

**Comprehensive Review (CR)
of
Direct Subsidy Scheme (DSS) Schools
Procedural Arrangements**



Overview

I. Objectives of CR

II. Guiding Principles of CR

III. CR conducted by External Agencies (EA)

- EA CR Team Composition
- An Example of Procedural Arrangements for CR conducted by EA

Part One: Programme Review

Part Two: Management Review

IV. CR conducted by EDB

- EDB CR Team Composition
- Procedural Arrangements

(I) Objectives of Comprehensive Review

The objectives of conducting CR among DSS schools are:

- To facilitate EDB's consideration of continuing/renewing DSS service agreements
- To enable DSS schools to conduct evaluation of their focus development areas in ascertaining strengths and areas of sustainable development

(I) Objectives of Comprehensive Review (cont'd)

- To allow good practices in DSS schools to be capitalised upon and disseminated
- To create opportunities for DSS schools to maximise flexibility in benchmarking with good practices within and outside the HKSAR
- To provide information on the current situation regarding the quality of education in DSS schools

(II) Guiding Principles of CR

The CR Team should:

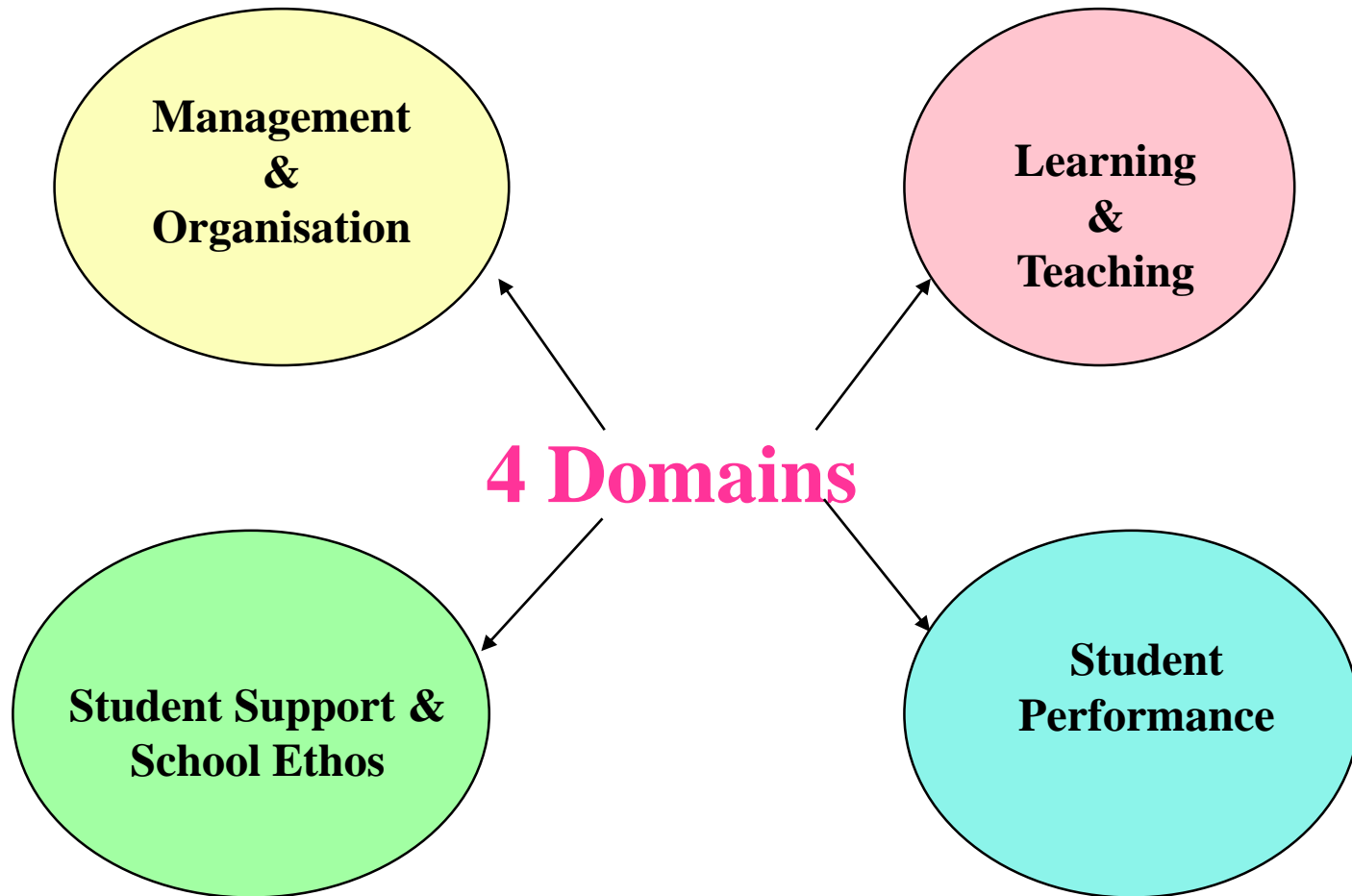
- Carry out the work with professionalism, integrity and courtesy
- Conduct CR on a whole-school basis, with a balanced coverage of the components of the HK curriculum framework, learning, teaching and assessment, whole person development of students, and the school's focus development areas

