





UTS


TEACHING ASSESSMENT / EVALUATION

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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	03/04/14	Establishment	00	Director, CQA
2	25/11/16	Review	01	Director, CQA
3	13/03/19	Review	02	Director, CQA
4	03/03/22	Review	03	Director, CQA
5	10/07/24	Review on objective of the SOP, working procedure and description	04	Director, CQA

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1.0 OBJECTIVE

The objective of this SOP is to ensure that the evaluation is conducted smoothly and in a systematic manner for every semester.

2.0 SCOPE

The scope of this procedure covers all programmes conducted in UTS.

3.0 REFERENCES

- 3.1 Code of Practice for Programme Accreditation (COPPA) 2nd Edition
- 3.2 ISO 9001:2015 Quality Management System

4.0 DEFINITIONS / ABBREVIATIONS

UTS	:	University of Technology Sarawak
CQA	:	Centre for Quality Assurance
SOP	:	Standard Operating Procedure
MQA	:	Malaysian Qualifications Agency
HoP	:	Head of Programme
SA	:	School Administrator

5.0 RESPONSIBILITY

5.1 Director of CQA is responsible to ensure this procedure is adhered to.

5.2 The Deans / HoPs are responsible to follow and adhere to this procedure.

6.0 PROCEDURE

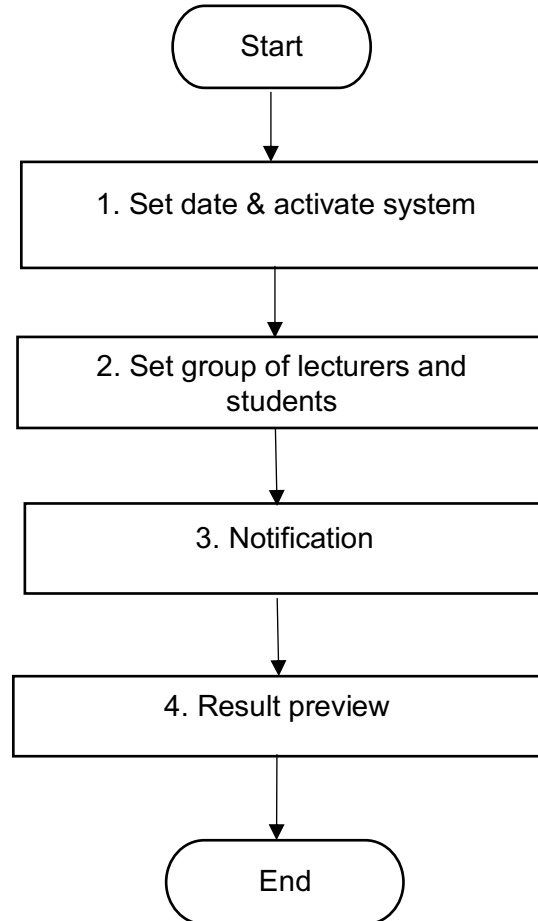


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6.1 Refer to the process flow chart as below.






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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	<p>Set date and activate system</p> <p>1.1 Set the date and activate the Teaching Assessment / Evaluation survey in OCULUS system (https://oculus.uts.edu.my/).</p> <p>1.2 CQA to inform SA the start-and-end date of teaching assessment through email in week 4.</p>	CQA	OCULUS system (https://oculus.uts.edu.my/)
2	SA to set the grouping of lecturers and students	SA	OCULUS system (https://oculus.uts.edu.my/)
3	<p>Notification</p> <p>3.1 SA to notify students the start-and-end date of teaching assessment.</p> <ul style="list-style-type: none">In week 11, Foundation, Undergraduate and Postgraduate (by coursework) students are compulsory to fill in the form. (long semester)In week 5 and 6, Foundation, Undergraduate and Postgraduate (by coursework) students are compulsory to fill the form. (Short semester)	CQA Deans HoPs SA	Email OCULUS system (https://oculus.uts.edu.my/)
4	<p>Result preview</p> <p>4.1 Authorized staff to view the assessment result are as follows:</p> <ul style="list-style-type: none">CQA Director and Administrator: teaching assessment result in UTSDean and School Administrator: teaching assessment result in their respective schoolHoP and Coordinator: teaching assessment result in their respective programmeIndividual lecturer: their own teaching assessment result	CQA Deans HoPs SA	Report OCULUS system (https://oculus.uts.edu.my/)

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	4.2 CQA to issue concern letter HoP if the teaching evaluation result of lecturer(s) below than 2.50.		
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8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Teaching Assessment Report	School CQA OCULUS system (https://oculus.uts.edu.my/)	3 years
2	Concern Letter	CQA HoPs Deans	3 years