

EPIC Course Quality Assurance Process

Developer Review

Once course design and content development is complete the Quality Assurance (QA) process begins internally with the developer. The developer enrolls themselves as a test student in the course and reviews all items in the course to ensure functionality and course content is displayed as intended. The developer uses the **Learn on Demand (LoD) Course Checklist** as a guide while conducting their internal review. The LoD Course Checklist provides a detailed list of items (such as announcements, navigation, syllabus, etc.) that all EPIC LoD courses are to include. The developer then makes any necessary revisions identified during this internal review.

Once any and all revisions have been made to the course, the developer then completes the **KCTCS Online Developer Worksheet**. The KCTCS Online developer worksheet is designed for the self-reporting component of the LoD Quality Assurance process. This worksheet includes information about the course that will assist Peer Reviewers during the review process. Finally, the developer submits the completed KCTCS Online developer worksheet to their LoD Project Team Lead.

Project Team Leader Review

The Project Team Lead will assess the course using the **KCTCS Online Project Team Leader Internal Review Checklist**. This checklist is very similar to the KCTCS Online developer worksheet previously completed by the course developer and enables the Project Team Lead to ensure the course aligns with standards outlined on the **KCTCS Online Learn on Demand QA Rubric** (rubric used during peer review). Any areas identified as lacking or otherwise needing revision should be communicated to the developer. Once all revisions are final and the checklist has been completed the course is ready to proceed to the Instructional Designer of the TAACCCT Grant in Hazard for a final internal review before submission to the System Office. The Project Team Lead then submits the following completed forms to the Instructional Designer in Hazard:

- Learn on Demand Course Checklist
- KCTCS Online Developer Worksheet
- KCTCS Online Project Team Leader Internal Review Checklist
- KCTCS Online Peer Review Request

Instructional Designer Review

The Instructional Designer will assess the course using the same standards outlined by KCTCS Learn on Demand as well as the additional **Open Educational Resource (OER)** requirements stipulated by the EPIC TAACCCT Grant. The Instructional Designer will communicate any identified revisions or make suggestions for improvement before finally submitting all forms listed above, including the KCTCS Online Peer Review Request form, to the Quality Assurance Coordinator at KCTCS System Office for final Peer Review.

KCTCS Peer Review for Official Approval

Upon submission to KCTCS for official quality assurance approval, the Quality Assurance Coordinator will also review the course for design and functionality and communicate any revisions or suggestions for improvement to the Instructional Designer. Following completion of any revisions the course is then formally reviewed and approved by a team of peers employed by KCTCS.

This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.



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