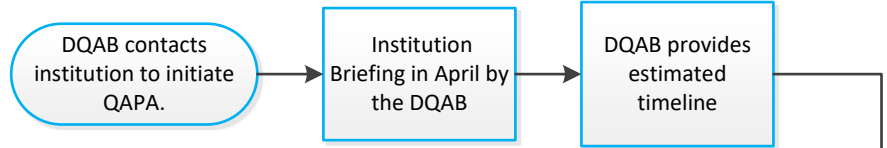# Quality Assurance Process Audit Process Map
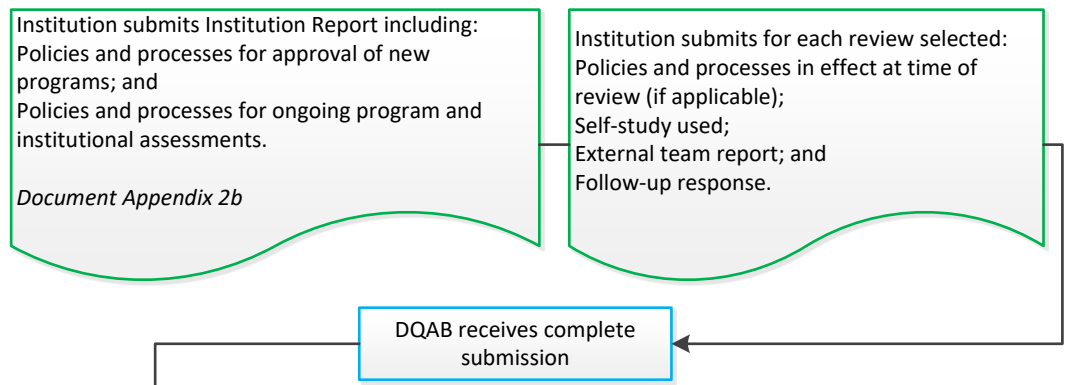
QAPA Framework Timeline:
March - April

- DQAB contacts institution to initiate QAPA.
- Institution Briefing in April by the DQAB
- DQAB provides estimated timeline

QAPA Framework:
May

- Institution nominations for assessors
- Institution provides:
  A schedule of completed reviews and follow-up actions from the last internal review cycle; and
  A schedule of planned reviews for the institution's next internal review cycle.

  Document Appendix 2a

- DQAB selects QAPA Assessors
- DQAB selects 3-5 programs for assessment

QAPA Framework:
Minimum 2 months before site visit

- Institution submits Institution Report including:
  Policies and processes for approval of new programs; and
  Policies and processes for ongoing program and institutional assessments.

  Document Appendix 2b

- Institution submits for each review selected:
  Policies and processes in effect at time of review (if applicable);
  Self-study used;
  External team report; and
  Follow-up response.

- DQAB receives complete submission

QAPA Framework:
Normally 6 weeks before site visit

- QAPA Team receives submission
- Site visit schedule finalized
- DQAB provides orientation
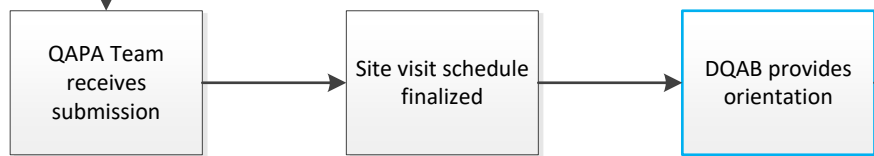
QAPA Framework:
Normally between October - December

- Site visit (1.5 - 2 days)

QAPA Framework:
2 weeks after site visit

- QAPA Team provides Report to the DQAB

  Document Appendix 3a

- DQAB provides to institution for factual errors and response

QAPA Framework:
3 months

- Institution response to DQAB

QAPA Framework:
2 weeks

- DQAB produces a Summary based on the Institution Report, the panel report and the institution response

QAPA Framework:
30 days
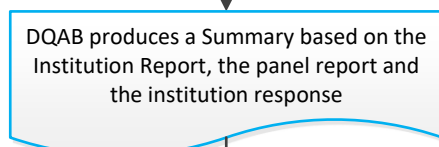
- DQAB and institution publish Summary on their respective websites.
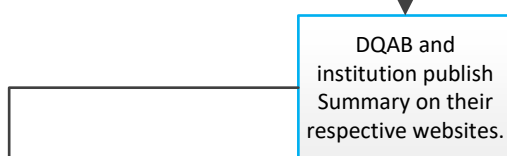
QAPA Framework:
12 months or earlier after Summary is published

- DQAB request progress report if required
- Institution progress report
- DQAB and institution publish on their respective websites