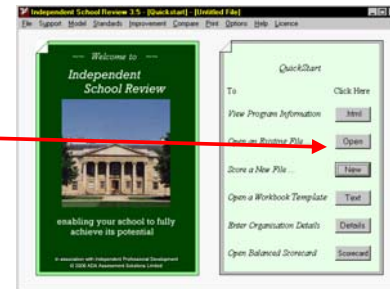


Rapid click through process to evaluate Independent School Review re subject/ department self-evaluation

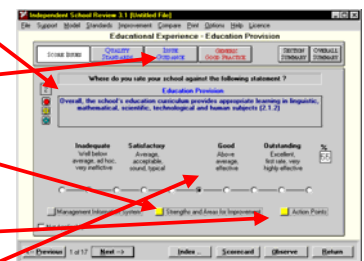
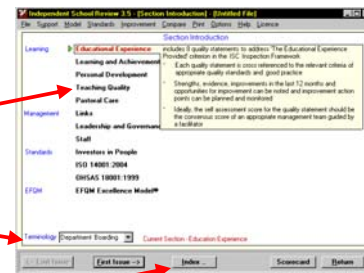
1. Open the program and an illustration file

1. **Click** through the initial screens
2. At the QuickStart screen **click Open**
3. **Highlight** the Consensus 092006.ada file and **click Open**



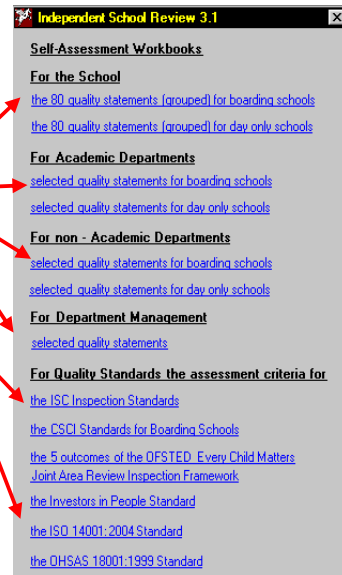
2. Note the self-evaluation framework

1. The test file will open at the section introduction screen.
2. Note the 8 sections which are related to the ISI inspection framework.
3. Note the terminology options available in the software, workbooks and reports
4. **Click Index** to access the screen that gives mobility between the 80 quality statements
5. **Highlight a section** to show the short headings of the quality statements in the section
6. **Double Click** a quality statement to go to the working screen for a quality statement
7. Note the text of quality statements as drawn, mainly, from the ISI inspection framework'.
8. Note the **Issue Guidance** button which details inspection relationships.
9. Note the **Notepad** to that records self-evaluation information.
10. Note the **Action Points** feature to plan improvement action.
11. Note that there is a feature to score management practice. This is an optional feature which has a number of benefits (see points 8, 9 and 10 below)



3. Note the range of workbooks and review the academic department workbook which can become a report document

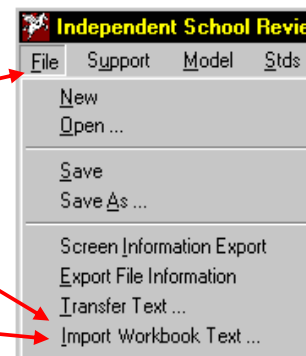
1. **Click Help** on the top menu bar and then **click View Workbook Templates**
2. Note that the workbooks for the school as a whole, academic departments, non-academic departments and for department management.
3. Note that there are also workbooks for the inspection standards and external quality standards.
4. **Click 'Academic Departments' – 'selected quality statements for boarding schools'.**
5. No other workbooks can be opened in software that is not licenced.
6. Note the text boxes to enter self-evaluation information, including summary comments.
7. Note the text box to enter the author's summary of the position for the whole section thereby enabling a self-evaluation report to be created at subject or department level
8. Note the asterisk after the short heading of the quality statement. Add an asterisk to all, relevant, listed quality statements to enable the text to be transferred to the software program.



