

Guide for rating standards and results summary

Decide the item type first, then the score. Write the comment for every score below five. The attachment is what moves a two to a five.

Item type	1	2	3	4	5
Single item, yes or no	Does not fulfil				Fulfil
Single item with explanation or evidence	Does not fulfil	Fulfil, no explanation or attachment	Fulfil, satisfactory explanation or attachment	Fulfil, very good explanation or attachment	Fulfil, full explanation and complete attachment
Multiple items, yes or no	Does not fulfil	40% of listed elements	60% of listed elements	80% of listed elements	All elements
Multiple items with explanation or evidence	Does not fulfil	40% and no explanation or attachment	60% and satisfactory explanation or attachment	80% and very good explanation or attachment	All elements, full explanation and complete attachment

Score sheet

Standard number	Item type	Verification criteria met	Score	Comment (missing elements, missing attachment, cause clue)

Summary of results

Area / standards	Number of standards	Range of score	Score obtained	Achievement %
1 Vision, mission and values				
2 Curriculum				
3 Assessment				
4 Students				
5 Academic staff				
6 Educational resources				
7 Quality assurance				
8 Governance and administration				
9 Research, community service and collaboration				
Total				

- Achievement % = score obtained / maximum possible x 100. Full accreditation 75 to 100, with conditions 50 to 75, denial under 50.