

## Academic Audit

At Possibility EduTech Private Limited, we understand that continuous improvement is paramount for schools striving for excellence. Our **Academic Audit** service provides a comprehensive framework to **Measure, Reflect, and Act**, ultimately supporting and elevating your institution to the next level.

Drawing upon our expertise as a leading provider of educational services, school furniture, and books in India, Possibility offers a meticulously designed audit process to nurture reflective practitioners and drive tangible improvements in your academic procedures and systems.

### What is an Academic Audit?

An Academic Audit by Possibility is a thorough review of your school's academic processes and systems. It serves as a **data-and evidence-backed mirror**, offering an objective and unbiased evaluation of your current standing. Our framework is designed by experts and focuses on identifying areas where leadership, coordinators, and teachers can enhance their effectiveness.

### Benefits of Possibility's Academic Audit:

- **Identify Areas for Improvement:** Gain valuable insights into specific areas where your school can enhance its academic standards and operational efficiency.
- **Objective and Unbiased Evaluation:** Our rigorous process ensures a fair and accurate assessment, free from internal biases.
- **Data-Driven Insights:** Our audit provides a thorough analysis based on evidence, leading to more informed decision-making.
- **Actionable Recommendations:** The audit report includes invaluable recommendations that can be directly implemented to improve administration and academic standards.
- **Enhanced Reputation:** By demonstrating a commitment to continuous improvement through academic audits, your school can further strengthen its reputation and brand identity.
- **Support Reflective Practices:** Our framework encourages educators to reflect on their practices and identify opportunities for professional growth.

### Key Components of Our Academic Audit

Our academic audit process involves several key components, including:

- **Classroom Observations:** Systematic observation of teaching practices to evaluate effectiveness.
- **Teacher Evaluation:** Self, peer, and supervisor evaluations to provide a well-rounded view of performance.
- **Focus Group Discussions:** Collaborative discussions with teachers to gather insights and perspectives.
- **One-on-One Interactions:** Individual meetings with teachers to provide personalized feedback and support.

### Focus Areas of the Audit

Our audit framework assesses teacher effectiveness across four key domains:

- **Core Values and Ethics:** This includes a teacher's professional conduct, ethics, and commitment to students.
- **Professional Knowledge and Understanding:** This assesses the teacher's command of subject matter, pedagogy, and curriculum.
- **Professional Competence and Practice:** This evaluates the teacher's ability to effectively plan and deliver lessons, manage the classroom, and assess student learning.
- **Student Learning and Engagement:** This focuses on how teachers engage students, promote active learning, and create a positive learning environment.

### Academic Audit Process

1. **Pre-Audit Preparation:** Review of past performance data and self-assessment by staff.
2. **On-site Audit:** Classroom observations, documentation review, and stakeholder interviews.
3. **Evaluation & Feedback:** Scoring based on evidence and benchmarks.
4. **Reporting:** A detailed report highlighting achievements and recommendations.
5. **Follow-up:** Implementation of action plans and periodic review.

### Assessment Methodology

Teacher performance is evaluated through five distinct stages, each assigned a specific weightage:

Assessment Stage	Weightage (%)
Self-Reflection	10%
Peer Evaluation	5%
Supervisor Evaluation	15%
Classroom Observation	50%
Modified TPACK	20%

The Modified TPACK assesses teachers across four key domains: **Technological Knowledge (TK)**, **Pedagogical Knowledge (PK)**, **Behavioural Knowledge (BK)**, and **Content Knowledge (CK)**. Unlike conventional evaluations that focus on qualifications, given framework emphasizes actual classroom performance, instructional effectiveness, and student learning outcomes. By integrating these four dimensions Modified T pack provides a comprehensive evaluation of teaching effectiveness, offering insights into how educators apply technology, pedagogy, subject expertise, and behavior management to enhance student learning experiences and outcomes.

### Rating Scale :

Each performance indicator is rated on a five-point scale ranging from 1 (lowest) to 5 (highest) indicating the levels of performance. The scale is progressive in nature with each higher level more aspirational than the lower. The description of the rating scale is as follows:

Teacher performance is rated on a **five-point scale**:

Rating	Descriptor
5	Capable of mentoring others, exemplary performance
4	Demonstrates successfully, approaching mentor level
3	Meets standard with limitations, needs refinement
2	Aware but requires improvement to meet standards
1	Below expectations, requires structured guidance

### Our Commitment to Teacher Development

We believe that investing in our teachers is essential for student success. The academic audit process is designed to:

- Provide teachers with specific, actionable feedback to improve their practice.
- Identify professional development needs and provide targeted support.
- Foster a culture of reflection and continuous learning among our faculty.

By engaging in regular academic audits, we demonstrate our commitment to providing a high-quality education and ensuring that our teachers have the support they need to excel.

### Academic Process Audit

The **Academic Process Audit** is a structured evaluation designed to ensure that schools comply with established academic standards, policies, and regulations while effectively supporting quality education. Using a sampling-based approach, the audit reviews institutional processes, checks documentation compliance, and evaluates the necessity and efficiency of various academic practices.

This tailored framework highlights strengths, identifies improvement areas, and offers actionable recommendations—customised to each school's unique needs.

### Key Objectives:

1. Evaluate the quality of academic programs, curriculum planning, and teaching methods.
2. Identify opportunities to streamline processes, optimise resources, and enhance efficiency.
3. Detect and mitigate academic risks, such as misconduct and administrative errors.
4. Provide constructive feedback to foster innovation and drive continuous academic improvement.

The audit encompasses processes at both:

- **School-wide level**, and
- **Individual teacher level**

## **Process Audit Components**

### **1. School-Level Audit**

A thorough review of school-wide documentation ensures alignment with institutional and board-mandated standards. Key records include staff service files, attendance and substitution registers, timetables, club/house logs, library and lab records, and other regulatory documents.

### **2. Teacher-Level Audit**

This involves evaluating documents maintained by individual teachers through random sampling. Reviewed materials include class attendance registers, daily and monthly planners, homework logs, assessment records, PTM notes, and student anecdotal reports.

### **3. Notebook Audit**

Student notebooks are reviewed to assess the quality and consistency of corrections, regularity of teacher feedback, and overall adherence to academic guidelines. Notebooks from selected subjects in each class are examined for compliance and content standards.

## **Audit Outcomes**

The academic audit empowers schools to:

- Gain valuable insights into teacher performance through data and feedback.
- Support teachers by identifying strengths and areas for professional growth.
- Reflect on and refine academic processes for greater effectiveness.
- Foster collaborative professional learning communities.
- Enhance student learning outcomes through improved teaching practices.