Section 1 – The Educational Experience Provided – Educational Experience						
The school provides a range of educational opportunities suited to the interests, aptitudes and needs of all pupils.						
Independent School Review Quality Statement (number in brackets relevant ISC criteria)	Grade			Related Independent School Review Quality Statements	Current Strengths	Evidence
	1	2	3		Improvements over last 12 months	Areas for Improvement
Author's summary of the position for the whole section						
1 - Aims and Philosophy: The school's aims and philosophy is ambitious and clearly understood and the department's education, as a whole, is consistent with these aims and meets the regulatory requirements for Quality of Education Provided (Curriculum) (Standard 1) (2.1.1)		X		Place an asterisk (*) at the end of relevant quality statements below 1 – Aims and Philosophy*	The department relates to the school's aims and philosophy. We now have a departmental handbook	Departmental handbook The departmental handbook needs extending and improving
2 - Education Provision: Overall, the department's education curriculum provides appropriate learning in linguistic, mathematical, scientific, technological and human subjects (2.1.2)				Place an asterisk (*) at the end of relevant quality statements below 2 – Education Provision*	The GCSE course and the A level course all involve elements of these We now have some work schemes Work schemes need completing and need to ensure that they include appropriate content re linguistic, mathematical, scientific, technological and human subjects	Work schemes The work schemes need addition and improvement to ensure that these elements are specifically included.

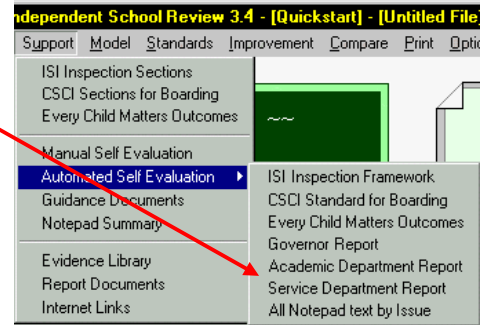
4. Text transfer

1. **Click File** on the menu bar to access the features to transfer text in the software.
2. Note you can transfer text between software files. With Notepad text you can merge the text from a number of files, e.g. subject files.
3. Note you can import the 'notepad' text from workbooks. The text from a number of workbooks will be merged.
4. This features can be used to bring self-evaluation information together for editing either at department or school level.



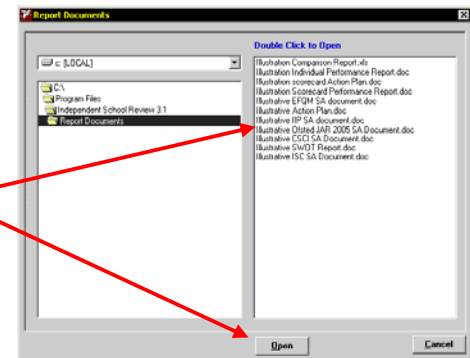
5. Self-evaluation reports

1. You can compile a self-evaluation report for files that have collated and edited self-evaluation information
2. **Click Support>Automated Self-Evaluation** and select the report to collate
3. You will be asked to save the report to the report documents folder.



6. Illustration Report Documents

1. **Click Support>Report Documents** or **Help>Report Documents** to access a range of Illustration report documents
2. **Highlight** the document you wish to review and **click Open**
3. For a self-evaluation report documents select **Illustration Academic Department Report.doc**



4. Note the text from the notepads of relevant quality statements is compiled in the text boxes. This text may require further editing – the documents are in this MS Word.
5. Note the space for the author to comment on the section as a whole thereby enabling the document to become a report for a collated area of the school.

Educational Experience	
Authors comments on the section as a whole possibly indicating the considered grade	
1 Aims and Philosophy: The school's aims and philosophy is ambitious and clearly understood and the department's education, as a whole, is consistent with these aims and meets the regulatory requirements for Quality of Education Provided (Curriculum) (Standard 1) (2.1.1)	
Summary comments The recently established department handbook is the main communication mechanism which needs extending and improving	
STRENGTHS The department relates to the school's aims and philosophy	STRONG EVIDENCE TO REPORT Department handbook
IMPROVEMENT IN LAST 12 MONTHS	AREAS FOR IMPROVEMENT
We now have a department handbook	The department handbook needs extending and improving
2 Education Provision: Overall, the department's education curriculum provides appropriate learning in linguistic, mathematical, scientific, technological and human subjects (2.1.2)	
3 Social Provision: Overall, the department's education provides social, physical, aesthetic and creative development for all pupils (2.1.1)	
4 Essential Skills: The department's education provision ensures that all pupils acquire the essential skills of speaking, listening, literacy and numeracy (2.1.2, 2.2.2)	
5 Special Provision: The department meets the curricular requirements of all pupils who require special provision, including those for whom English is an additional or foreign language and those with a statement of special educational needs (2.1.6)	

