



PREPARING FOR AN IQ2LT AUDIT

Tips and Best Practices for Successful Audits

This practical guide provides comprehensive guidance for institutions preparing for IQ2LT accreditation evaluation. Following these recommendations will help ensure your documentation is complete, well-organized, and effectively demonstrates your institution's quality and commitment to excellence in technology-enhanced education.

PREPARATION TIMELINE

Begin preparing at least 6 months before your planned application submission. Use this timeline as a guide for organizing your preparation activities:

Timeline	Activities	Responsible Parties
6 months before	• Complete self-assessment • Identify gaps and weaknesses • Develop improvement plan • Assign preparation responsibilities	Leadership team, QA coordinator
4-5 months before	• Implement priority improvements • Begin gathering documentation • Review and update policies • Organize evidence files	All departments, Document coordinator
2-3 months before	• Complete documentation compilation • Review all materials for quality • Conduct internal peer review • Address identified deficiencies	Preparation team, Peer reviewers
1 month before	• Finalize all documents • Complete application forms • Organize submission package • Final quality check	Project lead, QA team
Application week	• Submit application • Confirm receipt • Respond to any immediate queries	Authorized signatory

DOCUMENTATION PREPARATION

Best Practices for Document Organization

Create a Master Index: Develop a comprehensive index of all documents with clear labels, dates, and locations. This helps ensure nothing is missed.

Use Consistent Naming: Apply a systematic naming convention: InstitutionName_DocumentType_Version_Date.pdf

Maintain Version Control: Keep track of document versions and ensure only current versions are submitted.

Organize by Category: Structure documents according to the five evaluation dimensions for easy reference.

Include Table of Contents: For long documents, include detailed table of contents with page numbers.

Add Document Context: Brief introductions explaining the document's purpose and how it demonstrates quality.

Ensure Readability: Use clear fonts (minimum 11pt), adequate spacing, and professional formatting.

Check for Completeness: Use the official Document Checklist to verify all required items are included.

Quality Standards for Documentation

- All documents must be current (within last 2 years unless otherwise specified)
- Scanned documents should be at least 300 DPI and fully readable
- PDFs should be searchable (OCR applied to scanned documents)
- Remove any confidential financial data or personal identifiable information not required
- Ensure all required signatures and approvals are present on official documents
- Provide certified translations for documents not in English
- Include legends or explanations for any charts, graphs, or technical diagrams

EVIDENCE COLLECTION STRATEGIES

Strong evidence is essential for demonstrating that you meet IQ2LT standards. The following strategies will help you gather compelling evidence:

Documentary Evidence:

- Policies, procedures, and process documents
- Strategic plans and annual reports
- Meeting minutes showing decision-making
- Approved budgets and financial reports
- Organizational charts and job descriptions

Operational Evidence:

- Screenshots of systems and platforms
- Sample course materials and syllabi
- Assessment rubrics and grading criteria
- Student support service descriptions
- Technology infrastructure diagrams

Performance Evidence:

- Student satisfaction survey results
- Retention and completion rate data
- Graduate employment statistics
- Faculty evaluation results
- Quality improvement reports

Comparative Evidence:

- Benchmarking studies with peer institutions
- External review or audit reports
- Accreditation from other bodies
- Industry partnership documentation
- Awards and recognition received

CONDUCTING EFFECTIVE SELF-ASSESSMENT

The self-assessment is your opportunity to honestly evaluate your institution before the external review. Approach it systematically:

Step-by-Step Self-Assessment Process

- 1. Form Assessment Team:** Include representatives from all key areas: academic leadership, faculty, student services, IT, quality assurance.
- 2. Review Standards:** Ensure all team members understand the IQ2LT evaluation criteria and rating scale.
- 3. Gather Evidence:** Collect supporting documentation for each criterion before assigning ratings.
- 4. Rate Independently:** Have multiple team members rate each criterion independently to reduce bias.
- 5. Discuss Discrepancies:** Meet to discuss ratings where team members disagree significantly.
- 6. Provide Justification:** Document specific evidence supporting each rating given.
- 7. Identify Gaps:** Clearly note areas scoring below 3.0 that need improvement.
- 8. Develop Action Plans:** Create specific, time-bound plans to address identified weaknesses.
- 9. Review and Validate:** Have senior leadership review and validate the self-assessment.
- 10. Monitor Progress:** Track implementation of improvement actions before application.

COMMON PITFALLS TO AVOID

Incomplete Documentation: Missing required documents delays evaluation. Use the checklist systematically.

Outdated Information: Submitting old policies or data suggests poor currency. Update all materials.