(II) Guiding Principles of CR (cont'd)

- Assess the work of the school objectively based on the performance indicators as set out in the EDB publication on 'Performance Indicators for Hong Kong Schools', evidence collected and available data (including Key Performance Measures)

(II) Guiding Principles of CR (cont'd)

Four Domains of Performance Indicators



(II) Guiding Principles of CR (cont'd)

- Report honestly and fairly
- Communicate clearly and frankly
- Act in the best interests of the students at the school
- Respect confidentiality of personal and school information collected during the review
- Ensure consistency

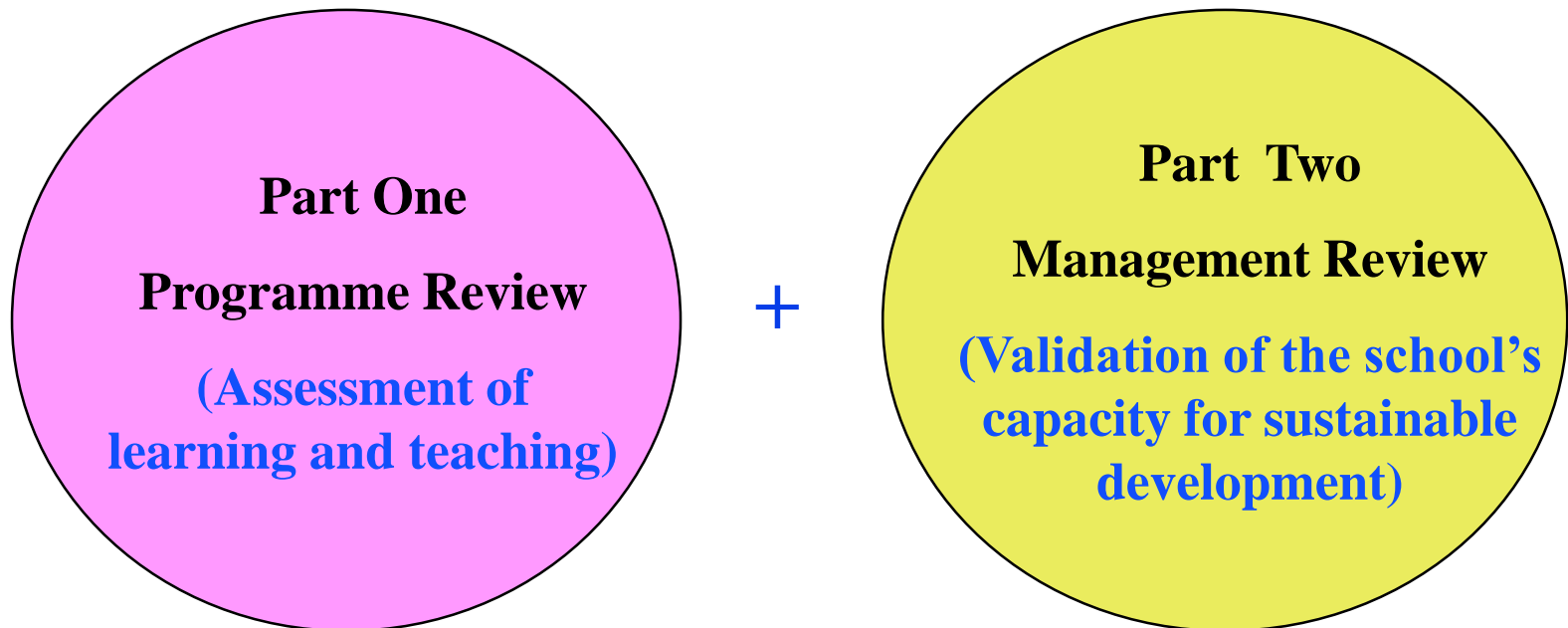
(III) CR conducted by External Agencies (EA)

