

<b>Seminar – First part</b>	<b>Training program for external evaluation of educational institution quality</b>
<p style="text-align: center;">Topics</p>	<p><b>Introducing the project and the training programs to the participants</b></p> <ol style="list-style-type: none"> <li><b>1. Methodology of external evaluation of institution quality</b></li> <li><b>2. Relation between self-evaluation and external evaluation</b></li> <li><b>3. National framework for external evaluation of institution quality</b></li> <li><b>4. Sources of evidence in evaluating the achievement of quality standards of the institutions</b></li> <li><b>5. Standards, indicators, levels of achievement and sources of evidence for evaluating institution quality</b></li> <li><b>6. Preparing for the lesson observation and observing classes</b></li> </ol>

**Date:**

21<sup>st</sup> and 22<sup>nd</sup> February 2012.

**Trainers**

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REPUBLIC OF SERBIA  
MINISTRY OF EDUCATION AND SCIENCE



PROJECT  
DELIVERY  
OF IMPROVED  
LOCAL SERVICES



INSTITUTE FOR EDUCATION  
QUALITY AND EVALUATION



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### **Materials**

Program for the first cycle

### **Presentations**

PPT 1 – Project “Standards of quality for educational institutions”  
PPT 2 – Methodology of external evaluation  
PPT 3 – Self-evaluation and external evaluation  
PPT 4 – Characteristics of the National Framework for external evaluation  
PPT 5 – Guidelines for class observation

### ***Group and individual work for the participants***

WM - 1 Text “Roles and responsibilities of external evaluators”  
WM - 2 Instrument for individual self-assessment  
WM - 3 Group task  
WM - 4 Text “Self-evaluation and external evaluation”  
WM - 5 Single quality areas and the text from Article 9 of Rulebook  
WM - 6 Standards and indicators for school quality  
WM - 7 Form with the standards and indicators (finding evidence)  
WM - 8 Questions for group work  
WM - 9 Completed form WM-7 (sources of evidence)  
WM - 10 Form for class observation with examples of evidence  
WM - 11 Form for class observation from the Draft Handbook (3 for each participant)  
WM - 12 Form for summarizing the class assessments from the Draft Handbook (for groups)  
The Rulebook on evaluation of quality of educational institutions

DVD - First class  
DVD - Second class  
DVD - Third class  
DVD - Fourth class (in Serbian)



## Program for 21<sup>st</sup> February 2012.

9,30 – 10,00 – Register and receiving the working materials

Time	Topic, Objective, Materials
10,00 – 11,30	<p><b>INTRODUCTORY TOPIC – INTRODUCING THE PROJECT AND THE TRAINING PROGRAMS TO THE PARTICIPANTS</b></p> <p><i>Objectives:</i></p> <ul style="list-style-type: none"> <li>– To create a common understanding of project goals, and individual responsibilities and working methods.</li> <li>– To become familiar with the role of external evaluation in a school system of quality assurance. To understand the main principles of the methodology of external school evaluation.</li> <li>– To understand the different but complementary purposes of self-evaluation and external evaluation. To understand that self-evaluation as part of a school's quality assurance system and the role of self-evaluation in External Evaluation.</li> </ul> <p>PPT 1 - Project "Standards of quality for educational institutions" PPT 2 – Methodology of external evaluation PPT 3 – Self-evaluation and external evaluation Program for the first cycle</p>
	11,30 – 12,00 Coffee break and organizing the trainees into groups
12,00 – 13,30	<p><b>TOPIC 1.1. – METHODOLOGY OF EXTERNAL EVALUATION OF INSTITUTION QUALITY</b></p> <p>WM - 6 Standards and indicators for school quality WM - 3 Group task</p>
	13,30 – 14,30 Lunch brake
14,30 – 16,00	<p><b>TOPIC 1.2. – RELATION BETWEEN SELF-EVALUATION AND EXTERNAL EVALUATION</b></p> <p>WM - 4 Text "Self-evaluation and external evaluation" WM - 5 Single quality areas and the text from Article 9 of Rulebook</p>
	16,00 – 16,30 Coffee break
16,30 – 18,00	<p><b>TOPIC 1.3. NATIONAL FRAMEWORK FOR EXTERNAL EVALUATION OF INSTITUTIONS</b></p> <p><i>Objective: To understand and be able to use the concept of school quality and standards across indicators. To be familiar with the National Framework for School Evaluation</i></p> <p>PPT 4 – Characteristics of the National Framework for external evaluation WM - 6 Standards and indicators for school quality</p>



## Program for 22<sup>nd</sup> February 2012.

Time	Topic, Objective, Materials
9,00 – 10,20	<p><b>TOPIC 2.1. - SOURCES OF EVIDENCE IN EVALUATING THE ACHIEVEMENT OF QUALITY STANDARDS OF THE INSTITUTIONS</b></p> <p><i>Objective: To be able to use student results in evaluating the quality of a school. For each of the Serbian quality standards to be able to identify the most suitable sources of evidence. To be able to analyze relevant documents and the school self-evaluation of the school.</i></p> <p>WM - 7 Form with the standards and indicators (finding evidence) WM - 8 Questions for group work WM - 9 Completed form WM-7 (sources of evidence)</p>
	10,20 – 10,30 Coffee break
10,30 – 12,00	<p><b>TOPIC 2.2. - STANDARDS, INDICATORS, LEVELS OF ACHIEVEMENT AND SOURCES OF EVIDENCE FOR EVALUATING THE QUALITY DOMAIN TEACHING AND LEARNING</b></p> <p><i>Objective: To learn about domains, standards, indicators, quality levels and collecting evidence and to use these appropriately.</i></p> <p>WM - 10 Form for class observation with examples of evidence</p>
	12,00 – 12,45 Lunch break
12,45 – 14,30	<p><b>TOPICS 2.3. - PREPARING FOR THE LESSON OBSERVATION AND OBSERVING THREE CLASSES – first part</b></p> <p><i>Objective: To be able to evaluate the quality of learning and teaching. To be able to use a standardized form in classroom observation and reliable way.</i></p> <p>PPT 5 – Guidelines for class observation WM - 11 Form for class observation from the Draft Handbook (3 for each participant) WM - 12 Form for summarizing the class assessments from the Draft Handbook (for groups)</p>
	14,30 – 14,45 Coffee break
14,45 – 16,35	<p><b>TOPICS 2.3. - PREPARING FOR THE LESSON OBSERVATION AND OBSERVING THREE CLASSES – second part</b></p> <p><i>Objective: To be able to evaluate the quality of learning and teaching. To be able to use a standardized form in classroom observation and reliable way.</i></p> <p>WM - 11 Form for class observation from the Draft Handbook (3 for each participant) WM - 12 Form for summarizing the class assessments from the Draft Handbook (for groups)</p>
16,35	<b>Summing up and seminar evaluation</b>