



Purpose of the internal audit of the quality control system

- ❑ To understand the policies, procedures, and structures of the quality control system
- ❑ To ensure that program requirements, policies, and procedures control the program's quality
- ❑ To understand how the elements of the quality control system affect student learning



Elements of Appendix A

- 1. Descriptions of the quality control system**
- 2. Description of the procedure followed in conducting the internal audit**
- 3. Presentation of the findings and the conclusions the faculty draws from the findings and a discussion of the implications for the program**



Conducting the internal audit

1. **Assemble a picture of the quality control system: list all elements, group them, and note their relationship to each other**
2. **Create a schematic to describe the QCS visually**
3. **Describe the QCS in a narrative**
4. **Determine overarching questions about the QCS**
5. **Develop an audit plan**
6. **Ask for formal approval of the audit plan**
7. **Carry out the audit**
8. **Write the audit report**



A possible audit plan

- 1. Select a student folder**
- 2. Check admission to program**
- 3. Check progress through requirements**
- 4. Check courses: approval, syllabi, evaluation, grade; evaluation**
- 5. Check faculty: qualifications, hire, etc.**
- 6. Check facilities**
- 7. Etc.**

Writing the internal audit report

1. **Introduction**: who conducts audit, plan for audit, approval of audit
2. **Description of the quality control system**
3. **Audit procedures**: how the audit trail was followed
4. **Findings**: what was discovered about each part of the system
5. **Conclusions**: does the QCS work as supposed?
6. **Discussion**: implications of the findings