



IOTEFL

Standards & Evidence Guide

Minimum evidence expectations for a fair and consistent review

IOTEFL-DOC-002

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Official controlled document. The current published online version takes precedence over downloaded copies.

1. Evidence principles

- Relevant - directly supports the criterion.
- Current - reflects present practice and valid dates.
- Authentic - can be traced to an authorised source.
- Consistent - policy, records and actual practice align.
- Proportionate - sufficient for the organisation or educator being assessed.

2. Institutional evidence areas

Area	Examples of suitable evidence
Legal identity	Registration certificate, legal name, registered address and authorised contact.
Programme design	Course overview, syllabus, learning outcomes, hours, assessment approach.
Staff competence	Tutor list, qualifications, CVs and role descriptions.
Learner information	Published terms, fees, refunds, entry requirements and certification information.
Quality assurance	Review records, learner feedback, complaints records and improvement actions.
Student welfare	Safeguarding, data protection, accessibility and fair treatment arrangements.

3. Educator evidence areas

Area	Examples of suitable evidence
Identity	Passport or national identity document.
Qualifications	Degree, TEFL/TESOL or relevant professional qualification.
Experience	CV, references, contracts or employer confirmation.
Professional scope	Subjects, learner groups, delivery mode and professional profile.
Continuing development	Recent CPD, training, memberships, publications or reflective practice.

4. Evidence matrix

Applicants may use a simple matrix linking each standard to the document, page, section or URL where evidence can be found. Avoid submitting large collections without clear labels.

5. Unacceptable evidence

- Unverifiable screenshots without source or date.
- Marketing statements presented as proof of implementation.
- Documents belonging to another organisation or person.
- Altered, expired or incomplete certificates.
- Sensitive personal data not required for the assessment.