

## Procedure for Conducting Academic Review

1. **Purpose:** The purpose of the academic review is to evaluate the effectiveness of the school's TEFL programme and to identify areas for improvement.
2. **Review Team:** A review team consisting of a minimum of two qualified individuals will be appointed to conduct the academic review. The team may include internal staff or external consultants who have experience in TEFL teaching/instructing.
3. **Review Scope:** The review will cover all aspects of the TEFL programme, including curriculum, teaching methodology, student assessment, teacher training, and student support services.
4. **Data Collection:** The review team will collect data from various sources, including:
  - Classroom observations
  - Interviews with teachers, students, and administrative staff
  - Analysis of student work and assessment data
  - Review of curriculum documents and teaching materials
5. **Analysis and Evaluation:** The review team will analyse the data collected and evaluate the strengths and weaknesses of the TEFL programme.
6. **Recommendations:** Based on the findings of the review, the team will make recommendations for improving the programme. Recommendations may include changes to the curriculum, teaching methodology, student assessment, teacher training, and student support services.
7. **Implementation Plan:** The school will develop an implementation plan to address the recommendations made by the review team. The plan will include timelines, responsible parties, and resources needed to implement the recommended changes.
8. **Follow-Up:** The school will conduct a follow-up review to evaluate the effectiveness of the changes made and to identify further areas for improvement.
9. **Reporting:** The academic review team will prepare a written report summarizing the findings, recommendations, and implementation plan. The report will be presented to the school's administration and shared with relevant stakeholders, including students.
10. **Confidentiality:** All data collected and analysis conducted during the academic review will be kept confidential and used only for the purposes of the review.