



Technology
Accreditation
Canada

Agrément en
Technologie du
Canada

Self-assessment Form Guide

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Self-assessment Form Guide

- Provides guidance on how to create and complete the Self-assessment Form
- 3 components
 - PowerPoint presentation (which follows)
 - Self-assessment Form Webinar
 - Creating Duplicate Self-assessment Form Webinar

Self-assessment Form

- Provides information from the educational institution to be assessed against the National Accreditation Criteria
- View [sample Self-assessment Form](#) for the National Accreditation Criteria and information required
- Time to complete determined by educational institution, though must be submitted 12 weeks prior to site visit date

Create Self-assessment Form

- Login to accreditation system at <https://tac.infofloapps.com/wp-login.php>
- To create the initial form, click drop down menu and select “Create Self-assessment Form”
- Click the “Save” button ensure form is listed on dashboard

System Navigation

- Use the left hand menu or the "previous" and "next" buttons at the bottom of each page to move from page to page

System Functionality

- To save the information entered and attached files, click on the "Save" button at the bottom of each page
- Logging out before clicking "Save" will result in loss of most recent information entered
- Log out by clicking the chevron next to name
- Select "Self Assessment" from the left hand menu to open Self-assessment Form

Self-assessment Form Layout

- Lists each National Accreditation Component, indicates the information required
- Provides a text box and upload file feature

Component A.1 Program History: The program has a documented history of educational delivery in the designated technician and technologist field.

Information Required:

- Provide a brief history of the program including key milestones.

 Click to upload files

Instructions

- Provide required information in the text boxes, including relevant website links
- Click on the green paperclip below the text box to upload supporting files (only PDF files accepted)

Suggested Approach

- Start Form by completing components E.1 and E.2 to identify student work required

Discipline Learning Outcomes

- Component E.1
- Discipline Learning Outcomes (DLO) – program selected outcomes which “best” represent the program
- May submit up to 4 custom discipline learning outcomes

General Learning Outcomes

- Component E.1
- General Learning Outcomes (GLO) – prescribed outcomes for the program
- For GY02 Mathematics, program which deliver “engineering” must select 2.3 Advanced Math

Student Work

- Evidence to verify achievement of the selected course learning outcomes for both discipline and general learning outcomes
- Generally one selection of student work sufficient to demonstrate student achievement
- Must be from current or previous years' graduating class
- May include tests, quizzes, labs, assignments, projects and exams

Student Work

- Low, middle and high passing mark for each selected work, with the marking rubric, must be submitted
- Multiple authored projects must include mark matrix for each author
- Technology Reports must be submitted for the most significant contributing course selected for GY01
- All selections must be provided

Technology Report

- General Learning Outcome GY01
Technology Report - Research, design, test, analyze, conclude, present and defend a Technology Report relating to a significant technology-related issue.
- #1 reason why programs are not accredited

Technology Report

- Suggest assessing your technology reports against GY01
- Refer to the National Technology Report Guideline (Draft) for support

Submit

- Once Form is completed, click on "Submit" button on the last page
- Note Form is no longer accessible unless requested by TAC to clarify or provide additional information

Create “Duplicate” Forms

- Select “Create Application” to create a new application with pre-populated information from the initial application
- Select “Duplicate Self-assessment Form” to create a Self-assessment Form with pre-populated “institutional” information from last submitted Self-assessment Form
- Click the “Save” button to load the files

Next Steps

1. Create Self-assessment Form (SAF)
2. Collect student work
3. Submit SAF
4. Prepare for site visit

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Thank you

