

THE GENERAL/INTERIM EVALUATION PROCESS STUDENT EVALUATOR CHECKLIST

STAGES OF VISIT	FULFILMENT STATUS
PRE-VISIT - ONLINE	
Notification of the HEPDAK Secretariat of acceptance of the order within 3 days	
Attend an introductory session with the team chair and members of the assessment team (online)	
Reading the final version of the HEPDAK Student Evaluator Report and meeting with the team leader to share information and receive suggestions	
Preparation of the questions to be asked in the interviews about the standards according to the HEPDAK Student Evaluator Report	
Defining and listing the questions to be asked to the students during the interviews during the visit, together with the team members (online)	
Identify and list the internal/external areas to be visited and observed during the institutional visit	
Discuss with the team members the internal/external areas to be visited and observed during the institutional visit	
Notify the team leader of the appropriate date of the visit proposed by the team leader within the specified time period	
Contact the team leader for information about transportation/accommodation at the facility	
At the invitation of the team leader, take part in online meetings with the assessment team	
Check the website of the organization you want to visit	

STAGES OF VISIT	REALIZATION STATUS
DURING THE VISIT	
Implement the visit plan with the team and take part in team meetings	
Participate in the meetings in which the draft evaluation report is prepared and support the team members in the preparation of the report	
Meet with students selected by the program (student representatives, students representing each class) and talk about issues/problems affecting the college in general	
Interview with a group of students identified by the team from the student lists provided by the program	
Keeping a list of students interviewed	
Keeping interview notes after student interviews	
Keeping notes about the areas of observation	
Sharing observations with team members at the team meeting	
Preparation of the HEPDAK Student Evaluator Report according to their observations and notes	
AFTER THE VISIT	
Transmission of the individual HEPDAK Student Evaluator Report to the team leader by e-mail within one week after the visit	
Forward the receipts and bank details for the expenses incurred during the visit to the team leader	
Filling out the evaluation forms for the team leader (D2) and the evaluation team members (D1) (https://www.hepdak.org.tr/doc/b10_v2_1.pdf) within one week after the visit and sending them to the HEPDAK president via e-mail (ozmendilek@yahoo.com)	
Participation in the HEPDAK Student Evaluator Feedback Meeting on the date announced after the evaluation	