

## **Education and Manpower Bureau Circular Memorandum No. 68/2005**

From: Secretary for Education and Manpower

Ref.: EMB(QA/Ind)/PI/1/3

Date: 8 April 2005

To: Supervisors/Heads of all government and aided primary and secondary schools (including caput schools and schools under the Direct Subsidy Scheme)

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### **Enhancing School Development and Accountability through School Self-evaluation and External School Review – The latest development of School Self-evaluation Tools**

#### **Summary**

In line with the implementation of the School Development and Accountability (SDA) framework, the Education and Manpower Bureau (EMB) has developed a set of Key Performance Measures and a number of tools to support schools in using data for school self-evaluation (SSE) and in their preparation for external school review (ESR). This circular memorandum aims to inform schools of the latest development of the SSE tools, including the online data collection tool for Assessment Program for Affective and Social Outcomes (APASO) and a corresponding survey on the use of APASO, the revised version of the Stakeholders' Survey, and the development of an e-platform for SDA.

#### **Details**

2. EMB has distributed the APASO to schools as a tool for examining students' performance in the affective and social areas. The assessment program has been widely adopted by schools and is perceived as being a useful tool for SSE. To enhance schools' collection of data and the process of data analysis, EMB has developed an online data collection tool to supplement the APASO distributed to schools earlier in 2003. Schools are invited to visit the APASO website (<http://svais.emb.gov.hk/kpmweb/apaso/Eng/default.htm>) for details. Schools may decide whether to adopt the online data collection tool in the light of their own context and their existing information technology facilities. At the same time, EMB would like to know how schools are currently making use of the APASO for the purpose of school development. In this regard, we have designed an online survey form to collect schools' views on the use of the APASO. Schools are invited to access and complete the online survey form at <http://svais.emb.gov.hk/kpmweb/apaso/Eng/survey.htm>, as well as indicate their preference for using the online data collection tool on or before 29 April 2005. It will take about 10 minutes for one of your staff to complete the questionnaire. The results of the survey will be used for the further enhancement of APASO and the provision of appropriate support to schools.

3 Taking the developmental needs of schools into account, EMB has further enhanced the content of the Stakeholders' Survey. Schools may download the set of stakeholder questionnaires (Revised Version) for use in the 2005/06 school year at <http://svais.emb.gov.hk/kpmweb/Eng/index.htm>. The Bureau wishes to reiterate that, in handling questionnaire surveys, schools should observe the general guidelines on their use to ensure validity and to give a true reflection of stakeholders' views, so that the data collected are a useful reference for improving and enhancing the quality of education services.

4. From the 2003/04 ESR, EMB observed that some schools still required their staff to prepare unnecessary documents with regard to SSE and the school self-assessment reports in preparation for ESR. EMB takes this opportunity to stress that schools should avoid undue workload for their staff through over-preparation and over-documentation for SSE and ESR. At the same time, schools should also explore different ways to reduce documentation, for instance, by recording only decisions and follow-up actions in meeting minutes, so as to reduce teachers' non-teaching duties.

5. EMB is actively developing an electronic platform to facilitate systematic data management. The e-platform is expected to be completed by the end of 2005. School personnel can retrieve and analyze data speedily, which will greatly improve the efficiency and effectiveness of the data management. Schools are encouraged to make the best use of data for their SSE and integrate SSE into their routine work. Schools may also wish to take note of the good practices shared by front-line teachers as disseminated by the Bureau.

### **Enquiries**

6. Enquiries concerning the content of this circular memorandum can be directed to the Quality Assurance Division at 2892 6483.

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for Secretary for Education and Manpower

c.c. Heads of Sections – For information