

OEC Course Quality Assurance Observations Ohio Region 2010

Patrol Name: _____
Course IOR, Other Key Leaders: _____
Date of Observation: _____
Reporting IT: _____

QA Area of Evaluation	Please note Observations, Comments, and Suggestions Below
I Class Management:	<i>This section may be completed based upon discussion with the IOR or other defined class leaders. Please note who was present for the meeting</i>
> Is the IOR normally present for each class or who coordinates sessions?	
> Are class expectations clearly defined and adequately detailed in a syllabus provided to students?	
> Is an IT generally present at all classes?	
> What advance preparation is done with instructors (such as definition of time use, tools, six packs, etc.)	
> Are the instructors observed by the IT, IOR, or other key person and provided feedback? Written or verbal?	
> Provide comments on handling of local protocols and/or other materials outside of OEC book and NSP specific standards.	
> Other class management comments	
II. Class Organization:	<i>This section should reflect observations of an actual class unless otherwise noted.</i>
> Appropriate Class location and environment for both classroom and practical work?	
> Review course materials used: is there adequate coverage of: OEC text and current version references, OEC workbook, quizzes?	
> How are OEC Skill check offs handled?	
> What other materials, outside work, special activities, other are incorporated into the class?	

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>Comment on division of time between lecture and skills? Review and Q&A time for students?	
> Other Class Organization Comments	
III. Monitoring and Evaluation:	<i>This section should include QA comments in relation to the ongoing monitoring of students as well as evaluation steps.</i>
> Is there adequate review and question time for students?	
> How is student progression monitored and intervention handled when needed?	
> What type of tools are there for student self-assessment?	
> Assess handling of feedback, constructive criticism, reinforcement	
> What is provided for student evaluation of instructors?	
> What is provided for student evaluation of the class and when?	
> Other Monitoring and Evaluation Comments	
IV OEC COURSE FINAL EXAM	Use this section to provide evaluation of the practical final.
>Were the NSP provided test questions and scenarios used? If not, describe what was used or altered. Describe the effectiveness of changes.	
>Describe testing format used, two scenario with skill stations or 4 scenario format.	
>If another method was used, describe it with pros and cons.	
> How realistic do you feel the scenarios were portrayed. Include positives and negatives for future testing situations.	

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QA Area of Evaluation	<i>Please note Observations, Comments, and Suggestions Below</i>
>Do you feel the final exam was effective in evaluating the new candidates? Why?	
>How were ineffective performances handled.	
Other comments about the practical evaluation	
Number of students tested	
Number of students passed	
<u>IV OEC Course QA Summary:</u>	<i>In this section please provide a summary of the overall course and final observations and any other information for sharing that might also be valuable for other areas.</i>