

Submission checklist in Tandem

Here are key things to review for each program in the week(s) leading up to your submission due date:

- Have one individual or small team per program to review course information and ensure completeness of the course forms. These forms feed the artifacts.

***There is no “Submit” button specific to the course information.** It will be visible to the visiting team when they get access to the program dashboard, after you submit the Questionnaire.*

- Open each artifact (except 4.3) from the program dashboard. Do they load and display the information as expected? If you notice discrepancies, refer to the relevant field of the course form.

Artifact 4.5 can only list those curriculum committee members that are referenced in a course form as teaching a course during the snapshot year. If some of these members are not teaching faculty, please have a separate list ready that the visiting team may consult as needed.

***There is no “Submit” button specific to the artifacts.** They will be visible to the visiting team when they get access to the program dashboard, after you submit the Questionnaire.*

- Open the program’s Questionnaire, and check that all sections are at 100%. Review as necessary. We recommend you make a copy of your responses for later reference. **When you are ready, hit the “Submit” button.**

You will only be able to “Submit” if all sections showing 100%.

- Repeat the above steps for each program included in the accreditation visit.

After all Questionnaires have been submitted:

- Open Artifact 4.3 from the Instruments tab and ensure it is completed for every program and program options, as applicable. **Then click the “Submit” button** from there. This only needs to be done once, as all the programs are included in this view.

- Let the visit coordinator assigned to your visit know you have finalized your submission at visits@engineerscanada.ca. They will be in touch to confirm your submission and will guide you to next steps.

If you plan to share other supporting documentation outside of Tandem (such as course material, student samples, etc.), please make sure that each visiting team member receives the necessary permissions and access path at the same time as your Questionnaire(s) and course information.