

Seminar 3 Evaluating school quality

Topics

1. Aspects of the school visit – overview and introduction
2. Organizing external evaluation and team work
3. Interview and observation
4. Using results based on gathered data
5. Report for the school
6. Homework

Time and Venue

Belgrade, Institute for education quality and evaluation, Fabrisova 10
25th and 26th April 2012

International consultants

Constanze Creutzburg
Douglas Cairns
Frank Crawford
Rob Schouten

Aims and objectives

- Introduction of data available after observing classrooms and familiarize with ways of analyzing and using that information.
- For each quality standards you will be able to identify the most appropriate sources of evidence.
- Become familiar with aspects of the organization of the evaluation and school visit and become able to plan different activities that concerning the evaluation.
- Practice interview methods with students, teachers, parents and staff.
- Become able to give the overall evaluation of school quality based on various sources of evidence, and give your judgments to the school management.
- Become able to prepare a report for school, according to the procedures described in the Regulation on evaluating quality of educational institutions and the Handbook for external evaluation.

Materials

Presentations

- PPT 1 Introduction (Serbian trainers)
PPT 2 Planning the school visit (international consultants)
PPT 3 Finding evidence about school quality – the preparation for the school visit (international consultants)
PPT 4 Direct preparation and team preparation for external evaluation (international consultants)
PPT 5 Interview in external evaluation of school quality (international consultants)
PPT 6 Triangulation of evidence

- PPT 7 The overall assessment of school quality (international consultants)
- PPT 8 Giving feedback to senior managers (international consultants)
- PPT 9 Report
- PPT 10 Experience from SICI workshop in Estonia (Serbian trainers)

Group and individual tasks, homework and other materials

- GT 3.1: Homework analysis
- GT 3.2 Aspects of school documents
- GT 3.3 Sources of evidence
- GT 3.4 Structuring an interview with students
- GT 3.5 Structuring an interview with parents
- GT 3.6 Structuring an interview with the staff
- GT 3.7 Structuring an interview with the teachers
- GT 3.8 Planning the triangulation of evidence
- GT 3.9 Gathering and analyzing relevant school documents

- WM 1 School documents
- WM 2 Plan of the school visit
- WM 3 Form for preparing and conducting interviews
- WM 3a Examples of questions for the interview
- WM 4 Notes about the elementary school
- WM 5(a) Notes about the high school
- WM 6 Form for the overall assessment of standard achievement
- WM 7 Form for summing up the data in feedback

Other

- Standards of quality for educational institutions
- Regulation on evaluating quality of educational institutions
- Handbook for external evaluation (parts)
- DVD school visits in Scotland

Program for 25th April 2012

Time	Content	Methods	Materials
Topic 1: Aspects of the school visit – overview and introduction			
09.00	Introduction of the trainers and participants	Presentation	PPT 1: Introduction
09:15	Homework analysis	Group task	GT 3.1: Homework analysis
09.45	Planning the school visit – Preparing a meeting with the principal Gathering data through: Document analysis – Class observation – Interview with students, teachers, parents, staff – Triangulation/collecting all data – Feedback to managements – Report	Presentation Group task	PPT 2 Planning the school visit PPT 3 Finding evidence about school quality – the preparation for the school visit GT 3.2 Analysis of school documents WM 1 School documents GT 3.3 Sources of evidence
11.20-11.40 Coffee brake			
Topic 2: Organizing external evaluation and team work			
11.40	School visit in Scotland	Watching DVD	DVD
11.55	Organizing external evaluation and teamwork: - Document analysis: when, what, how? - Informing the school: when, who, what? Writing a timetable of the school visit and other organizational aspects	Presentation Group task (letter and a simulation of the preparatory meeting)	PPT 4: Direct preparation and team preparation for external evaluation WM 2 Plan of the school visit
13.30 Lunch			

Time	Content	Methods	Materials
Topic 3: Interview and observation			
14.15	<p>Interview in external evaluation of school quality with teachers, students, staff and parents Preparing the interview with the teachers, students, the staff and parents</p> <p>Case study:</p> <ol style="list-style-type: none"> 1. High school 2. Elementary school <p>Observing classes and students' work</p>	<p>Presentation</p> <p>Group task: Case 2: students and staff Case 1: teachers and parents</p>	<p>PPT 5 Interview in external evaluation of school quality</p> <p>WM 3 Form for preparing and conducting interviews WM 3a Examples of questions for the interview WM 4 Notes about the elementary school WM 5(a) Notes about the high school GT 3.4 Structuring an interview with students GT 3.5 Structuring an interview with parents GT 3.6 Structuring an interview with the staff GT 3.7 Structuring an interview with the teachers</p>
16.15	A short overview and end of day 1		

Program for 26th April 2012.

Time	Content	Method	Materials
Topic 4: Using results based on gathered data			
09:00	Triangulation of data from all sources	Presentation Group task	PPT 6 Triangulation of evidence GT 3.8 Planning the triangulation of evidence PPT 8 Giving feedback to senior managers
09.30	Individual and the overall assessment of visited classes	Group task	WM 6 Form for the overall assessment of standard achievement
10:00	Preparing feedback for the management	Group task	WM 7 Form for summing up the data in feedback
Topic 5: Report for the school			
11:50	Purpose Preparing feedback Writing: Content, structure, style, Procedures Evaluating quality of the report for schools	Group task	Handbook (parts) PPT 8 Writing a report PPT 9 The overall assessment of school quality
13:20	Experience from SICI workshop in Estonia	Presentation	PPT 10 Experience from SICI workshop in Estonia
Topic 6: Homework			
13.30	Gathering and analyzing relevant school documents Evaluation of the training	Group task for school authorities	GT 3.9 Gathering and analyzing relevant school documents
13.50 Lunch			