

# Analysis of audit material and evaluative writing

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# Auditor training in FINHEEC Programme

- The role of the FINHEEC as a national and international actor
- The premises and the objectives of the Finnish audit model
- The tasks and operating principles of the audit group
- The implementation of the audit visit
- Auditing techniques and question lists
- Analysis of the audit material and evaluative writing
- Experiences of the implementation of the earlier audit - the point of view of the auditor
- Discussion



# Structure of the Audit Report

1. Introduction
2. Description of the implementation of the audit process
3. Description of the HEI and its QA system
4. Audit Results (including an appraisal of the development stages of each auditing target)
  - 4.1 Definition of the objectives, functions, actors and responsibilities...
  - 4.2 The comprehensiveness and efficiency of QA
  - 4.3 ...
5. Conclusions
  - 5.1. Strengths and Good Practices of the QA system
  - 5.2. Recommendations
  - 5.3. Overall Assessment Given by the Audit Group Regarding the QA System (incl. their motivated proposal to FINHEEC)
  - 5.4. FINHEEC 'S Decision



# The structure of each chapter

## Lead text

- *Written in italics. An abstract of the findings reflecting the criteria. Includes the **development stage** of the auditing target.*

## Body text

- Descriptive and evaluative text. Findings and evaluation of the auditing group concerning the target. Evidence based and focusing on QA, not the actions of the HEI.

## Summary

- Main findings of the chapter as bullet points. Bases on the body text (no new observations). Summarizes the strenghts, good practices and the recommendations.



# Evaluative writing: exercise

- First read the text by yourself
- Group discussion (about 20 min.)
  - 1 Which criteria (absent, emerging, developing, advanced) meets the text?
  2. What elements are needed in the good evaluative text?
  3. What kind of recommendation is a good one?



# How do I write evaluative text?

## Evaluative text of the audit report

- is evidence based: referring to written or electronic material or interviews (or a combination of them)
- describes the good practices and QA innovations at the HEI
- builds the ground for the conclusions and recommendations for developing the QA system
- reflects the HEI's own (strategic) goals
- should be in line with the lead in each chapter
- gives recommendations but not requirements



# How to enhance reporting?

- training, good examples, practising
- working with pairs
- division of labour and responsibilities early on
- process writing
- best report of the year price in secretariat (editors)
- thorough preparation: audit questions in advance, first draft of the report before visit, careful sampling of evidence, good reasoning and syntethesis => great report
- One needs to know what one wants to say