EA CR Team Composition

- Team Leader and Members from the commissioned External Agency by school and as approved by EDB
- One EDB Representative
 - as an observer during the CR process
 - as a resource person for the EA CR Team
(includes providing comments on the CR report)

(III) CR conducted by EA (cont'd)

There are two components for CR: **Programme Review** and **Management Review**.



(III) CR conducted by EA (cont'd)

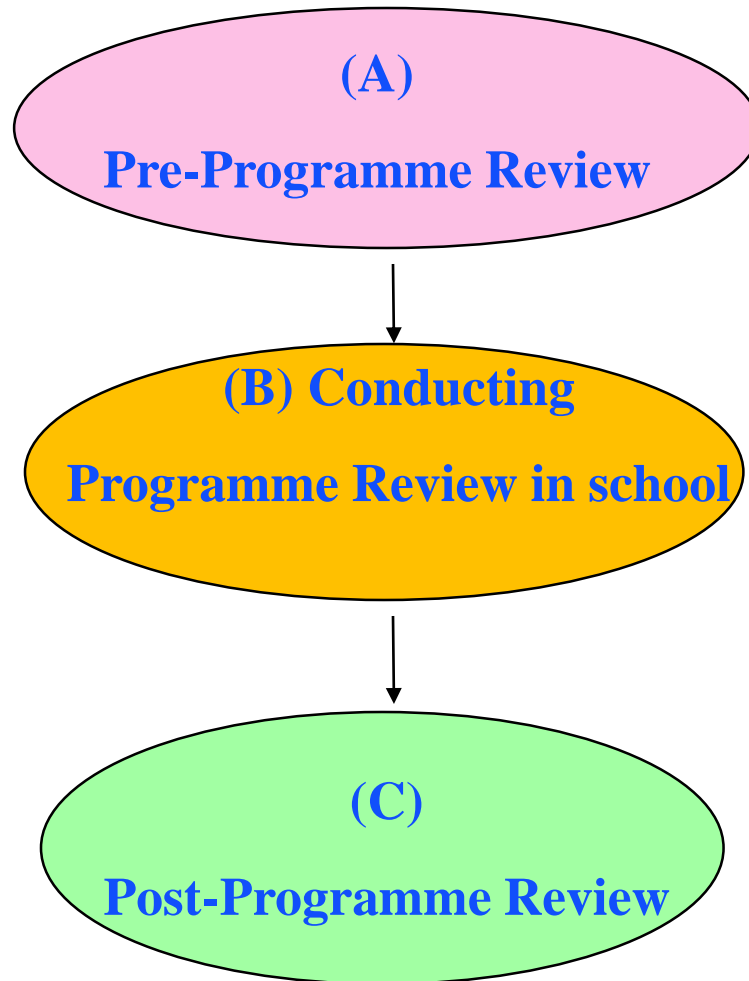
- DSS schools are encouraged to formulate their own review procedures
- The following slides (Slide 12 – 24) illustrate an example of the related procedural arrangements for CR to be conducted by an external agency. There are two parts: Part One is the Programme Review and Part Two is the Management Review

(III) CR conducted by EA

Part One - Programme Review

**An Example of
Procedural
Arrangements for
CR conducted by EA**

**Part One
Programme
Review**



(III) CR conducted by EA

Part One - Programme Review

- Review of the school curriculum and specific focus identified by the school within 3 to 4 days

(III) CR conducted by EA

Part One (A) Pre-Programme Review

- School arranges programme review with external agencies with specific focus identified for review
- All Key Learning Areas and the subject General Studies (for primary schools) / Citizenship and Social Development (for secondary schools) should be covered and inspected by subject specialists

(III) CR conducted by EA

Part One (B) Conducting Programme Review in school

Scrutiny of documents:

