

## Distance Learning Quality Assessment Checklist

Course code:

Course Name:

Programme:

Activity manager(s):

Activity assistant(s):

Date/duration:

Language(s):

E-campus link:

Rating follows a scale of 0 to 2

0 = Not met

1 = Partially met

2 = Met adequately

Notes

### A. Basic Information

Basic information provided to learners about the programme

- 1 Course **description** is clear and informative.
- 2 Clear course **goals** and measurable, verifiable overall and module-specific **learning objectives**.
- 3 **Target audience** is clearly specified.

4 **Prerequisites** for participation and **technical requirements** are mentioned.

5 Course **content/syllabus** is provided in a detailed **schedule/timetable/calendar** including the dates of the assignments and assessments.

6 The **estimated workload** per time period is explicitly mentioned.

The **methodological approach** is clearly explained. It presents how the methods/approaches selected lead to the achievement of the learning objectives. Learners are able to understand the added value of technology enhanced learning.

8 Information on **staff/facilitators/technical assistance** is available, mentioning name, area of responsibility, and methods of contact.

## B. Content Quality

Quality of the provided materials

1 The content is coherently presented and subdivided in **logical sequences** of modules and/or lessons/sections, organized in such a way that enables comprehension and retention.

2 The content is developed in accordance with the **learning objectives**.

3 The amount of content is adequately balanced with regard to the **cognitive load**.

4 Content is provided in a **flexible** manner, allowing for different learning paths.

5 Content is **gender sensitive** and takes into account **cultural diversity**.

## C. Course Design

The quality of the learning experience

Learning design and methodology

- 1 The course design is **learner-centered** and the activities are coherent with the learning objectives.
- 2 Target group's **learning needs** are taken into account and considered in the design of the course (curriculum, methodology).
- 3 A clear **alignment** between the learning tasks and activities and the learning objectives expected to be achieved.
- 4 Learners have the possibility to **navigate freely** through the course and have access to the **learning materials** at any time according to their learning pace.
- 5 Learning units are **progressively presented** in a logical sequence from the simplest to the most complex ones. Each unit builds upon the previous one.

### Motivation and participation

- 6 Learning methodologies **motivate learners to actively participate** in the learning process through **social and collaborative activities** that require participation.

### Learning materials

- 7 The course offers a learning experience which is relevant to professional practice through including **materials** such as case studies, practical examples, good practices, and real-life examples.
- 8 **Modules/lessons/units** are introduced with their specific description, workload and learning objectives.
- 9 Modules/lessons/units provide a **glossary** of terms associated to the learning materials.

### Facilitation

- 10 A **facilitator(s)** provides guidance and accompanies the learners throughout the learning process

- 11 Facilitators provide timely **feedback** to learners on tasks/activities learners are required to perform.

### Assignments and learning progress

- 12 Assignments are **clearly formulated and adequately explained** to learners. Learners understand how their performance will be measured.
- 13 Assignments and knowledge assessment tests are **aligned with the learning objectives**.
- 14 Learning progress is properly and continuously **monitored and evaluated** through quizzes/formative assessment.
- 15 Assignments are designed using **different approaches**, including projects, self-assessment and peer-review.

## D. Media Design and usage

Accessibility and usability of the media provided to learners

- 1 Media is **utilized effectively** to support learners' comprehension of the content
- 2 Media is used in a **coherent and balanced** way with regard to the content it supports
- 3 Images, graphics, illustrations are **copyright free**, owned by the organization or license has been purchased
- 4 **Accessibility** standards have been considered
- 5 The layout clear and free of unnecessary elements and **usability standards** are met (font-size, type, etc.)
- 6 The **navigation** allow learners to always understand their position within the programme.

## E. Technology

How technology is supporting an optimal learning experience

1 The platform is **reliable**, stable and has been tested on various browsers and operating systems.

2 The **downloadable learning materials** have common formats and acceptable size.

## F. Knowledge Assessment and Course Evaluation

Evaluation elements that ensure continuous improvement to the learning experience

### Pre-Knowledge assessment test

1 Pre-KAT has been created

2 Pre-KAT quiz is relevant and suitable to the assessment purpose

### Post-Knowledge assessment test created

3 Post-KAT has been created

4 Post-KAT quiz is relevant and suitable to the assessment purpose

### Course evaluation

5 A course evaluation has been created in the **eval system** and the evaluation has been link included in the e-campus course

6 Mandatory ILS and SDT questions included (if applicable)

## G. Publicity and Outreach

For open and free courses ONLY

### Institutional website

1 Course is visible on the institutional website

2 All information potential learners need to orient their decision about taking the course is available and updated (*See A. Course information section*)

3 Course flyer is available and provides all necessary information (*See A. Course information section*)

### Social Media

4 Course has been advertised through the institutional **social media** channels

### H. Certification

1 A course specific certificate is available at the end of the course based on preset completion criteria.

QA Course report					
0					
Not Met	Partially met	Met adequately	N/A	Total	
0	0	0	0	0	

0%	0%	0%	0%
----	----	----	----

**At least 70% of the criteria should be adequately met for your course to pass the quality check**