

# NEASC ACCREDITATION PROCESS



# PRACTICAL GUIDELINES

COVERING THE PERIOD  
FROM THE  
END OF SELF-STUDY  
TO THE  
START OF TEAM VISIT

**Note:** This booklet should be read in conjunction with relevant sections of the "Self-Study" and "Team Visit" booklets left with the school by the Preliminary/Preparatory Visitor(s) before the self-study began.

September 2003

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## 1. DISTRIBUTION OF THE SELF STUDY REPORT

As detailed in the booklet 'The Self Study', the Self Study Report should reach the NEASC Office, the Team Chair, and (if appointed) the Team Co-Chair at least six weeks before the start of the Team Visit. Other Team members should receive the relevant Sections (see below) of the Self Study Report at least four weeks before the visit begins.

### a) Distribution to NEASC:

NEASC  
209 Burlington Road  
Bedford, MA 01730 USA  
Attn: Janet Howe

It is preferable that Self Study Reports be submitted on disk or CD ROM. However, if this causes the school any problems, a hard copy of the Report may be submitted.

### b) Distribution to Team Members

Some schools have expressed a preference to distribute the Self Study to the Team Members electronically. If your school wishes to do so, you should first contact each individual to determine whether they are able to 'read' the format you intend to use. In cases of doubt, Team Members have the right to receive the Self Study as a paper copy. Please bear in mind that, although most of the material may be sent electronically, there will be some documents e.g. the School Prospectus, which may need to be sent as a paper copy. Please remember that all bulky back-up documents which are too awkward to send must be available (in several copies) in the Team Room at the school from the beginning of the Team Visit to the end.

Those team members who would like to receive the Self Study Report on CD ROM can be sent the whole report, and they will select the sections they need. Those who request a paper version should be sent Sections A, C and D and the Opinion Survey Results analysis, as well as their assigned Sections. The Team Chair will let you know to which Sections each team member is assigned.

## **2. THE TEAM SECRETARY**

### **a) Selection of the Team Secretary**

The school may elect to nominate someone locally to act as the Team Secretary. If so, because of the confidential nature of the work to be done, it is *essential* to select a person not presently employed by, or directly connected to, the school.

If, however, the school would prefer NEASC to nominate a Team Secretary, a suitable person will be selected from the database of Team Secretary candidates. In this case, the Team Secretary would be treated as an extra member of the team i.e. he/she would not require remuneration, but all his/her expenses and accommodation at the hotel with the rest of the team would be paid by the school.

NEASC will send Team Secretaries complete instructions and templates prior to the visit. In the case of a local Team Secretary, this information is sent to the school Head, to pass on to the person selected by the school.

### **b) Brief outline of the Team Secretary's duties**

The Team Secretary is an integral part of the Visiting Team, whose main responsibility is to the Team Chair. The Team Secretary is also the liaison person between the team and the personnel at the school and the hotel who are responsible for looking after the team, thus ensuring that Team Members are able to concentrate on their assignments.

The Team Secretary's main duties, are:

- Production of the Visiting Team Report.
- Administration matters such as photocopying, hotel accommodation and arrangements during the visit, material supplies, co-ordination of travel between the hotel and the school, meals, and security of documents and equipment.
- Organizing reimbursement of the team members' expenses.

### **c) Availability**

As a Team Member, the Team Secretary must plan to arrive on the same day as the rest of the Team, usually a Saturday. (If the team is a very large one, it may be that part of the team is due to arrive a day or two before the rest of the team. If this were to be the case, the Team Secretary should be available from the arrival of the first team member). Most of the Team depart the following Friday morning, but it is expected that the Team Secretary, along with the Chair and Co-Chair will remain until Friday evening in order to complete the Visiting Team Report.

The Team Secretary must be available at all times during the Team Visit and this could well mean working late into the evening, especially towards the end of the week.

### **3. THE TEAM HOTEL**

#### **a) Rooms for the Team Members**

When the Team is complete, NEASC submits the Team List to the School Head. Official invitations and background information are sent by email to the team members, along with a number of forms which they are required to complete. One of these is the Travel Information Form, which the team members are requested to fax to the school, giving flight arrival and departure details.

A single room should be booked for each team member, for the dates specified on the Travel Information Form. Team members are instructed that they should arrive on the Saturday and depart the following Friday. (In the case of some schools in the Middle East, teams arrive on the Thursday and depart the following Wednesday). It may be necessary, for flight availability reasons, for a team member to arrive a day earlier, or stay a day later, than the actual visit dates. In such cases, the school must cover the additional room costs involved. If, however, a team member decides to arrive early or stay on after the visit for personal reasons, that person will pay the cost of the extra night(s) and all charges incurred at the hotel.

Team members are advised that they may not be accompanied by spouses or companions during the visit.

#### **b) Team Members' expenses which will be charged to the school's account:**

The following expenses incurred by the team members during their stay should be charged to the school's account:

- Breakfast and dinner for the team members
- Lunch for the Team Secretary, and any other team member, who works at the hotel
- One telephone call home during the week
- Reasonable wine/beer/refreshments supplies during evening meals (please discuss definition of "reasonable" with Team Chair beforehand if necessary) and water/refreshments during meetings

#### **c) Team Meeting Rooms**

This item is covered in Chapter Four.

## 4. THE TEAM MEETING ROOMS

### a) Layout of Team Rooms:

There should be a team room available, both at the school and the hotel, which is large enough to sit twice the number of members on the team, in order that each team member has ample space for reports and papers. There should be one or two long tables for team members to write and hold discussions, a table for supplies, and a table for refreshments. At the hotel there should also be a table large enough to be used as the team secretary's workstation. At the school, the secretary should be provided with a separate work-station. The team rooms must be lockable, and secure enough to ensure the confidentiality of discussions and documents.

