

OPTIMA - Bulgaria

Inspection and Accreditation Scheme
(Excerpts)

II.ACADEMIC MANAGEMENT

1. System of tuition

total: 14

pass: 11

Focus points	Points to check	Score	Comments
1.1. Availability of syllabuses	<ul style="list-style-type: none"> ❖ Check syllabuses, level description –whether they are available to teachers. ❖ Can DOS specify what methods are used and if they correspond to what is stated in publicity materials? 	0/2	
1.2. Use of entry/ placement procedures, needs analyses	<ul style="list-style-type: none"> ❖ Check: placement tests and procedures. ❖ Speak to staff/ DOS, teachers, administration/ and students. 	0/2	
1.3. Guiding/ providing students with teaching materials	Check textbooks and materials used for teaching particular levels and age groups, appropriateness and availability.	0/2	
1.4. On –going assessment and end-of-course testing	<ul style="list-style-type: none"> ❖ Check records of progress, final tests. ❖ Speak to DOS, teachers and students. 	0/2	
1.5. Continuous evaluation of teaching and learning by the students.	Speak to DOS teachers and students and relevant documentation optional.	0/2	
1.6. Maintaining coherence of teaching standards	Check system of communication between teachers, DOS and teachers	0/2	
1.7. Awarding students with certificates	❖ Check format and wording of leaving certificates – do they explain on what basis they are issued?	0/2	

2. System of professional guidance**total: 10 pass: 7**

Focus points	Points to check	Score	Comments
2.1. Keeping records	<ul style="list-style-type: none">❖ Check records of materials used and lessons taught.❖ Check attendance records.	0/2	
2.2. Availability of teacher replacement procedure.	Speak to teachers and students	0/2	
2.3. Maintaining the quality of and discussing teachers performance	Check teaching observation and feedback record and talk to DOS and teachers.	0/2	
2.4. Availability of teacher induction system	Check procedures and relevant written documentation – talk to teachers.	0/2	
2.5. Opportunities for continuous training and development of teachers.	<ul style="list-style-type: none">❖ Check whether there is a coherent in-service training scheme.❖ Is support provided for conference participation?❖ Do teachers' meetings take place regularly? (Any relevant documentation).	0/2	