School Development and Accountability Framework:
Memorandum on School Self-evaluation (SSE) and External School Review (ESR)

- The School Development and Accountability (SDA) framework introduced in the 2003/04 school year emphasises SSE in recognition of the school's central role in its own improvement. SSE, complemented by ESR, helps promote continuous self-improvement in schools through putting in place the Planning-Implementation-Evaluation (PIE) cycle. With concerted effort over the past few years, schools are making better use of data and evidence to evaluate work effectiveness, resulting in more open classrooms and increased transparency in school management.

- During the first cycle of implementing SSE and ESR (2003/04 to 2007/08), schools were not required to give ratings to the Performance Indicator (PI) areas and the ESR reports were not uploaded onto EDB's website, with a view to alleviating teachers' pressure. Such practices will remain unchanged in the second cycle to commence in the 2008/09 school year.

- In the second cycle, EDB will help schools embed SSE and formulate their school development plans more systematically, and promote schools' reflection on their developmental needs and areas for improvement through conducting ESR. Schools, however, are strongly advised to observe the following when implementing SSE and preparing for ESR:

  Implementing SSE

  - **Using the PI flexibly**: The *Performance Indicators for Hong Kong Schools 2008*[1] is not intended to be a checklist for SSE. Schools may make reference to other relevant evaluation tools appropriate to their stage of development in support of their self-evaluation.
  - **Conducting a holistic review concisely**: It is recommended that schools should conduct a holistic review[2] before formulating a new School Development Plan (SDP) so that the targets set and strategies devised in the new SDP can be more focused and specific. In order not to impose unnecessary workload on teachers, listing of routine tasks is not advisable and the records of review findings should be concise.
  - **Avoiding re-writing the SDP annually.**

  Preparing for ESR

  - **No need to submit a school self-assessment (SSA) report**: Schools need to make available the SDP, Annual School Plan (ASP) and School Report (SR) only when preparing for ESR.
  - **No need to have extra preparations such as**:
    - rewriting or repackaging school documents, or compiling new ones;
    - cancelling or cutting short normal school activities, or organising additional ones during ESR;
    - rehearsing meetings, lessons or student activities that will take place during ESR; and
    - requesting teachers to submit lesson plans for the lessons to be observed to the ESR team

- For enquiry, please contact the Inspection Section of the Quality Assurance Division (3902 3737).

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[1] For details, please refer to the following website: http://www.edb.gov.hk/pi

[2] The review should include an evaluation of the achievements made in the previous SDP and an evaluation of the performance of the school in all 8 PI areas. Schools may refer to the writing guide available in the following website for details: http://www.edb.gov.hk/FileManager/EN/Content_6461/guidelines%20on%20the%20compilation%20of%20sdp_asp_sr-eng.pdf