

Education and Manpower Bureau Circular Memorandum No. 292/2004

From: Secretary for Education and Manpower To: Supervisors/Heads of all government and aided primary, secondary and special schools
Ref.: EMB(QA/Ind)/PI/1/1 (including caput schools and schools under the Direct Subsidy Scheme)
Date: 20 December 2004

Enhancing School Development and Accountability through School Self-evaluation and External School Review – Key Performance Measures Reference Data and External School Review Reports

[Note: This circular memorandum should be read in conjunction with the letter by the Secretary for Education and Manpower issued on 8 June 2004 and the EMB Circular Memorandum No. 129/2004 dated 11 June 2004 of the same series]

Summary

This circular memorandum informs schools about the availability of reference data on Key Performance Measures (KPM), and the uploading of external school review (ESR) reports of 2003/04 on the website of the Education and Manpower Bureau (EMB). The practice and protocols to be observed by schools when using and reporting KPM data and the content of ESR reports are also reiterated.

Details

2. In the 2003/04 school year, EMB conducted ESR in 99 schools covering secondary, primary and special schools. Apart from reporting to the schools concerned on the results of validation and recommendations for development, EMB also analyzed the KPM data collected from these schools and compiled a set of reference data for school self-evaluation and development. The KPM reference data will be distributed to primary and secondary schools in print by the end of December 2004. Given the limited data collected from special schools thus far, the reference data for special schools are hence not compiled for the time being.
3. The aim of producing KPM reference data is to provide schools with information to strengthen the use of KPM data in enhancing systematic, data-driven and evidence-based school development. Given the fact that the KPM reference data are compiled from data of the ESR schools of 2003/04, they should not be regarded as norms and should be interpreted with appropriate caution. Schools are encouraged to use the data set with other information available to provide the necessary feedback for school development purposes.
4. EMB will also upload the 99 ESR reports on the EMB website by the end of December 2004 for the general information of schools and the public. This is in line with the School Development and Accountability policy and the existing practice in quality assurance. These uploaded reports will not contain commentary on any discrepancy between the assessments made by the schools and the ESR teams. These ESR reports have also been refined to better support school development.

5. KPM are developed to support school development and accountability. While schools are encouraged to make use of the KPM data for SSE, they are also required to report on a specified number of KPM items to their key stakeholders (including the school management committee, teachers, parents and students) annually in accordance with EMB Circular Memorandum No. 129/2004. In reporting, schools may choose to use their existing communication channels such as the school newsletter for the purpose. For schools which have undergone ESR, they are required to provide the ESR report to their key stakeholders for reference.

6. In handling KPM data and ESR report information, schools should observe the following protocols:

- (a) If a school chooses to report its KPM data to the public, such as through the school website, the school should do the same in the subsequent years and include all KPM items except that their data on Hong Kong Attainment Test, Territory-wide System Assessment (for primary schools) and Academic Value-added Performance (for secondary schools) must not be publicized.
- (b) Both KPM data and the information contained in the ESR reports should not be used in isolation for publicity purposes.
- (c) While the KPM reference data can provide useful information, because the data are limited to the range of information from a smaller set of schools, and do not allow for trends to be observed, schools should confine the use of KPM reference data within their school community at this initial stage.

Schools not observing the above protocols will be subject to investigation and may be requested to upload all their performance data and information on the EMB website in subsequent years.

Enquiries

7. Enquiries concerning the content of this circular memorandum can be directed to the Quality Assurance Division at 3540 6980 or 2892 6536.

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for Secretary for Education and Manpower

c.c. Heads of Sections – For information