SOP for Observers in Program Evaluation

1.0 PURPOSE OF THIS DOCUMENT

This document should be used by the newly appointed observers to realize their roles and responsibilities during a program evaluation.

2.0 SCOPE OF THIS DOCUMENT

This document covers the roles and responsibility of observers appointed by the BAETE during their observation to a program evaluation.

3.0 ROLES AND RESPONSIBILITIES

3.1 Observers in Program Evaluation

- An observer should follow the workflow presented in section 5 of this document during one's participation in the program evaluation.

4.0 DEFINITIONS AND ACRONYMS

See ACC-MAN-06 for *definitions and acronyms*.

5.0 SPECIFIC PROCEDURE

Step 1
The observer shall log into the BAETE AMS with the login credential provided by the BAETE to access his/her "evaluator dashboard". The observer will be able to see the program to which he/she has been assigned in the dashboard.

Step 2
: The observer shall clear the Conflict of Interest (COI) by clicking the COI link. If he/she has a COI, the observer will select accordingly and will take no further part in the evaluation process. In case of no COI, the observer will be able to access the SAR and other supporting documents from the dashboard once he/she clears the COI by clicking "NO" in the COI declaration window.

Step 3
The observer shall go through the SAR prior to attending the first pre-visit meeting to note down his/her observations.

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Step 4
The observer shall attend all pre-visit activities. The observer shall not directly participate in the pre-visit activities, rather they will observe the process followed by the evaluation team members to scrutiny the SAR.

Step 5
The observer shall travel with the evaluation team to the program to observe the entire evaluation visit. The travel and subsistence expenses during the visit shall be met by the program/BAETE.

Step 6
The observer shall not participate in the activities during the evaluation visit. Rather, the observer shall keep note of the entire process to get familiarized with an evaluator's role and responsibility during the evaluation visit.

Step 7
After completion of the evaluation process, the observer shall prepare a report following template ACC-TMP-04-16. The observer shall submit the report to the Registrar, BAETE, to complete his role as an observer.

Step 8
viii. Step 8: Once the observer's role is upgraded to "Evaluator", if approached by the BAETE, the new evaluator shall conduct two visits per year.

6.0 FORMS/TEMPLATES TO BE USED

Template ACC-TMP-04-16: Observer report

7.0 EXCEPTIONS

None

8.0 REVISION HISTORY

Date	Version	Description of Change
09 April 2022	1.0	Initial Release
23 April 2024	2.0	Document Restructured; the pledge statement template removed from the SOP

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