- school documents
- test/exam papers with marking schemes
- representative samples of marked student answer scripts of test/exam papers (if available)
- samples of students' assignments

(III) CR conducted by EA

Part One (B) Conducting Programme Review in school (cont'd)

- Observe lessons and school activities (including students' learning activities)
- Give feedback to individual teacher after each lesson observation
- Interview with teachers, students, school staff and the school head
- Oral feedback to heads of departments, the school head and teachers concerned

(III) CR conducted by EA

Part One (C)

Post-Programme Review

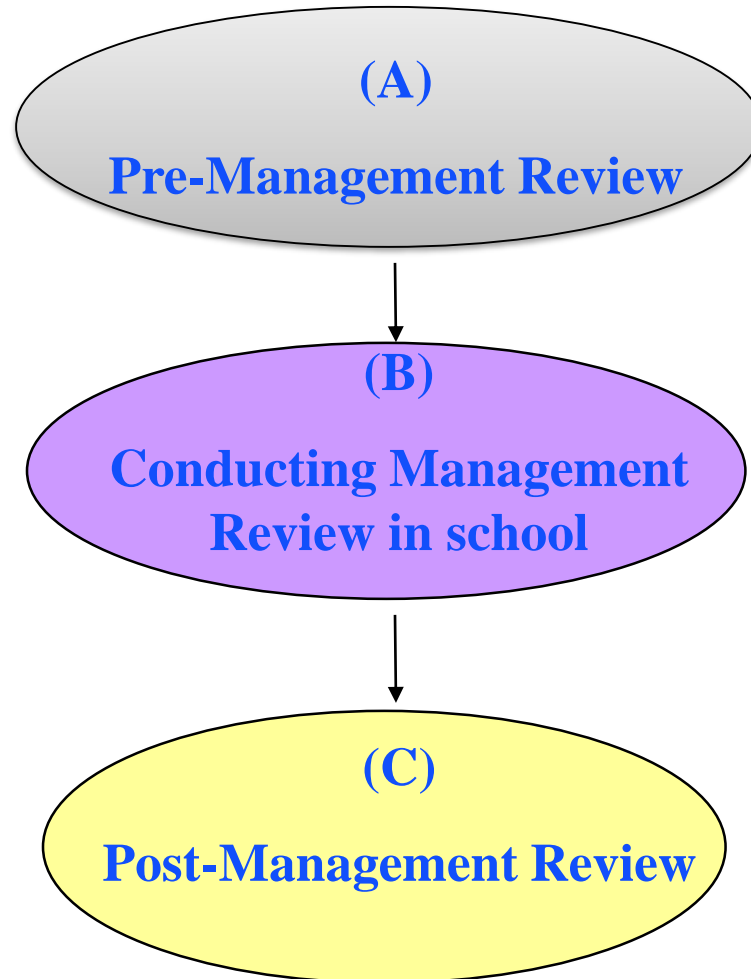
- Report on programme review prepared after one week and attached to the full report on completion of management review in Part Two
- The report should include clear judgements on the standard of programmes provided and whether this is commensurate with its initial proposal to secure DSS status

(III) CR conducted by EA

Part Two – Management Review

**An Example of
Procedural
Arrangements for
CR conducted by EA**

**Part Two
Management
Review**



(III) CR conducted by EA

Part Two - Management Review

- ❖ The Management Review includes the review of all domains of school work. This needs to take place within 2 to 3 days in the week following the Programme Review.

(III) CR conducted by EA

Part Two (A)

Pre-Management Review

- ❖ School provides documents and information
- ❖ The CR Team analyses school documents and information
- ❖ The CR Team formulates the review programme — including validation of Programme Review

(III) CR conducted by EA

Part Two (A)

Pre-Management Review (cont'd)

- ❖ Preparatory visit
 - Meeting with the school supervisor
 - School head's presentation on school's strengths and developmental priorities
 - Briefing on CR procedural arrangements to all teaching staff of the school
- ❖ Meeting with parents

(III) CR conducted by EA

Part Two (B) Conducting Management Review in school

- ❖ Scrutiny of school documents
- ❖ Discussion with members of the school community
- ❖ Oral feedback to the school management on preliminary findings

(III) CR conducted by EA

Part Two (C)