Lack of Evidence: Claiming quality without evidence is unconvincing. Provide specific, verifiable proof.

Over-promising: Don't claim capabilities you don't have. Be honest about current state and improvement plans.

Poor Organization: Disorganized submissions frustrate evaluators. Use clear structure and navigation aids.

Generic Content: Copying from other institutions is obvious. Provide authentic information about your context.

Ignoring Weaknesses: Acknowledging areas for improvement shows maturity. Don't hide deficiencies.

Last-Minute Rush: Quality suffers when rushed. Start early and allow time for thorough preparation.

Insufficient Stakeholder Input: Lack of faculty/student voice is noticeable. Involve multiple perspectives.

Focusing Only on Documents: Evaluators assess actual practices, not just policies. Demonstrate implementation.

DIMENSION-SPECIFIC PREPARATION TIPS

Dimension 1: Institutional Capacity

- Ensure mission statement explicitly references technology-enhanced education
- Document clear governance structures with defined roles for distance learning oversight
- Show dedicated budget lines for technology infrastructure and support
- Demonstrate systematic professional development programs for online teaching
- Provide evidence of adequate technical capacity and redundancy plans

Dimension 2: Program Design & Curriculum

- Clearly articulate measurable learning outcomes for all programs
- Show systematic curriculum design process with quality standards
- Demonstrate alignment between outcomes, content, and assessments
- Provide evidence of regular curriculum review and updating
- Include examples of high-quality, appropriately designed course materials

Dimension 3: Teaching and Learning

- Document faculty qualifications and online teaching credentials
- Show evidence of varied, engaging instructional strategies
- Demonstrate regular, meaningful faculty-student interaction
- Provide examples of quality feedback and assessment practices
- Show robust academic integrity measures and tools

Dimension 4: Student Support & Resources

- Document comprehensive support services accessible to distance learners
- Show responsive technical support with extended availability
- Demonstrate adequate digital library and learning resources
- Provide evidence of accessibility compliance (WCAG standards)
- Show clear communication channels and student engagement strategies

Dimension 5: Quality Assurance

- Document systematic quality assurance framework and processes
- Show regular collection and analysis of quality data
- Provide evidence of data-driven improvements implemented
- Demonstrate stakeholder involvement in quality processes
- Show comprehensive documentation of quality activities and outcomes

PREPARING YOUR TEAM

Success requires coordinated effort across your institution. Consider these team preparation strategies:

Key Roles and Responsibilities

Role	Responsibilities
Project Lead	• Overall coordination • Timeline management • Communication with IQ2LT • Final quality assurance
Documentation Coordinator	• Document collection • Quality control • Organization and filing • Version management
Dimension Leads (5)	• Evidence gathering for assigned dimension • Self-assessment coordination • Gap analysis • Improvement planning
Data Analyst	• Performance data compilation • Survey analysis • Statistical reporting • Data visualization
Technical Support	• System documentation • Infrastructure evidence • Platform screenshots • Technical specifications

Team Communication and Coordination

- Hold regular preparation meetings (weekly or bi-weekly)
- Use project management tools to track tasks and deadlines
- Maintain shared document repository with clear access permissions
- Create communication protocols for questions and issues
- Celebrate milestones to maintain team motivation
- Provide training on IQ2LT standards to all team members

FINAL PRE-SUBMISSION CHECKLIST

Before submitting your application, verify the following:

- All required documents listed in Document Checklist are included
- Self-Assessment Grid is complete with all ratings and justifications
- Documents are properly named and organized by dimension
- All files are in required formats (PDF, Word, Excel as specified)
- File sizes are within limits (individual <10MB, total <500MB)
- PDFs are searchable and fully readable
- All signatures and approvals are obtained

- Translations are certified where required
- Contact information is current and accurate
- Application fees are prepared for payment
- Senior leadership has reviewed and approved submission
- Backup copies are maintained in secure location

AFTER SUBMISSION

Once your application is submitted:

- Confirm receipt of your application from IQ2LT
- Designate a point of contact for any clarification requests
- Respond promptly to any requests for additional information
- Maintain availability of key personnel during evaluation period
- Keep documentation updated in case of requests for supplementary materials
- Continue implementing improvement plans identified in self-assessment

Need Help? For questions about audit preparation or to request consultation, contact:
IQ2LT Accreditation Office
Email: preparation@iq2lt-edu.org | Phone: +1 (302) 608-9040
We offer pre-application consultations to help institutions prepare effectively.

*IQ2LT Preparing for an Audit Guide - December 2024
This guide is regularly updated based on lessons learned and stakeholder feedback.*