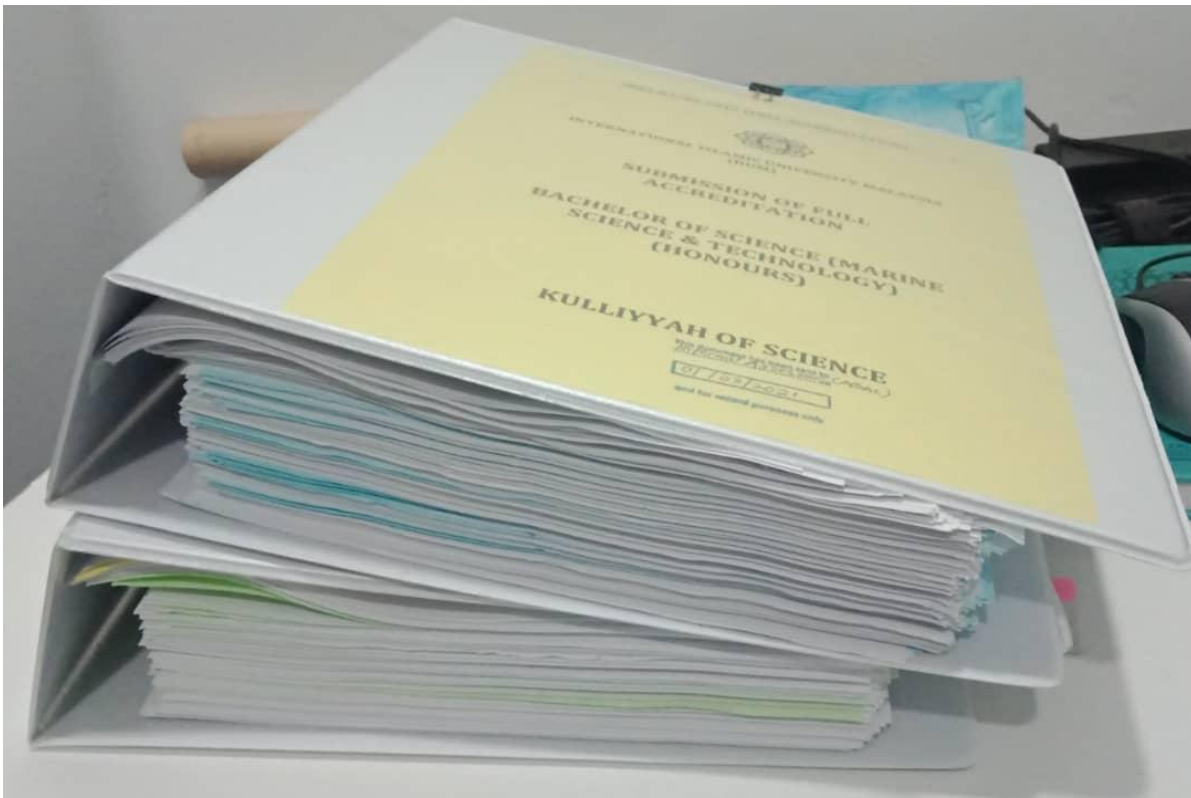
FIELDWORK

- Execute Audit Plan
- Discuss findings with programme owner

REPORTING

- Communicate with the EAs
- Preparation of consolidated report
- Submission to KCA

Planning



Documents

- Audit programme schedule *
- Checklist accreditation exercise and [audit note](#)
- Assessment report – COPPA ([Rating scale](#))*
- Full accreditation assessment report [template](#) *

Execution of Audit Plan

- Audit programme [schedule](#)



“This is some audit trail.”

MY EXPERIENCE

Appointment letter

Crash course training by KCA

Two thick hefty files 😊

Get to know the EAs

What to ask during the audit exercise

Delay in getting the report

Consolidating the report

Honorarium

TAKE HOME MESSAGE

Review all the documents

Communication (EAs, KCA, Kulliyah)

Recall main purpose of audit

Ensure smooth audit exercise

Remember → We are not the content expert



Thank you

