Tandem for accreditation

2027/2028 visit cycle

September 23, 2026

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BC MUSEUMS ASSOCIATION

Agenda

- FAQs
- Access to Tandem
- Glossary of terms
- Training
- Demo
- Validation
- Pending items
- Q&A

FAQs

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FAQs

1. Is there a best/most compatible browser to use with the software?

2. Can people be both a “primary” and a “trusted contact”?

3. Can we remove/archive an employee’s profile?

FAQs

4. Can the existing data in our current system be imported into Tandem using an API?

5. Can we do a bulk upload of faculty members and course information with an Excel file?

6. Is there a log of all changes affecting an individual program?

FAQs

7. If we input information for a course that is applicable to multiple programs, can we enter the details once and link that course to multiple programs?

FAQs

8. Will information not captured in the generic course information need to be manually entered for each course (e.g., GA assessment, GA indicators, failure rate, instructor, etc.)?

9. Does the system automatically save the information in the form?

FAQs

10. Concerning the Visit Required Materials, where do we submit the documentation about course syllabi, assigned work and assessments and examples of evaluated student work ?

The documentation must be submitted through each program-specific information form of the appropriate course.

FAQs

11. Are there any recommended naming conventions for files, course titles, etc.?

Please avoid using colons (:) when naming a course in Tandem.

FAQs

12. Will Tandem be accessible outside of the snapshot year, allowing us to update generic course and faculty information?

13. Will the information entered into Tandem be saved for future years, allowing us to use it as the starting point for submission files in subsequent years?

FAQs

14. Is there a limit to how many trusted contacts can be logged in and enter data into the same form?

There is no limit but be careful when working on the same form.

15. Is there a dashboard where we can check for errors?

We recommend using the program artifacts as a validation tool.

FAQs

16. Can users from different programs within the same faculty view data and information from other programs, or are they restricted to seeing data from their own program?

Trusted contacts can view and edit all data and information from all other programs included in the same request for accreditation.

FAQs

17. Is there a sequence of steps that we need to follow when entering data into Tandem?

Access to Tandem

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Access to Tandem

- Access to Tandem's production environment
  - September 28, 2026
- Step 1
  - Validate course and faculty information
  - Enter data
    - Start with setting the length of term factors
- Step 2
  - Enter program-specific information
  - Complete the Questionnaire

Glossary of terms

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Glossary of terms

- Persona
  - Organization Representative
  - My Items
- Application
- Instrument
- Trusted contact
- Assignee

Glossary of terms

- Generic course information
- Program-specific information
- Program dashboard
- Program artifacts

Training

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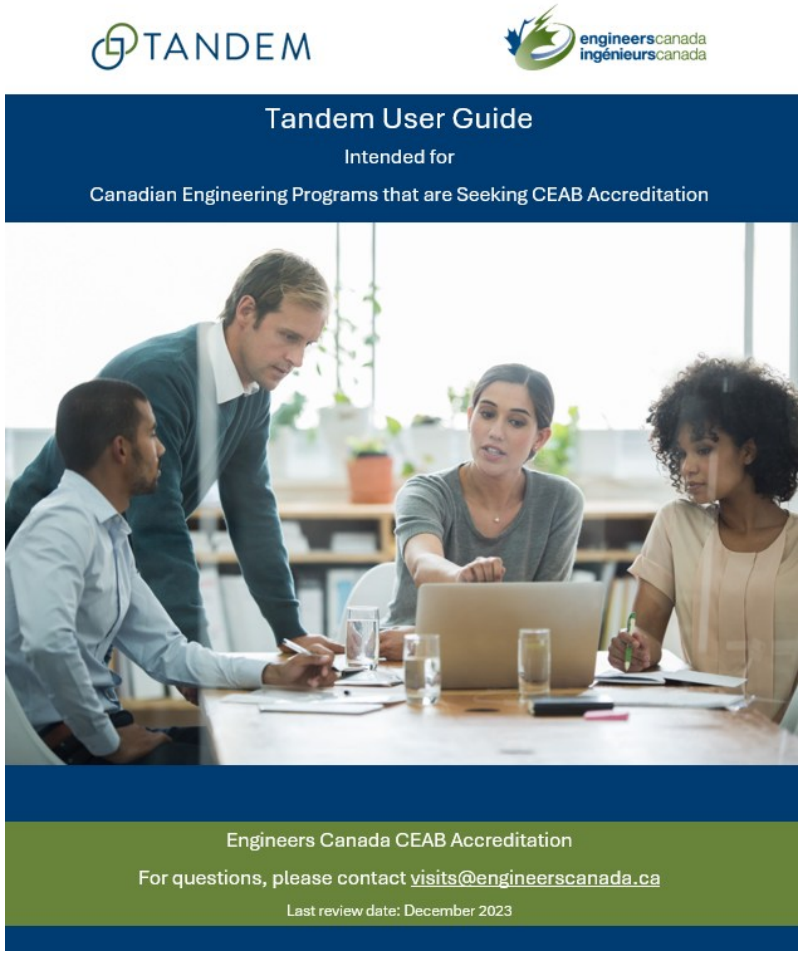
Training

- Two webinars
  1. September 16, 2026
  2. September 23, 2026
- Training materials and support
  - Tandem's training environment
  - Two training scenarios
  - One user guide
  - Eight tutorials
  - Two recorded webinars
  - Meeting as needed
  - Drop-in sessions (March, April, May)
- Training is optional, but highly recommended



Training

- Training scenario #1
  - Generic course data and faculty information
    - How to create a trusted contact
    - How to enter faculty information
    - How to set the length of term factors
    - How to enter generic course data

Step 1!

Training

- Training scenario #2
  - Program-specific information and Questionnaire
    - How to assign courses to a program
    - How to enter program-specific information
    - How to review a program dashboard
    - How to complete and submit a Questionnaire

Step 2!

TANDEM

Step 1
HEI trusted contact(s)

1. Set the length of term factors
2. Enter faculty information
3. Enter generic course data

* Can all be updated outside of accreditation cycle

EC staff

A. Open an application in Tandem, based on the information provided in the RFA

B. Grant access to the Questionnaire for each program seeking accreditation

Step 2
HEI trusted contact(s)

4. Assign courses to program
5. Enter program specific-information
6. Review program dashboard

* Once an application is available

Start to fill out the Questionnaire

Create/remove trusted contact(s)

