**Practical Instructions for Piloting a Module of the IQACert Specialist Programme**

1. **Language of Instruction**:

* Ensure that the module is delivered entirely in English, provided all teaching materials, assessments, and communications are in English.
* Confirm that instructors and participants have a proficient level of English.

1. **Number of Participants:**

* Assign at least 1 examiner for the piloted module per institution.
* Aim to assign a minimum of 1-2 participants per institution to gather diverse feedback.
* It is possible to include a mix of faculty, administrative staff, and quality assurance professionals to test the module’s applicability across different roles.

1. **Timeline:**

* Preparation Phase (1 week – start: 16 September 2024): Institutions receive materials, brief instructors, and enrol participants.
* Module Delivery (1-2 weeks – until 7 October 2024): The module is taught according to the provided schedule, including assessments.
* Feedback Collection (end of 2nd week – until 7 October 2024): Gather feedback from participants and instructors at the end of the module with the feedback form provided.
* Analysis and Reporting (1 week – 7 October 2024): Institutions analyse the feedback and prepare a mini-report reviewed by the coordinator from TKTA.

1. **Mini Report Instructions:**

* Introduction: Briefly describe the module, its objectives, and the institution's context.
* Execution: Detail how the module was delivered, including any deviations from the plan.
* Participant Feedback: Summarize feedback on content, delivery, and overall experience.
* Challenges and Solutions: Highlight any issues faced during the pilot and how they were addressed.
* Recommendations: Provide suggestions for improving the module based on the pilot experience.
* Conclusion: Offer an overall assessment of the module’s effectiveness and its potential for full-scale implementation.

**Submission Deadline:**

All institutions should submit their mini-reports within 1-2 weeks after the module's completion.