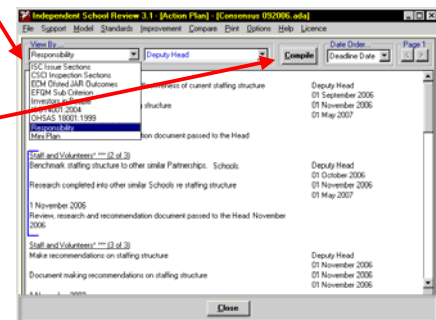
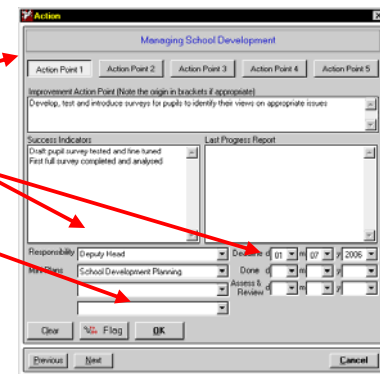
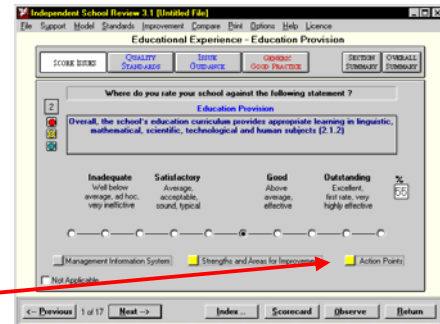
The mix of workbooks and reports for files in the software that collate self-evaluation information from different parts of the school provide a comprehensive structure for compiling self-evaluation reports across the school.

6. Preparation for Inspection

1. There are workbooks to enable focus groups to identify and record self-evaluation information against the inspection criteria of the ISI, CSC1 or Every Child Matters inspection frameworks.
2. Self-evaluation information can be transferred from these curriculum workbooks to a pre-inspection files in the software with a report being compiled and edited.

7. Improvement Action Plans

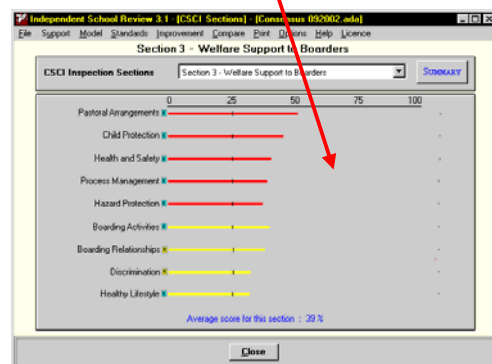
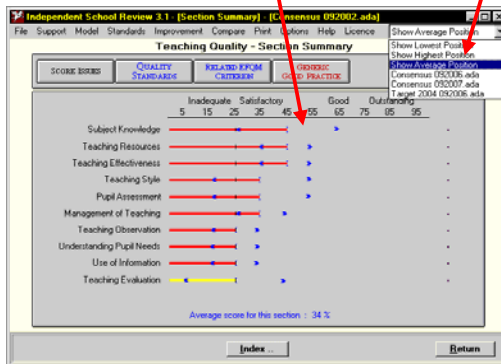
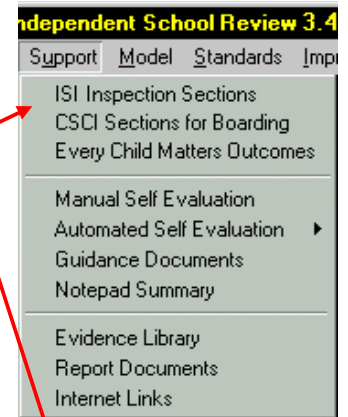
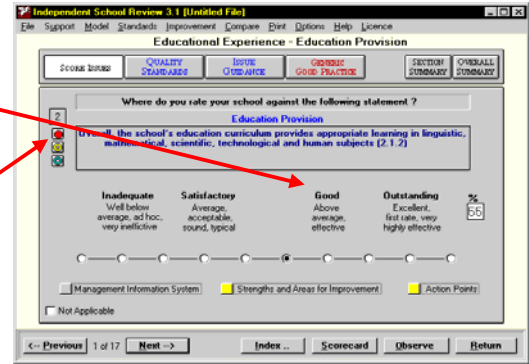
1. Improvement action points and an action plan can be compiled for the self-evaluation software files for subjects, or the collated self-evaluation files for departments of the school as a whole.
2. **Click the Action Points** button on the quality statement screens for an appropriate self-evaluation software file.
3. You can plan the detail for up to 5 action points for each quality statement.
4. Note that responsibility and relevant dates can be added and that action points can be arranged under mini-plan headings
5. **Click Improvement > Action Plan** to access the screen that shows all the action points organised by section, inspection criteria, responsibility or mini plan.
6. Note the features to select action points by date. **Click the text** of an action point to go to the action point screen to edit.
7. To compile a selected action plan **click Compile**. You will be asked to save the action plan.
8. **You cannot use this feature without a licence** but you can view typical action plans from Report Documents as point 6 above.



