

# Quality Assurance Measures at Taiwan Assessment and Evaluation Association

## Overview

In order to ensure the efficient administration and execution of TWAEA on the Technological Universities Evaluation Project, TWAEA runs the quality control procedures in the monthly “Report to the Chairperson” and 45 days before the “Final Check”. Meeting notice and meeting minutes are conscientiously and systematically recorded, so to ensure the quality of the project and to meet the standard of the contractor, the Ministry of Education.

## Q/C Measures for the Technological Universities Evaluation Project

| Q/C Measures                       | Executor                           | Frequency                      | # of Q/C measures in the duration of the project |
|------------------------------------|------------------------------------|--------------------------------|--|
| On-site visit                      | Officer from Ministry of Education | Duration of the Project        | 1~2 times  |
| Internal Quality Control           | Internal Q/C Group at TWAEA        | Once every half a year         | 1~2 times  |
| Report to the Chairperson of TWAEA | Secretary-General, TWAEA           | Once a month                   | 12 times   |
| Quality Control Measures           | Internal Q/C Group at TWAEA        | 45 days before final audit     | 2 times  |
| Scheduled Meetings of the Team     | Coordinator of the Project         | Once a month                   | 12 times   |
| Final Audit                        | Officer from Ministry of Education | Once at the end of the Project | 1 time   |

## **Information Security**

In order to protect the information security of the project as well as privacy, all permanent hired staff members of TWAEA are required to sign a confidentiality agreement, making them legally liable for actions such as leak of (classified) information or publication of these information.

TWAEA has earned ISO-9001 (2008) Certification on Jul. 27<sup>th</sup>, 2009. In accordance to the ISO standards, all administrative paperwork for the projects undertaken by TWAEA should meet a certain quality. Detailed rules and regulations have been specified to ensure the quality control. SOP's are also in place for irregularities in quality.

## **Internal Auditing Measures**

Auditing is carried out periodically, and is done by the Board of Supervisors. Additional auditing may also be done, with the request from the competent authority.

The Board of Supervisors engages in auditing while holding its periodic board meetings. When deemed necessary, the Board of Supervisors may get approval from the competent authority to conduct additional auditing.

## **External Quality Assurance**

Taiwan Assessment and Evaluation Association has also undergone external review, conducted by Taiwan's Ministry of Education. Taiwan's Ministry of Education, in accordance with the Measures for University Evaluation, has recognized and authenticated TWAEA to be a professional evaluation agency for higher education. (see next page for the copy of authentication)

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## 教育部 公告

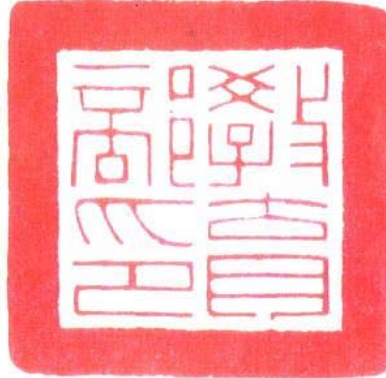
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主旨：公告「社團法人臺灣評鑑協會」為本部認可之「國內專業評鑑機構」。

依據：

- 一、大學評鑑辦法第5條第3項。
- 二、大學自我評鑑結果及國內外專業評鑑機構認可要點第4點。
- 三、教育部認可國內外專業評鑑機構審查作業原則第9點第2項。

公告事項：

- 一、社團法人臺灣評鑑協會業經本部審查通過，為本部認可之國內專業評鑑機構。
- 二、本部認可社團法人臺灣評鑑協會之有效期限，自99年6月至104年5月，共計5年。

# 部長 吳清基