


 UTS	TEACHING ASSESSMENT / EVALUATION	Doc. No:	UTS/CQA/P04
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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
6	23/09/24	Revise to add abbreviation of COPPA in Clause 4.0 and specify the location of assessment in the OCULUS system in Clause 7.0.	05	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

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

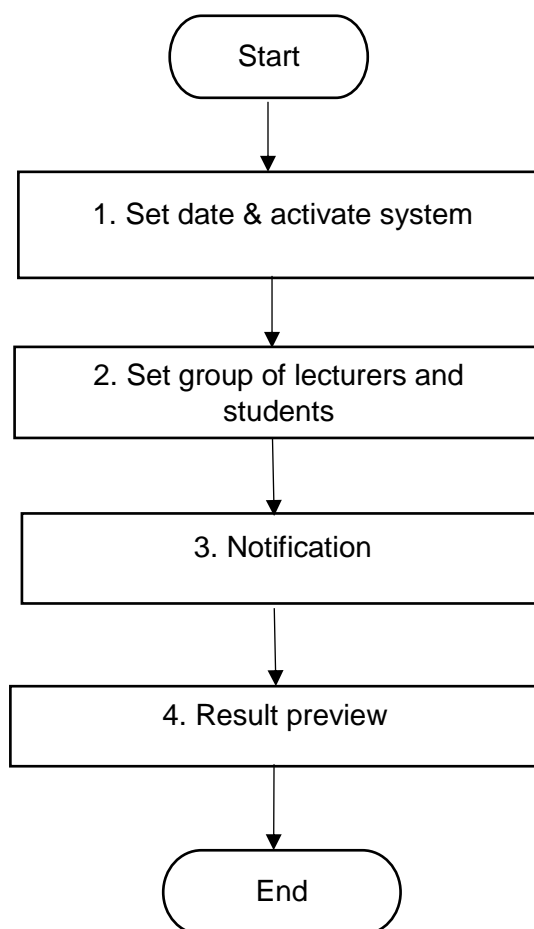
5.0 RESPONSIBILITY


- 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.

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6.0 PROCEDURE


6.1 Refer to the process flow chart as below.



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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Set date and activate system 1.1 Set the date and activate the Teaching Assessment / Evaluation survey in OCULUS system (https://oculus.uts.edu.my/). 1.2 CQA to inform SA the start-and-end date of teaching assessment through email in week 4.	CQA	OCULUS system – Assessment Management (https://oculus.uts.edu.my/)
2	SA to set the grouping of lecturers and students	SA	OCULUS system – Assessment Management (https://oculus.uts.edu.my/)
3	Notification 3.1 SA to notify students the start-and-end date of teaching assessment. <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 – Assessment Management (https://oculus.uts.edu.my/)
4	Result preview 4.1 Authorized staff to view the assessment result are as follows: <ul style="list-style-type: none"> CQA Director and Administrator: teaching assessment result in UTS Dean and School Administrator: teaching assessment result in their respective school HoP and Coordinator: teaching assessment result in their respective programme Individual lecturer: their own teaching assessment result 4.2 CQA to issue concern letter HoP if the teaching evaluation result of lecturer(s) below than 2.50.	CQA Deans HoPs SA	Report OCULUS system – Assessment Management (https://oculus.uts.edu.my/)

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8.0 RECORDS

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