Deputy Head						
Improvement Action Point (what we plan to do)	Success Indicators	Responsibility	Assess & Review Date	Last Progress Report (with date)	Deadline Date/ Done Date	Independent School Ref/eg Ref and Issue Heading
Identify links in the community to work with to provide pupil experience in voluntary service	Links identified and in place	Deputy Head		1.11.2006 Links identified and in place	01/11/06 01/11/06	5.1 Extra-curricular activities: ***
Review those subjects and curriculum areas that are not performing to the standards of the best	List of underperforming subjects and curriculum areas	Deputy Head		1.11.2006 List in place	01/11/06 01/11/06	10.1 Relative Attainment: ***
Advise all who assess pupils work to identify, wherever possible, where there is opportunity for the pupil to improve and included this in the assessment	Much more comment on opportunities for pupil improvement as assessments	Deputy Head		1.11.2006 All relevant staff advised	01/11/06 01/11/06	32.1 Assessment Information: ***
Ensure that performance appraisal is an issue in the review of management training needs.	Include competence in performance management as one of the competences for those with management responsibilities	Deputy Head		1.11.2006 Competence included	01/10/06 01/10/06	74.1 Performance Appraisal: ***

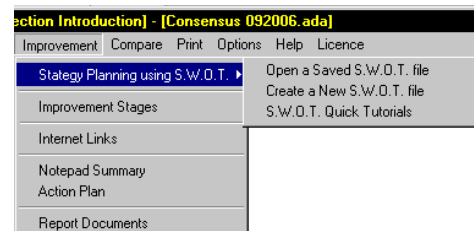
8. Features available if management practice is scored

- Note the scoring scales on the working screen for each quality statement. The marker points are related to inspection grades
- Note the 'traffic lights' to grade the importance of the quality statement
- You cannot score files without a licence** but the illustrative file as opened in point 1 is scored.
- It is recommended that department files are scored by a consensus group that is facilitated by a software champion to ensure consistency.
- If a file is scored **click Support** and an inspection standard to view the position in bar chart format.
- It is also possible to compare scored files by using the **Compare** feature. To view this feature **click File>Open> Group 2.adg**. The **click First Issue** and the Section Summary button.
- The chevrons show the highest and lowest scores in the group of files. The actual score for a file can be displayed by selection in the drop down box



9. The S.W.O.T. feature

- There is a feature to support S.W.O.T. analysis by senior teams. The feature removes the need to use flip charts and provides an option to compile strategic action plans
- Click Improvement>Strategic Planning using S.W.O.T.** to access this feature. You can open a saved Illustration file to view the features.
- The S.W.O.T. feature is a separate program within Independent School Review. It has its own Quick Tutorials. The features are otherwise described in detail in the main User Guided and Help files



10. Other features

This is a quick evaluation to demonstrate the main self-evaluation features of the *Independent School Review* program.

There are numerous, but relatively minor, additional features to support these main features.

These can be viewed in the User Guide (pdf. format) or the Quick Tutorials (.ppt format) in the program or on the mini web site (<http://www.improver.co.uk/WelcometoISR.html>).

The *Independent School Review* program also contains the *Scorecard* program which can provide support to manage school performance. See the ISR 5 minute Software Review Performance Management document to evaluate the features of this additional program.

ADA Assessment Solutions Ltd.
December 2006