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| TITLE: | ASSESSMENT AND ACCREDITATION | |
| OBJECTIVE: | This Standard Operating Procedure (SOP) aims to establish a structured and transparent process for assessing and accrediting applicants under the Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) at Rizal Technological University (RTU). It ensures that applicants receive fair and thorough evaluations of their prior learning, work experience, and competencies to determine equivalent academic credits. | |
| SCOPE: | This SOP applies to ETEEAP applicants, assigned advisers, the panel of assessors, and the Institute of Flexible Learning and Digital Education (IFLDE) staff responsible for overseeing the assessment and accreditation process. It covers the payment of the equivalency and accreditation fee, consultation with advisers, documentary assessment, panel interviews, credit evaluation, notification of results, awarding of equivalency units, and adviser evaluation to maintain quality assurance in the accreditation process. | |
| ACRONYMS/DEFINITIONS: | **ETEEAP** – Expanded Tertiary Education Equivalency and Accreditation Program: A government initiative that allows professionals to earn a degree by recognizing their work experience and prior learning.  **IFLDE –** Institute of Flexible Learning and Digital Education: The unit responsible for overseeing flexible and digital learning initiatives at RTU, including ETEEAP.  **Panel of Assessors –** A group composed of the Dean or Program Chair, IFLDE Director/ETEEAP Chief, and College Coordinator responsible for evaluating applicants' documents, conducting interviews, and determining equivalent academic credits.  **Credit Evaluation Form –** A standardized tool used by the panel of assessors to assess and assign equivalent academic units based on an applicant’s work experience and competencies.  **Portfolio –** A collection of an applicant’s academic records, work experience, certifications, and other evidence of learning submitted for assessment.  **Certificate of Awarded Equivalent Units –** A formal document indicating the number of academic credits granted to an ETEEAP applicant after assessment and evaluation. | |
| PROCESS MAP | | |
| ACTIVITY | **PERSON/S RESPONSIBLE AND DETAILS** | **DURATION** |
| Start of process | **-** | **-** |
| **Payment for the Equivalency and Accreditation Fee** | The ETEEAP applicant must settle the Equivalency and Accreditation Fee. After payment, the applicant must email a copy of the official receipt to rtu-eteeap@rtu.edu.ph, using the subject format: **ASSESSMENT AND ACCREDITATION\_LAST NAME, FIRST NAME M.I.** Upon receipt, the IFLDE staff will acknowledge the payment via email and provide the applicant with the contact details of their assigned adviser. | Depends on the SOP of Cashier |
| **Consultation with the Adviser** | Before the panel evaluation, the ETEEAP applicant must consult with their assigned adviser. To facilitate a thorough review, the adviser must be given ample time to assess the applicant’s pre-evaluation documents before the consultation.  Both the applicant and the adviser should agree on a preferred communication platform, such as Messenger, Google Chat, or any other mutually convenient channel. The adviser is responsible for providing guidance on structuring a well-organized portfolio, identifying essential documents for inclusion, and ensuring the completeness of the submission. Once the portfolio is finalized, the adviser will formally endorse the applicant for the comprehensive Assessment and Evaluation process. | 1 day |
| **Documentary Assessment and Evaluation** | Upon receiving an endorsement from the assigned adviser, the panel of assessors consisting of the Dean or Program Chair, the IFLDE Director/ETEEAP Chief, and the College Coordinator will thoroughly review and evaluate the applicant’s submitted documents using the ETEEAP Evaluation Instrument. | 3 days |
| **Determination of Equivalent Credits** | The ETEEAP applicant will undergo a panel interview conducted via Zoom, Google Meet, or face-to-face at the IFLDE ETEEAP Office. Following the interview, the panel of assessors, together with the assigned adviser, will deliberate to determine the equivalent academic credits using the Credit Evaluation Form based on the applicant's work experience. | 1 day |
| **Passed the Assessment and Evaluation**  **YES**  **NO** | If the ETEEAP applicant fails to meet the required score during the assessment, the IFLDE staff will notify the applicant via email, detailing the results of the documentary evaluation and providing instructions for resubmission. The assigned adviser will continue to guide the applicant by offering a learning plan to address deficiencies and areas for improvement. | 1 day |
| **Final Approval and Awarding of Equivalency** | If the ETEEAP applicant meets the required passing score in the assessment and evaluation, the IFLDE staff will notify them via email, detailing the results of the evaluation and accreditation. The email will include the approved number of credited subjects and the corresponding Certificate of Awarded Equivalent Units. Additionally, it will outline the remaining subjects and units the applicant needs to complete, along with instructions for the enrollment process. | 1 hour |
| **Adviser Evaluation** | The ETEEAP applicant will assess the assigned adviser using a standardized evaluation tool. This evaluation is essential in ensuring the quality and effectiveness of the adviser's guidance, identifying areas for improvement, and enhancing the overall support provided to applicants throughout the accreditation process. | 10 mins |
| End of process | Continual Improvement | **-** |

**POLICIES/MEMORANDANDUM/RTU MANUALS/GUIDELINES:**

*\*Please indicate the corresponding Policy, Memorandum or RTU Manuals/Guidelines necessary to Standard Operating Procedure.*

**ATTACHMENTS/FORMS:**

*\*Please indicate the Form Code and Form Title or corresponding Attachment/s necessary to this Standard Operating Procedure.*

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| PREPARED BY | REVIEWED AND RECOMMENDED BY | APPROVED AND CONTROLLED BY |
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| DIRECTOR/DEAN  <OFFICE/COLLEGE NAME> | VICE PRESIDENT,  OFFICE OF THE VICE PRESIDENT <DIVISION> | QUALITY MANAGEMENT REPRESENTATIVE |
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