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Demo

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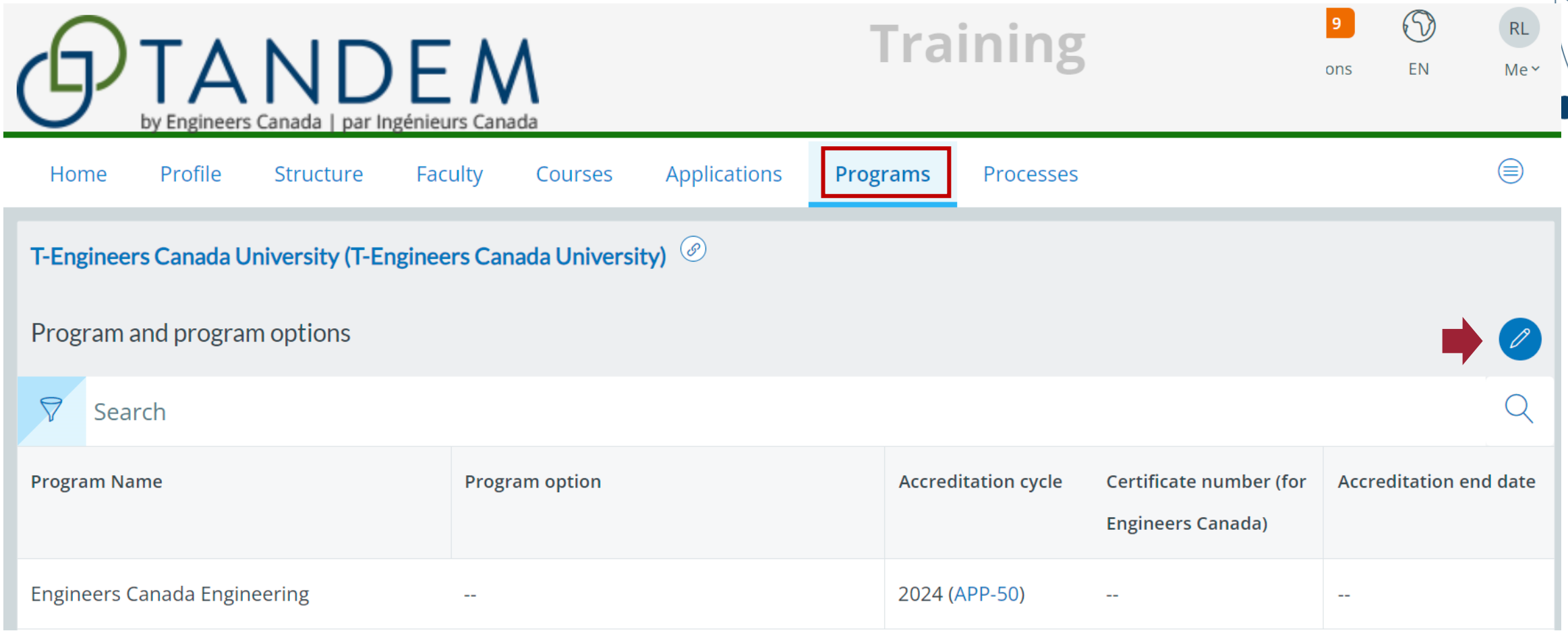
Demo: Step 1

1. How to create a trusted contact
2. How to enter faculty information
3. How to set the length of term factors
4. How to enter generic course data

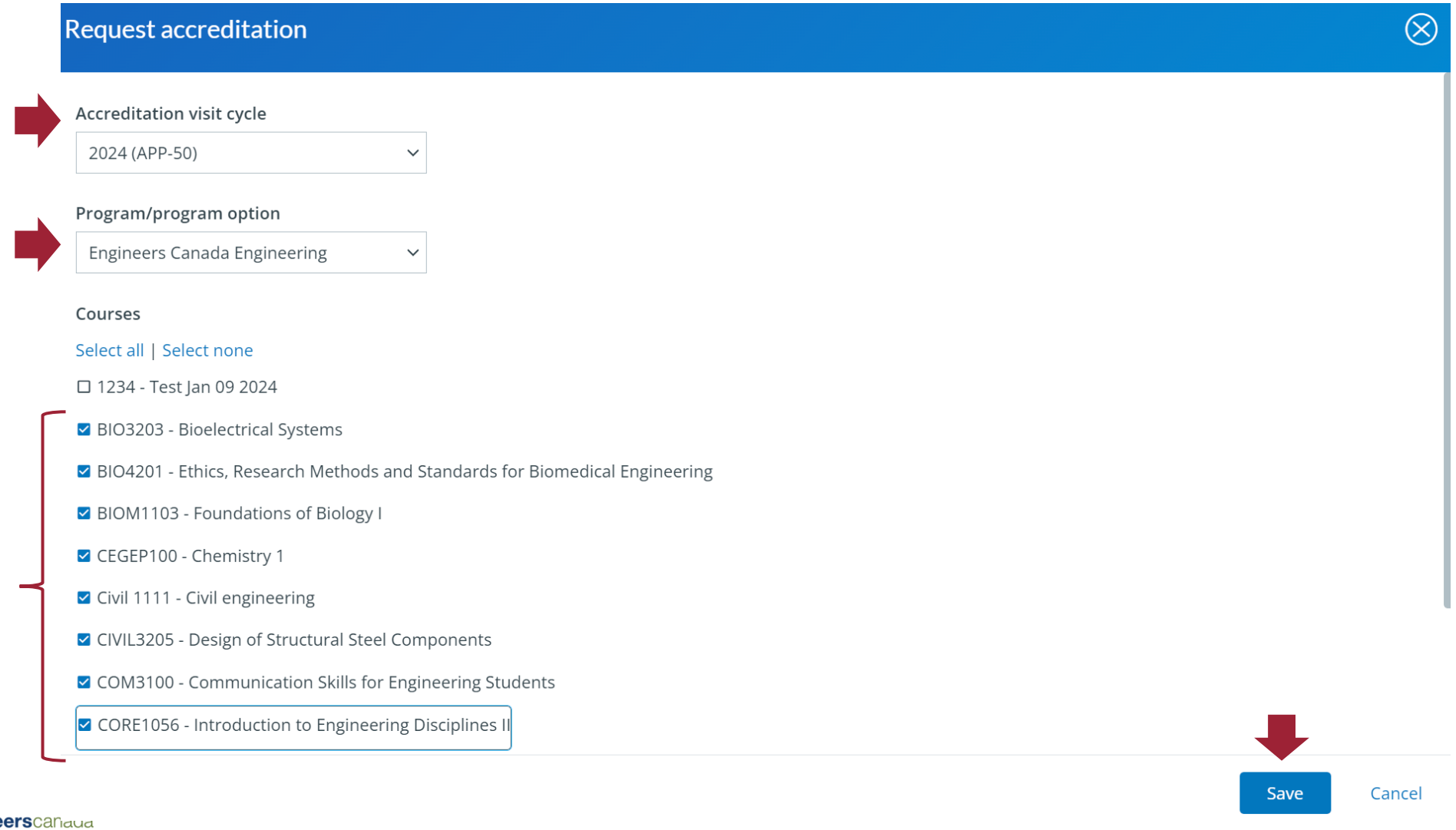
Demo: Step 2

1. How to assign courses to a program
2. How to enter program-specific information
3. How to review a program dashboard
4. How to complete and submit a Questionnaire

Assign courses to a program



Assign courses to a program



Assign courses to a program

Enter program-specific information

Enter program-specific information

Home | Profile | Structure | Faculty | Courses | Applications | **Programs** | Processes | Instruments | Certifications | Documents

T-Engineers Canada University (T-Engineers Canada University)