### b) Equipment:

In each Team Room there should be one computer for the Team Secretary, plus one each for the team members. A number of team members may decide to use their own laptop computers during the visit. Team members are requested to return a form entitled 'Team Member IT Information' to the school, so that the school is aware of the number of computers to be made available for those team members who will not be taking their own lap-tops.

It is *essential* that these computers

- are PCs, compatible with Microsoft Word Office 98 or above , preferably not Mac
- have identical software
- have English keyboards
- have US or UK spell-checkers
- set font at Times New Roman 12

There should also be two laser printers in each team room, (one for the team members' use and one for the Team Secretary). The printers should be fast, and in perfect working order.

The computers should be operational upon the Team's arrival (the day on which the team arrives), and ready to be used on the first day of the visit. A knowledgeable staff member should be nominated to assist the team with any technical problems which may arise during the week.

If possible, a paper shredder should be supplied for use in one of the team rooms.

The Team Secretary should have access to a photocopier at the school.

**c) The following items should be available in each team room:**

**Documents**

- A complete set of the Self Study, plus any item of information requested for the Self Study which was too bulky to be sent to team members beforehand e.g. inventories, site plans, policy manuals, curriculum documents, student publications.
- A master schedule showing the current program of studies in action. It is essential that team members be able to locate classes easily at any stage of the school day. This should include all lunch and other breaks.
- List of all faculty with their names, subjects taught and grade levels. (This should be a duplicate of the list provided in the self-study report.)
- Complete list, alphabetically and by subject, of teaching and administrative staff and corresponding assignments to facilitate rapid location of each of them
- A plan of the school buildings showing all the facilities, with all classrooms clearly marked

**Stationery/General equipment**

Flip chart/easel with pad of paper and markers  
4 boxes of diskettes formatted  
3 packages of A4 paper, 30 A4 manila envelopes  
Several boxes of BIC type pens (black or blue), and one box of red pens  
One box of sharpened pencils, erasers and pencil sharpener  
One pair of scissors  
Scotch tape  
Two boxes of paper clips – small and large  
Several packages of Post-it Notes in a variety of sizes  
Stapler and staples, and staple-remover  
Two rubbish bins (one for paper, one for waste)  
Two folders per team member

**Refreshments**

Tea, coffee, water, soft drinks (regular and diet), juice, fruit, small snacks

## **5. TRANSPORT**

The following transportation should be organized for the team members:

- Transport between the airport and the hotel for flight arrivals and departures
- Transport between the hotel and the school. All the team members will travel to the school on the Monday morning. After that day, the Team Secretary will co-ordinate with the school regarding the daily transport requirements of the Team.

## **6. CATERING**

Team members will require lunch at flexible timings at the school from Monday to Thursday inclusive. The easiest solution is to supply a cold buffet/sandwich type meal in the team room itself or nearby.

The Team Chair, Co-Chair and Team Secretary will remain until Friday afternoon, and may therefore require lunch on the Friday. The Team Secretary will inform the school if these requirements change.

## **7. REIMBURSEMENT OF TEAM MEMBERS' TRAVELLING EXPENSES**

Team members will be requested to complete a Reimbursement Form, which will be distributed to them by the Team Secretary. They will submit receipts for all reimbursable expenses. The Team Secretary is responsible for the collection of these forms and liaison with the school's Business Manager regarding the reimbursement of the team members' expenses. Some team members may request reimbursement in the currency they spent. As long as such requests are made very early in the visit week, the school should do its best to comply.

## 8. INFORMATION TO BE SENT TO THE TEAM MEMBERS BY THE SCHOOL

The school should contact all the team members by email regarding the following matters:

<b>Visa Requirements:</b>	If visas are required by foreigners entering the country where your school is situated, the team members should be given full information regarding the requirements for their visa application. The school should also supply them with any official letter of invitation which may be required.
<b>Self Study Report Distribution:</b>	Team members should be asked in which format they would like to receive the Self Study Report (diskette, CD ROM or hard copy), and to let the school know if there is any change to the mailing address which appears on the Team List.
<b>School contact information:</b>	Team members should be given full contact information for the person who is responsible at the school for the organization of the Team Visit (telephone, fax, email and mobile number if available). Please remember team members may need to make last minute calls from airports at "unusual" times should flights be delayed.
<b>Computers:</b>	The person responsible for IT at your school may wish to ask the team members whether they will be bringing their own laptop computer to the visit, and, if so, the details, so that may be used in conjunction with those supplied by the school.
<b>Power sockets:</b>	Team members should be advised which type of power socket is in use, and whether international adaptors will be available.
<b>Dress code:</b>	You should make the team members aware of any specific dress code requirements which may apply to your school or the country you are in.
<b>Hotel information:</b>	Team members should be given the name and full contact details of the hotel where they will be staying.
<b>Currency:</b>	You should let the team members have information about the local currency, whether it is possible to obtain this currency at the hotel, and whether all credit cards are accepted.
<b>Airport pickups:</b>	Team members should be told where they will be met at the airport, by whom, and exactly what will be written on the sign which will be displayed by the person meeting them.
<b>Lunch arrangements:</b>	Team members should be requested to let the school know if they have any particular special dietary requirement which should be taken into account when organizing lunch at the school (e.g. vegetarian, allergies etc.)
<b>Medical and Emergency Information</b>	Team members should be provided with names and telephone numbers of medical and embassy personnel in the event of a medical or national/security emergency.

