



PRELIMINARY EVALUATION AND SCORING FORM

Name of Institution:.....

Date of evaluation:.....

A. GUIDE TO EVALUATION OF THE TRAINING INSTITUTION

1. Basis of evaluation

An institution will first be subjected to a preliminary evaluation which will consider whether the institution is registered, it operates at the stated place of business and its address is authentic. Thereafter, an institution will be subjected to substantive evaluation which will consider the institution’s level of compliance with various requirements under each accreditation standard.

2. Rating and scoring the level of institutional compliance

The following rating and scoring system will be used:

<u>Compliance status</u>	<u>Score</u>
Very good	4
Good	3
Fair	2
Unsatisfactory	1

Explanation of the rating criteria.

- (a) *Very good:* *The institution’s compliance level is above seventy per cent (70%).*
- (b) *Good:* *The institution’s compliance level is between fifty per cent (50%) and seventy per cent (70%).*
- (c) *Fair:* *The institution’s compliance level is between forty per cent (40%) and fifty per cent (50%) of the set requirements.*
- (d) *Unsatisfactory:* *The institution’s compliance level is below forty per cent (40%).*

B. PRELIMINARY EVALUATION

- 1. Is the institution duly registered?
YES NO
- 2. Does the institution operate at the stated place of business?
YES NO
- 3. Is the specified contact address operational?
YES NO

Recommendation.....
.....

C. SUBSTANTIVE EVALUATION

1. Institutional governance and administration:

	Rating (tick)			
	Very Good (4)	Good (3)	Fair (2)	Unsatisfactory (1)
(a) Qualifications, experience of the Head of institution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Organisation structure in place. Clear authority/responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Institutional communication system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Institutional policies including code of ethics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Controls on KASNEB monies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rating and score.....

2. Trainers:

(a) Qualifications and competence of trainers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Specialisation of trainers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Availability of trainers for consultation with students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) KASNEB courses run within a defined semester structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Compliance with IES 3 and IES 4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Contact hours dedicated to learning programmes per semester.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(g) Monitoring and evaluation of trainers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(h) Mechanisms to attract qualified and competent trainers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(i) Use of CATs and other student evaluation methods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(j) Holding of regular academic meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rating and score.....

3. Physical and technological resources:

(a) Valid title or lease to premises	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Designated classrooms, ventilated and illuminated to facilitate conducive learning, physical layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Adequacy and appropriateness of furniture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Sanitation facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Staff common/consultation rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Library (physical/e - library):				
(i) Existence, capacity and appropriateness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Books and other reference materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Nb: Institutions offering or intending to offer KASNEB ICT courses will be assessed on the following additional areas:

	Rating (<i>tick</i>)			
	Very Good (4)	Good (3)	Fair (2)	Unsatisfactory (1)
(g) Adequacy and appropriateness of:				
- Computer laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- ICT hardware.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- ICT software.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Other ICT accessories.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(h) Availability of qualified, competent and adequate ICT support staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rating and score.....

4. Student affairs and other support services:

(a) Safety and security of students, staff and property.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Provision of career guidance and counselling services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Mechanisms for handling student complaints.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Rating and score.....

5. Conclusion

(a) Overall institutional ranking.....

(b) Recommendation

.....

Evaluation undertaken by:

Name

Title

Signature

Date:.....

Rev.1/2017