Program/program option: Engineers Canada Engineering Accreditation cycle: 2024 (APP-50)

CEAB course type	Academic credit	Lecture hours per week	Lab/tutorial hours per term	AU total	CEAB content category (AU)								Specific AUs		
					Math	NS	M+NS	CS	ES	ED	ES+ED	Other	ES	ED	ES+ED
Compulsory	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Elective courses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Prior studies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Program totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Minimum AU requirement	0	0	0	1850	195	195	420	225	225	225	900	0	225	225	600

Course manifest

Search

	Course number	Course title	Course type
≡	BIO3203	Bioelectrical Systems	Compulsory

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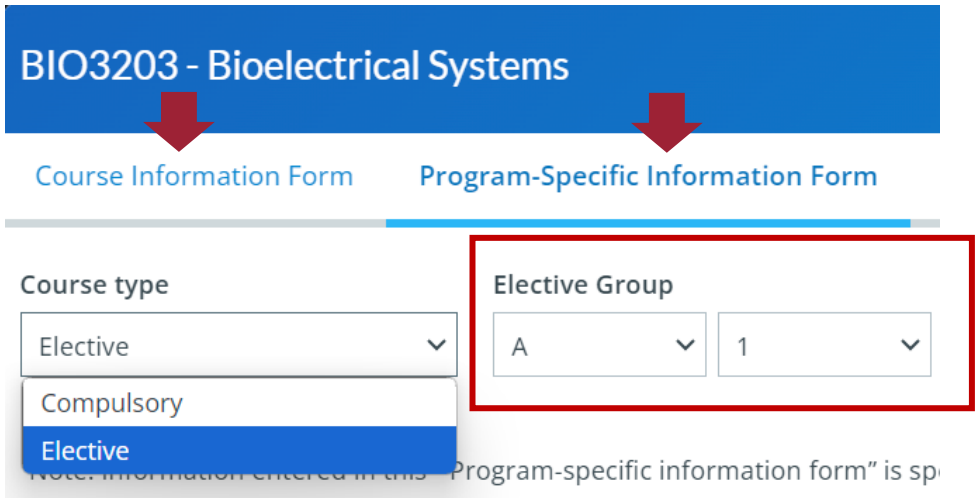
Enter program-specific information



Summary graduate attribute curriculum map

	Graduate Attribute	Learning Level	Term of instruction	
⊖	Knowledge Base - Fundamental engineering science	Developed/Intermediate		
⊖	Knowledge Base - Specialized engineering science	Developed/Intermediate		
⊖	Communication	Developed/Intermediate		

Enter program-specific information

Summary graduate attribute curriculum map

Graduate attribute	Term of instruction	Learning level	Student achievement
Knowledge Base - Fundamental engineering science		Developed/Intermediate	Assessed
List graduate attribute indicator(s) for the course			
+ ADD ROW			

DONE ADD Cancel 1 of 10

Enter program-specific information

BIO3203 - Bioelectrical Systems

Instructors - Course Contact

Faculty member name	Curriculum committee member	Hire date	Licensure status	Highest degree	Academic rank
	Select an option	Select an option	Select an option	Select an option	Select an option

Import Faculty Details

Manual entry!

OtherInstructors

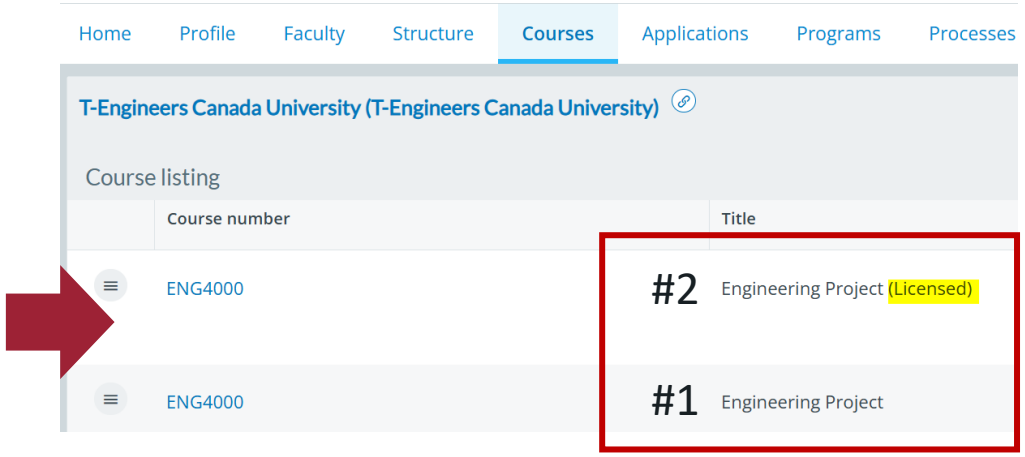
Instructors - Other Contacts

	Faculty member name	Curriculum committee member	Hire date	Licensure status	Highest degree	Academic rank
	+ ADD ROW					

Enter information for the calculation of licensure-specific accreditation units

Not licensed

Course form #1



Content category & elements (calculated)

	Complementary studies	Engineering design
	☑ Humanities and social sciences ☐ Communication ☐ Professionalism, ethics, equity, and law ☑ Impact of technology and/or engineering on society ☑ Health and safety ☐ Sustainable development and environment stewardship ☐ Engineering economics and project management	
AU %	67.00%	33.00%
AU Total	39.195	19.305

Licensed

Course form #2

Content category & elements (calculated)

	Engineering design
AU %	100.00%
AU Total	19.5

Enter information for the calculation of licensure-specific accreditation units

ENG4000 - Engineering Project

1

Instructors - Course Contact

Faculty member name	Curriculum committee member	Hire date	Licensure status	Highest degree	Academic rank
Prof A	No	2014	None	PhD	Associate

ENG4000 - Engineering Project (Licensed)

2

Instructors - Course Contact

Faculty member name	Curriculum committee member	Hire date	Licensure status	Highest degree	Academic rank
Prof B	Yes	2013	PEng	PhD	Full

Enter program-specific information

Course delivery and outcomes

Number of students per supervisor in:		Average grade for the course		Failure rate for the course
Laboratory	Tutorial	%	Letter	%
Select an option...	Select an option...	Select an option...	Select an option...	Select an option...

Does this course include a lab experience?

○ Yes ○ No Clear

Required text(s) only; not a reading list

	Author: Title : Publisher: Year:
	+ ADD ROW

Enter program-specific information

Do you want to submit detailed syllabi and additional information for this course (Criteria 3.1, 3.4) ?

Click here for help instructions

○ Yes ○ No Clear

Do you want to submit documentation of assigned work and assessments for this course (Criteria 3.1, 3.4.4, 3.4.6, 3.4.7) ?

Click here for help instructions

○ Yes ○ No Clear

Take notes!

Do you want to submit evaluated student work for this course (Criteria 3.1, 3.4.4, 3.4.6, 3.4.7) ?

Click here for help instructions

○ Yes ○ No Clear

Program dashboard page

T-Engineers Canada University

Program/program option: CEAB Engineering - C Accreditation cycle: 2024 (2023-28)

CEAB course type	Academic credit	Lecture hours per week	Lab/tutorial hours per term	AU total	CEAB content category (AU)								Specific AUs		
					Math	NS	M+NS	CS	ES	ED	ES+ED	Other	ES	ED	ES+ED
Compulsory	27	22	74	372	60	42	102	24	106	140	246	0	106	140	246
Elective courses	6	6	6	78	0	0	0	0	8	8	16	0	8	8	16
Prior studies	3	3	0	36	0	36	36	0	0	0	0	0	0	0	0
Program totals	36	31	80	486	60	78	138	24	114	148	262	0	114	148	262
Minimum AU requirement	0	0	0	1850	195	195	420	225	225	225	900	0		225	600

Course manifest

Search

Course number	Course title	Course type
BIO3203	Bioelectrical Systems	Compulsory
BIO4201	Ethics, Research Methods and Standards for Biomedical Engineering	Compulsory
BIOM1103	Foundations of Biology I	Compulsory
CEGEP100	Chemistry 1	Prior Studies
Civil 1111	Civil engineering	Compulsory

Instruments

Name

Questionnaire - CEAB Engineering - C

Program artifacts

- Summary graduate attribute map (3.1.1, 3.1.1.a)
- Graduate attribute learning-level (3.1.1b/c)
- Indicators and learning activities assessed (3.1.2)
- Instructors (4.1)
- Laboratory experience (4.2)
- Enrolment and degree data (4.3)
- Minimum path compulsory and elective courses (4.4a/b)
- Minimum path summary (4.4c)
- Curriculum committee members (4.5)
- Average grade and failure rate (4.6)

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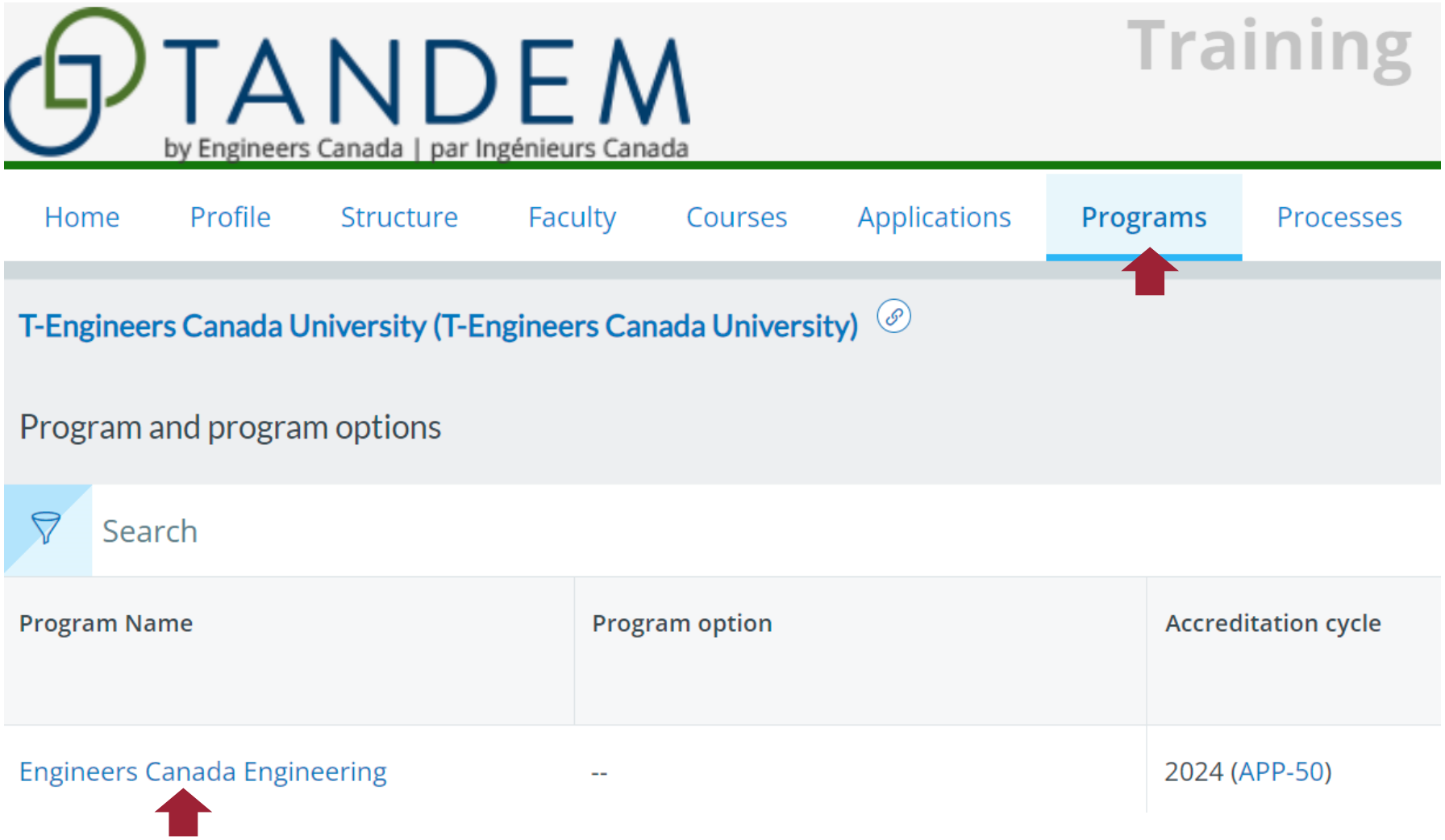
Complete and submit a Questionnaire

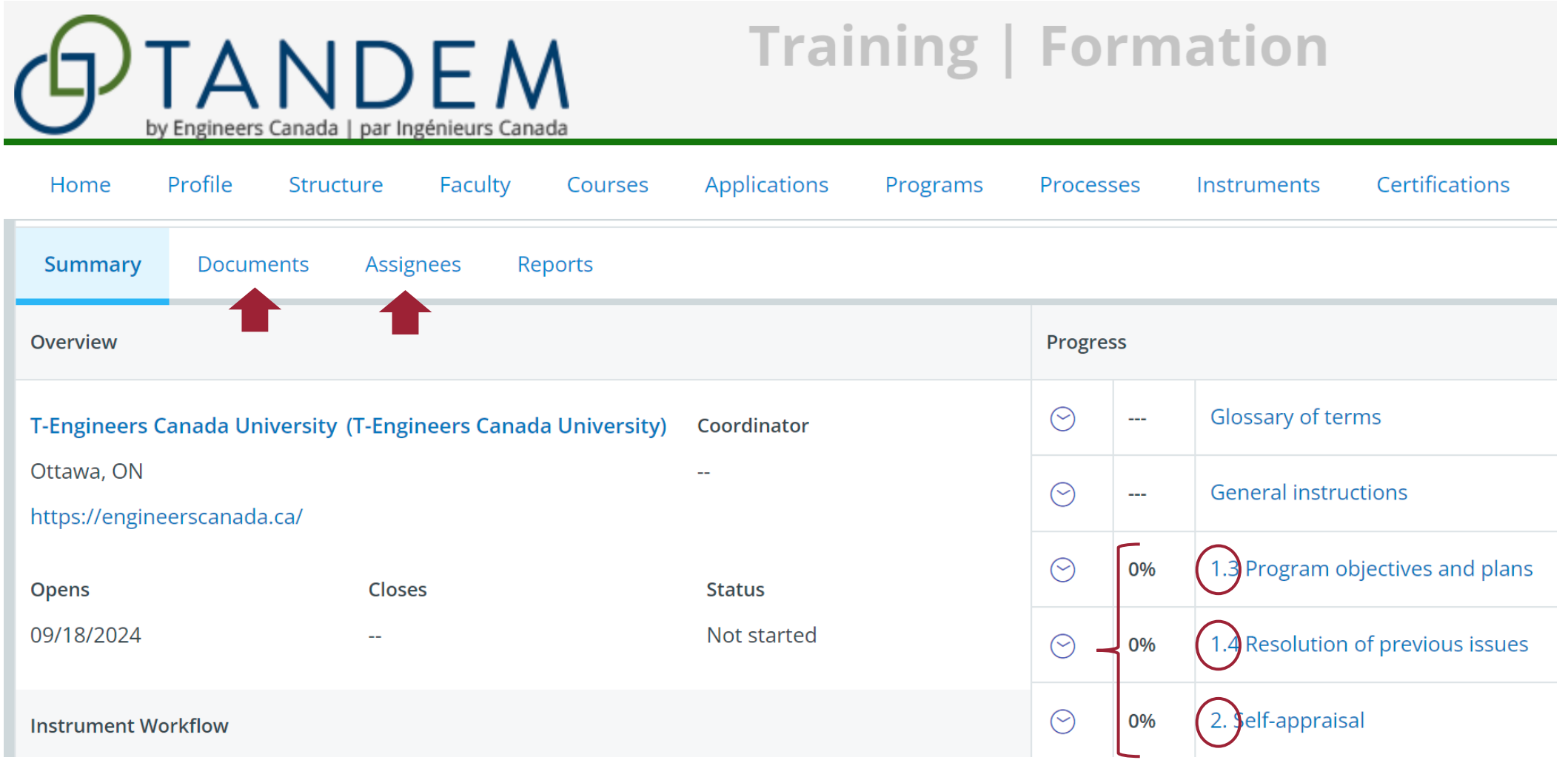
Complete and submit a Questionnaire



Complete and submit a Questionnaire

CEAB course type	Academic credit	Lecture hours per week	Lab/tutorial hours per term	AU total	CEAB content category (AU)								Specific AUs		
					Math	NS	M+NS	CS	ES	ED	ES+ED	Other	ES	ED	ES+ED
Compulsory	3	3	4	40	0	0	0	24	16	0	16	0	0	0	0
Elective courses	3	3	6	42	0	0	0	0	21	21	42	0	0	0	0
Prior studies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Program totals	6	6	10	82	0	0	0	24	37	21	58	0	0	0	0
Minimum AU requirement	0	0	0	1850	195	195	420	225	225	225	900	0	225	225	600

Complete and submit a Questionnaire



Complete and submit a Questionnaire

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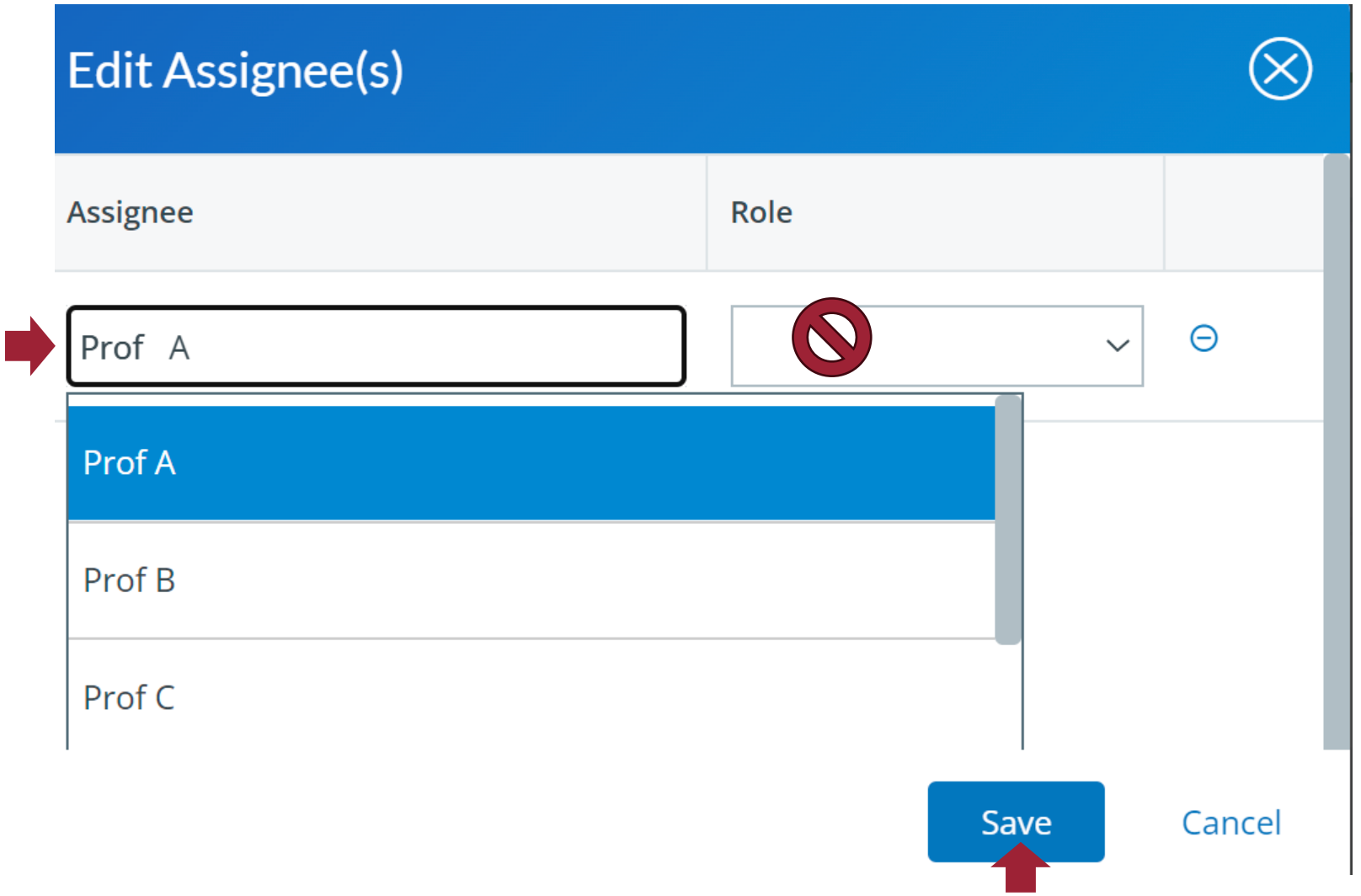

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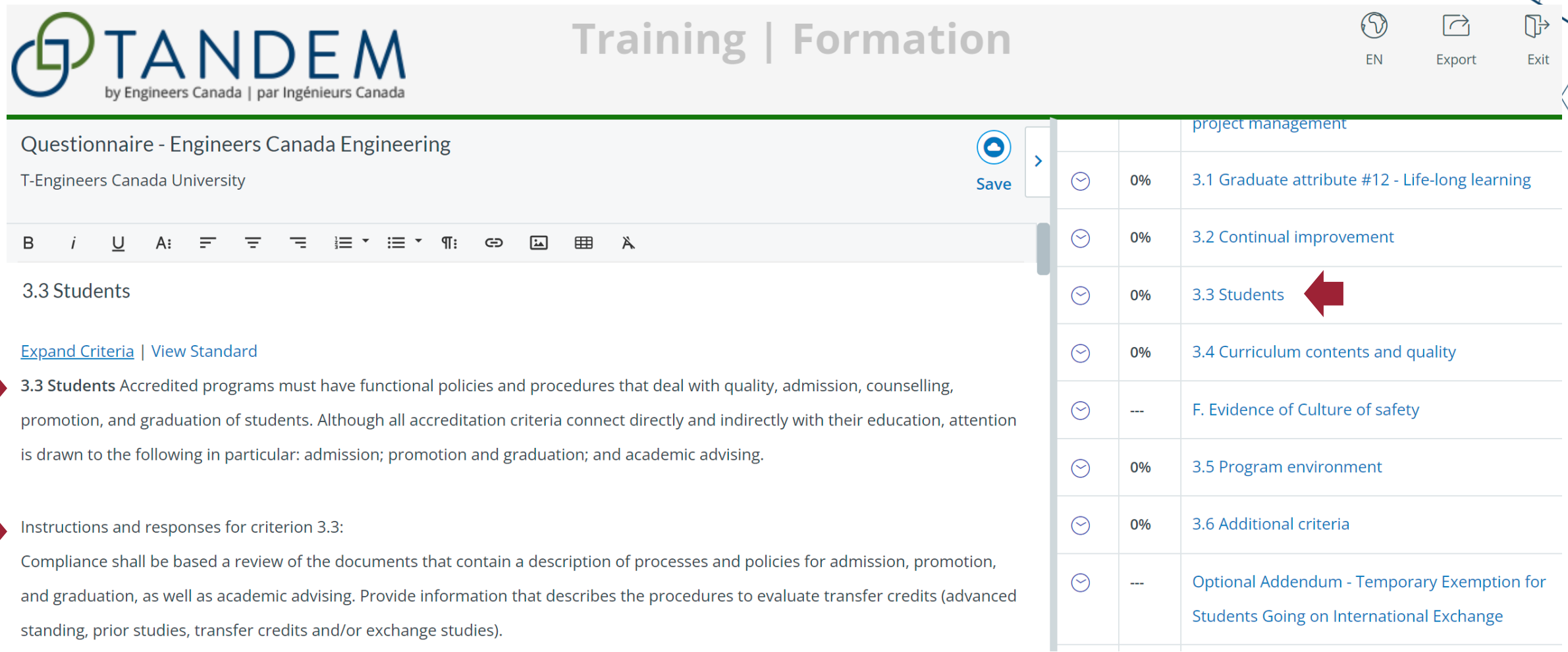

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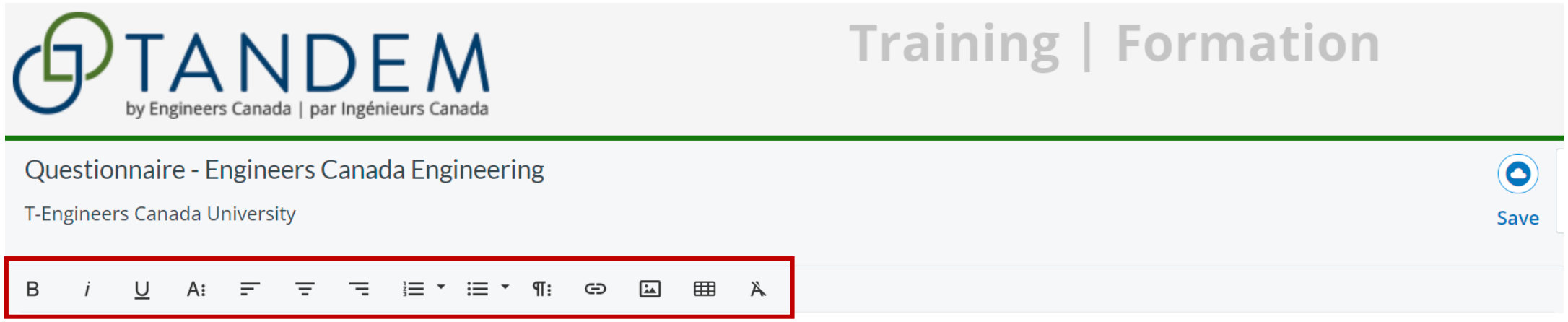
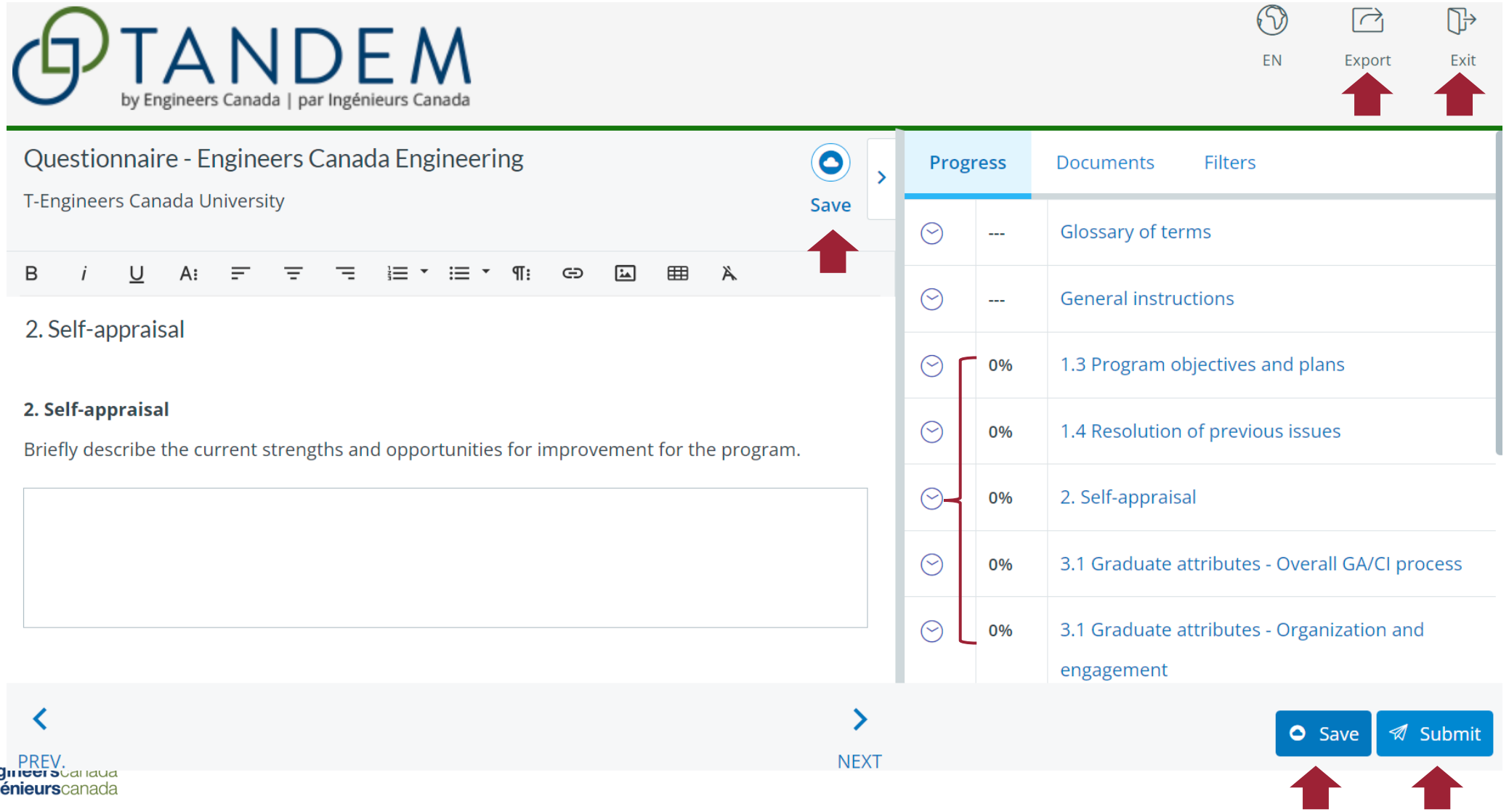
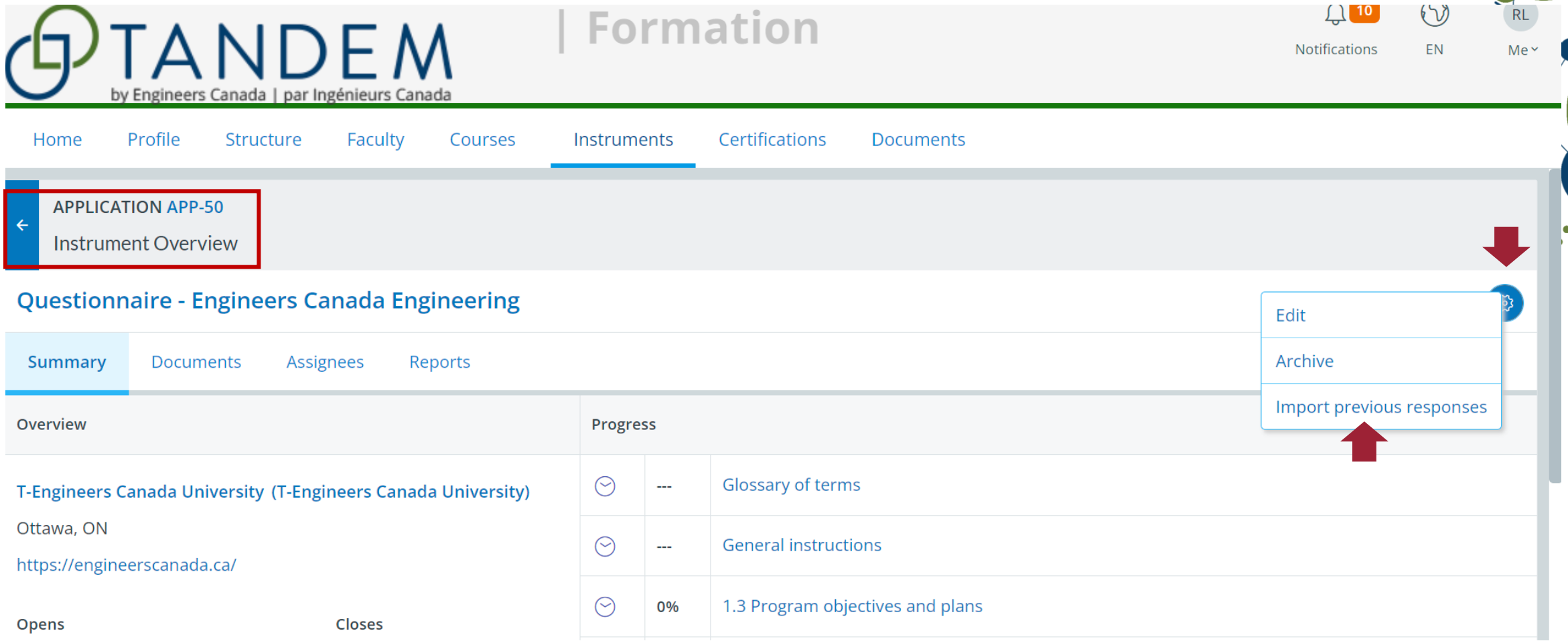


Complete and submit a Questionnaire



Complete and submit a Questionnaire



Validation

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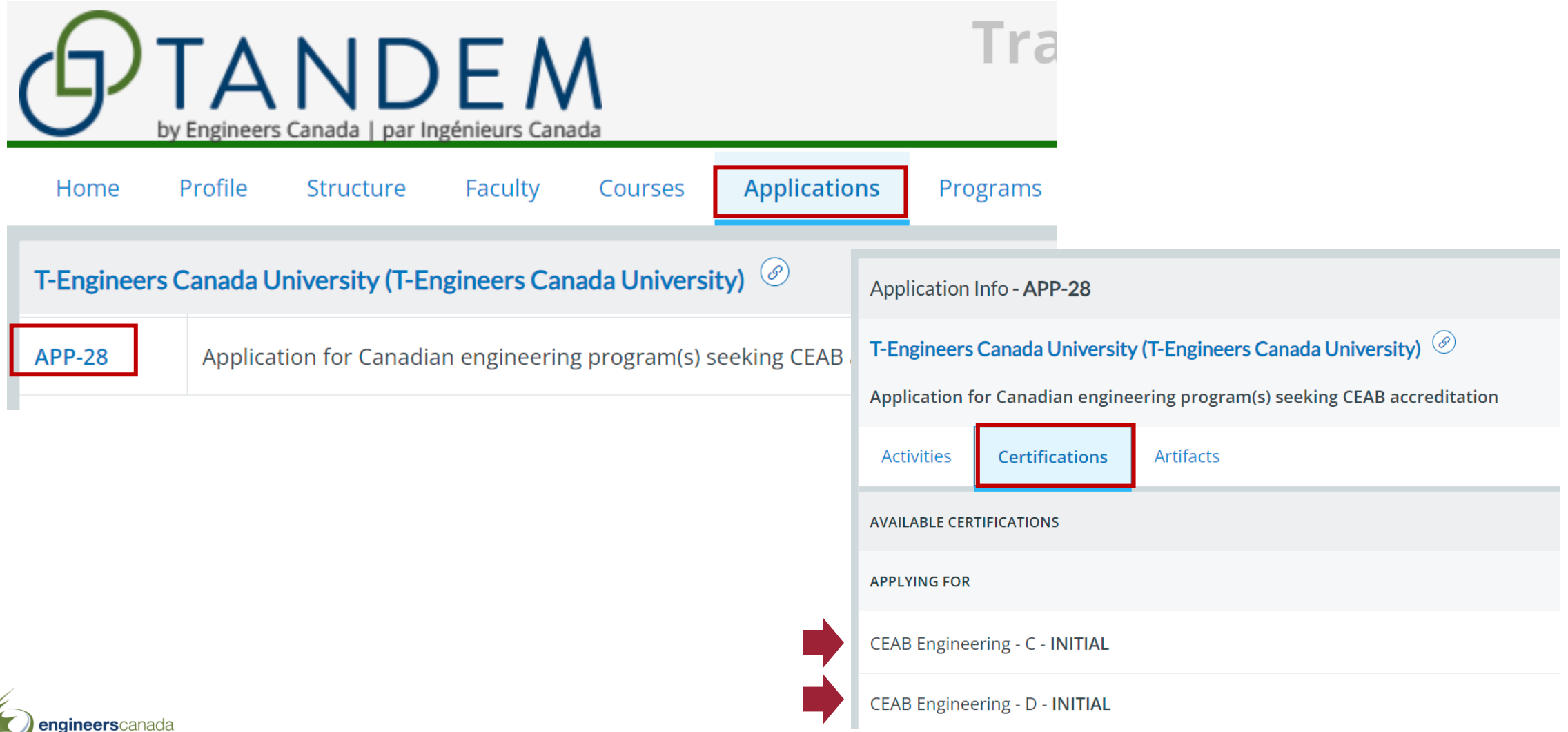
Validation

- Validation of data imported in Tandem
  - Adding missing information
    - « Faculty » tab
    - « Courses » tab
- Validation of the program and option name(s)
  - Please reach out to our support team: visits@engineerscanada.ca

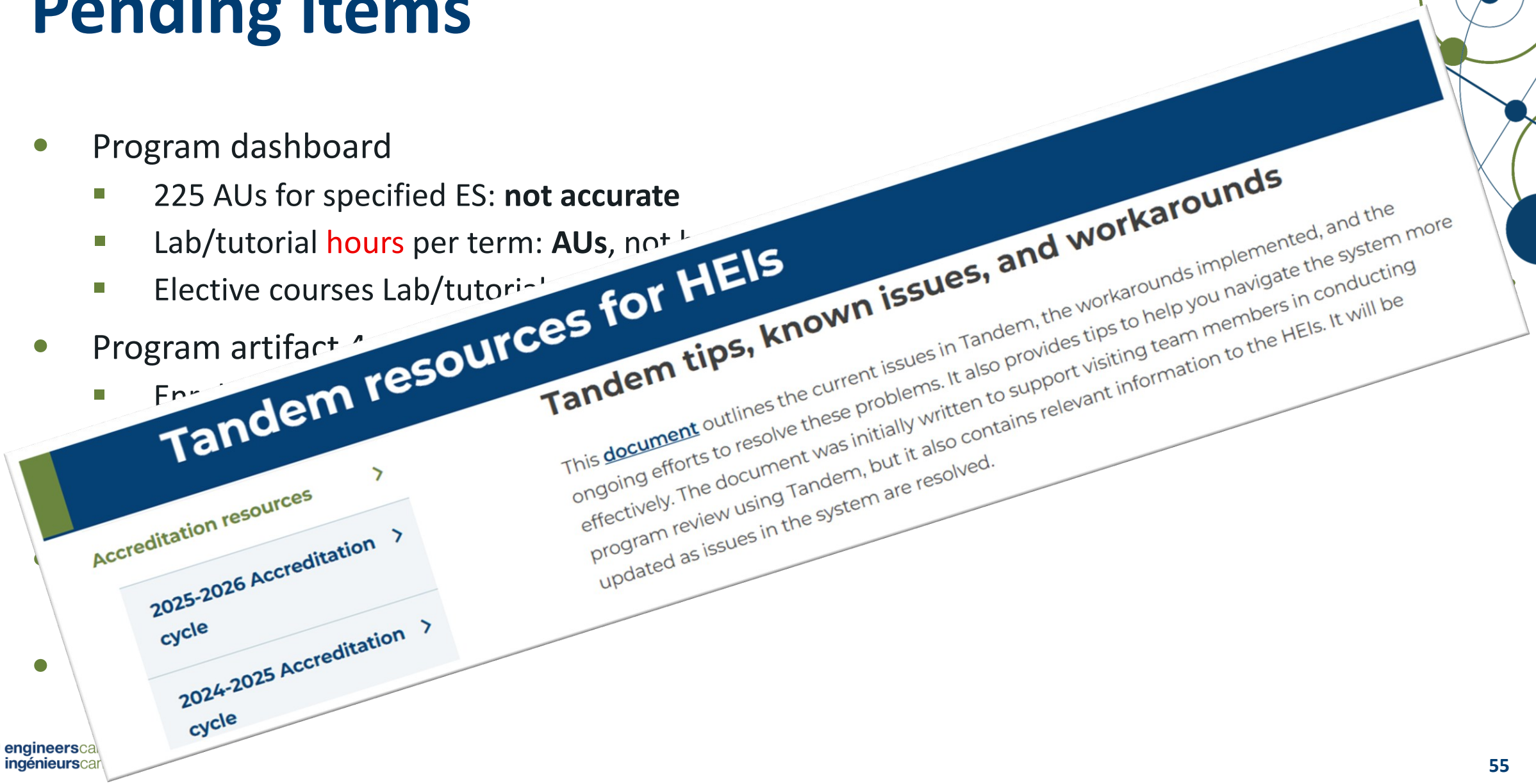
Validation


TANDEM
by Engineers Canada | par Ingénieurs Canada
Home
Profile
Structure
Faculty
Courses
Applications
Programs
T-Engineers Canada University (T-Engineers Canada University)
APP-28
Application for Canadian engineering program(s) seeking CEAB
Application Info - APP-28
T-Engineers Canada University (T-Engineers Canada University)
Application for Canadian engineering program(s) seeking CEAB accreditation
Activities
Certifications
Artifacts
AVAILABLE CERTIFICATIONS
APPLYING FOR
CEAB Engineering - C - INITIAL
CEAB Engineering - D - INITIAL

Pending items

Pending items

- Program dashboard
  - 225 AUs for specified ES: **not accurate**
  - Lab/tutorial hours per term: **AUs**, not h
  - Elective courses Lab/tutori
- Program artifact A
  - En
-



Conclusion

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Q&A

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