

Tool 2 — Self-evaluation form for implementing the Pan-Canadian Code of Good Practice in the Assessment of International Academic Credentials by the organization

1.1 Compliance with the Code of Good Practice

The organization complies with the principles and recommendations set out in the [Pan-Canadian Code of Good Practice in the Assessment of International Academic Credentials](#).

1.1.1 The organization confirms it complies with all stated principles:

	Principles	Yes	No
a	fundamental principles		
b	general procedures		
c	application processing times		
d	information requirements		
e	fees		
f	translations		
g	documents required		
h	status of institutions and programs		
i	purpose/outcome of the assessment		
j	level of studies		
k	assessment criteria		
l	duration of the program of study		
m	appeals or requests for review		

Comments from the organization:

1.1.2 The organization distributes publications to explain the following to its clientele:

		Yes	No
a	The documents required.		
b	The translations required.		
c	The scope of the assessment reports.		

d	Application processing times.		
e	The procedure for applying for an assessment.		
f	The appeal or review procedures.		
g	The cost of the services offered.		

Comments from the organization:

1.2 Organization-level competencies

1.2.1 Reference works and documentation centre

The organization describes the depth of its documentation centre, indicating the number and kind of historical and current reference documents the centre contains. It keeps up to date a list of the national and international associations of which it is a member, the international credentials databases to which it subscribes, and the e-mail distribution lists or other collaborative tools of this nature to which it belongs.

		Yes	No
a	The organization has a sufficient quantity and diversity of historical and current reference documents.		
b	The organization uses these reference documents in its assessments.		
c	The organization subscribes to international credentials databases.		
d	The organization is a member of relevant national and international associations, and subscribes to e-mail distribution lists or uses similar appropriate tools.		

Comments from the organization:

1.2.2 File management

The organization uses a file-management system that allows easy access to any information sought, while protecting the confidentiality of data in accordance with the federal, provincial or territorial statutes and policies in force. It describes how the archiving of decisions or opinions resulting from assessments is designed to allow organized, systematic retrieval of previous decisions or opinions. It shows how its file-

management procedures guarantee the security and protection of client files and, in particular, the originals these files may contain.

The organization complies with the Code of Good Practice concerning the following:

		Yes	No
a	Its file-keeping procedures.		
b	The length of time documents are preserved.		
c	The procedure for accessing earlier decisions or opinions.		
d	The protection of confidential information.		
e	The management of original documents.		

Comments from the organization:

1.2.3 Experience of the organization

The organization has complied with the Code of Good Practice for the past 12 months or more, and shows that it handles a substantial number of international academic credential assessments.

		Yes	No
a	The organization has complied with the principles and recommendations of the Code of Good Practice for the past 12 months or more.		
b	The organization carries out a substantial number of international academic credential assessments in accordance with the principles and recommendations of the Code of Good Practice.		

Comments from the organization:

2.1 Staff competencies

The organization has personnel who have received appropriate training and are able to produce fair assessments of consistent quality. At least one of these assessors has the competencies included in the CMEC-CICIC profile of competencies for persons

responsible for academic credential assessment and at least one year of practical experience, under supervision, assessing international academic credentials for different levels of study. The persons responsible for making assessments keep up to date by participating in training activities, consulting their colleagues, and doing research. The organization offers them opportunities for professional development; for example, through attendance at conferences and workshops.

		Yes	No
a	The organization has sufficient personnel to carry out the number and type of assessments indicated in a satisfactory manner.		
b	The organization has a sufficient number of assessors with an appropriate level of competency.		
c	The organization offers its personnel satisfactory programs of initial training and professional development to guarantee maintenance of an appropriate level of expertise in academic credential assessment		

Comments from the organization:

3.1 Evaluation procedures

3.1.1 The organization applies the principles concerning the following:

		Yes	No
a	The documents required.		
b	The translations required.		
c	The authentication of documents.		
d	The official status of the institution that conferred the academic credential.		
e	The description of the program.		
f	The outcome of the assessment and its justification.		
g	The references and resources used for the assessment.		

Comments from the organization:

3.1.2 The organization applies the measures designed:

		Yes	No
a	To prevent forgeries and falsification of reports.		
b	To clearly inform the client of the purpose for which the assessment notice or report is intended.		

Comments from the organization: