



MRC Schedule and Checklist

Begin working in your Master Reviewer Certification (MRC) course on Day 1.

All activities listed in the schedule and checklist are required. **This course has firm due dates. Items with firm due dates are indicated in bold and with an asterisk and must be submitted by 11:59 p.m. your time zone on or before the day they are due for you to be allowed to continue in the course. If revisions are required, you have 48 hours to return the revised assignment to your facilitator for re-evaluation.**

Use the schedule and checklist to stay on track to successfully complete the course. If you do not successfully complete this course for any reason, including missing a firm due date, you can re-register for a future session. Another registration fee will be charged.

Day 1 (Tuesday) - Module 1: Getting Started and Module 2: Review of QM for MRC Candidates

Minimum time estimated: 6 hours

- ☐ Read all information in the Getting Started
- ☐ ***Submit the Participant Agreement**
- ☐ ***Post to the Introduce Yourself Discussion**
- ☐ Read the Module 1: Summary and Next Steps
- ☐ Resource: QM Higher Education Rubric, Seventh Edition (Not for Circulation)
- ☐ Read the Module 2: Overview and To-Do List
- ☐ Read the Module Lessons
 - ☐ QM Overview Lesson
 - ☐ QM Higher Education Rubric, Seventh Edition Lesson
 - ☐ Learning Objectives and Alignment Lesson
 - ☐ Alignment Lesson (The link to this lesson is also available on the Learning Objectives and Alignment Lesson)
 - ☐ Official Higher Education Course Review Process Lesson
 - ☐ Writing Helpful Recommendations (Find Evidence and Make a Decision) Lesson
 - ☐ Writing Helpful Recommendations (Write Suggestions for Improvement) Lesson
 - ☐ Writing Helpful Recommendations: Examples Lesson

Day 2 (Wednesday) - Module 2: Practice Quiz and Module 2 (Continued)

Minimum time estimated: 4 hours

- ☐ Read About the Practice Quiz

- ☐ ***Take the Review of QM Practice Quiz (required to unlock the Exam)**
- ☐ Read About the Review of QM Exam
- ☐ ***Take the Review of QM Exam (first attempt due by Day 2)**
- ☐ Read the Module 2: Summary and Next Steps

Day 3 - 6 (Thursday - Sunday)

- ☐ Once your Review of QM Exam is graded, work on your revision if necessary or begin working on Module 3 if successful on the first attempt

Day 7 (Monday)

- ☐ Work on Module 3 if successful on the first attempt of the Review of QM Exam

Day 8 (Tuesday) - Module 3: Role of the Master Reviewer (Team Chair)

Minimum time estimated: 3 hours

- ☐ Read the Module 3: Overview and To-Do List
- ☐ Watch the Role of the MR (Team Chair) Video
- ☐ Read the Summary of the MR (Team Chair) Role
- ☐ Read the MR Job Description and related document
- ☐ Read the Course Review Policies and Processes
- ☐ Read the Team Chair Role: Responsibilities and Expectations
- ☐ Read the Course Review Suspension Lesson
- ☐ Read the Other "Responsibilities and Expectations" Documents
- ☐ ***Take the Responsibilities and Expectations Quiz**
- ☐ ***Post to the Role of the MR (Team Chair) Discussion**
- ☐ Read the Module 3: Summary and Next Steps

Day 9 (Wednesday) - Module 4: Coaching Your Team to Write Helpful Recommendations

Minimum time estimated: 2 hours

- ☐ Read the Module 4: Overview and To-Do List
- ☐ ***Submit the Recommendations for Coaching Assignment**

Day 10 (Thursday) - Module 4 (Continued)

Minimum time estimated: 1 hour

- ☐ Read the Coach Your Team Lesson
- ☐ Read the MRC Writing Helpful Recommendations: Examples Lesson

Day 11 (Friday) - Module 4 (Continued)

Minimum time estimated: 2 hours

- ☐ ***Submit the Coaching Your Team's Recommendations Assignment**

Day 12 - 13 (Saturday - Sunday)

- ☐ Work on Module 4

Day 14 (Monday) - Module 4 (Continued) and Module 5: Coaching Your Team Through the Process

Minimum time estimated: 4 hours

- ☐ ***Post to the Coaching for Helpful Recommendations Scenarios Discussion**
- ☐ ***Post to the Impact and Consequences of Coaching Discussion**
- ☐ Read the Module 4: Summary and Next Steps
- ☐ Read the Module 5: Overview and To-Do List
- ☐ Read the Module 5: Best Practice Tips from Expert Master Reviewers
- ☐ Read the Master Reviewer Document Library Documents

Day 15 (Tuesday) - Module 5 (Continued)

Minimum time estimated: 4 hours

- ☐ Read the Course Review Guide
- ☐ ***Take the Documents, Policies, and Procedures Quiz**
- ☐ ***Post to the Responsibilities and Expectations Scenarios Discussion**
- ☐ ***Post to the Policies and Procedures Scenarios Discussion**

Day 16 (Wednesday) - Module 6: Course Review Management System

Minimum time estimated: 1 hour

- ☐ Read the Module 6: Overview and To-Do List
- ☐ Read the Course Review Management System Lesson

Day 17 (Thursday) - Module 6 (Continued)

Minimum time estimated: 1 hour

- ☐ ***Take the Course Review Management System Quiz**

- ☐ Read the Module 6: Summary and Next Steps

Day 18 (Friday) - Module 7: Final Exam and Reflection

Minimum time estimated: 3 hours and 15 minutes

- ☐ Read the Module 7: Overview and To-Do List
- ☐ ***Take the Final Exam Part 1 (Objective Questions)**
- ☐ ***Complete the Final Exam: Part 2 (Essay Questions)**

Day 19 - 20 (Saturday - Sunday)

- ☐ Work on Module 7

Day 21 (Monday) - Module 7 (Continued)

Minimum time estimated: 45 minutes

- ☐ Read the Other Types of Reviews
- ☐ Read about the Master Reviewer Resource Site
- ☐ Read about the Master Reviewer Recertification

Day 22 (Tuesday) - Module 7 (Continued)

Minimum time estimated: 1 hour and 15 minutes

- ☐ ***Post to the Reflection Discussion**
- ☐ Read the Claim Your Digital Credential (Badge)
- ☐ Read Opportunities for Credit (Graduate or Other) and CEUs
- ☐ Read the Evaluation and Certificate Instructions
- ☐ Read and download the Role Application Instructions

Participants will have access to the workshop for seven days after the workshop ends. Once the seven-day window has elapsed, QM will not re-open the workshop or course, so be sure to save/download any resources you want from the site.