Post-Management Review

- ❖ A draft written report is to be compiled by the EA and sent to the school and EDB. The report should include a clear judgement as to whether the quality of educational experience provided by the school and student achievement commensurate with its initial proposal to secure the DSS status
- ❖ School gives a written response with regard to the main findings and key issues identified in the draft written report

(III) CR conducted by EA

Part Two (C)

Post-Management Review (cont'd)

- ❖ EA issues the final report to the school for dissemination amongst key stakeholders and to EDB
- ❖ EDB uploads the final report (full text without appendices) to the EDB website : <http://www.edb.gov.hk>. The school webpage will be hyperlinked to the EDB website
- ❖ School is then required to issue the parents' version of the final report (full text without appendices) to all parents concerned
- ❖ The school should also have the full version of the final report made accessible to parents on request

(IV)
CR conducted by EDB

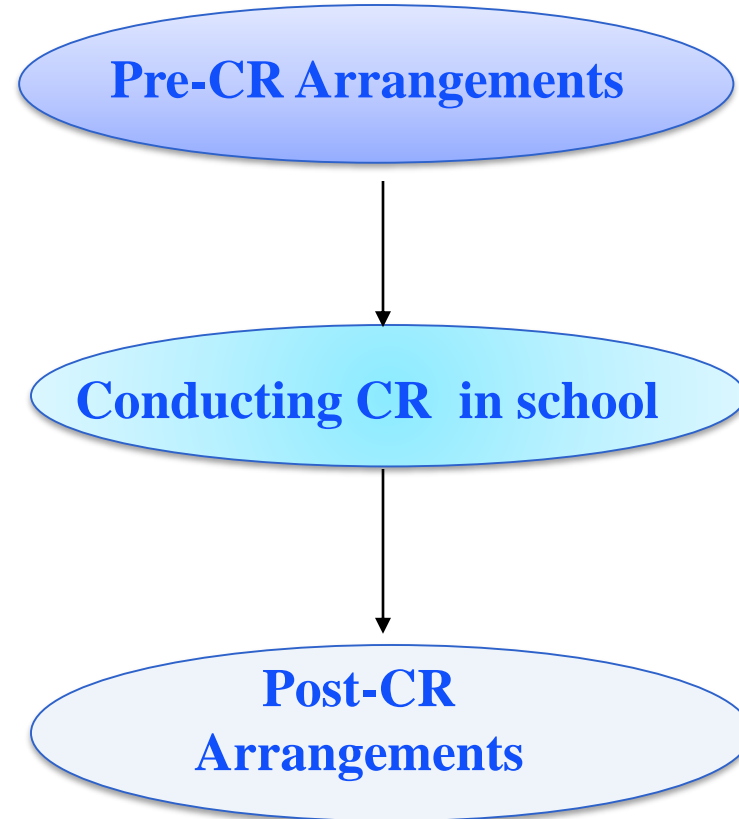
(IV) CR conducted by EDB

EDB CR Team Composition

- EDB officers serve as respective team leader, core team members and subject team members
- One lay member

(IV) CR conducted by EDB Procedural Arrangements

**(IV)
CR conducted
by EDB**




(IV) CR conducted by EDB Pre-CR Arrangements (1)



EDB notifies school of the dates for conducting CR

(IV) CR conducted by EDB Pre-CR Arrangements (2)

 The CR team leader informs the school head regarding the:

- Dates of CR
- Arrangement of preparatory visit and meeting with parents
- Work schedule
- Documents and data to be collected :
 - school documents
 - school head's presentation of the school's strengths and developmental priorities

(IV) CR conducted by EDB Pre-CR Arrangements (3)

 School receives written notification from EDB about the following:

- Aims and procedures of the review
- Dates of the review
- Date and time for preparatory visit
- Date and time for meeting with parents
- List of documents to be submitted prior to the CR

(IV) CR conducted by EDB

Pre-CR Arrangements (4)

- Submission of school documents to EDB
- Informing school to collect test/examination papers with marking schemes, representative samples of marked student answer scripts of test/examination papers (if available), samples of student assignments and other school documents for scrutiny during the CR period
- School provides information for scheduling of lesson observation, interviews and observation of student activities

(IV) CR conducted by EDB Pre-CR Arrangements (5)

- **Preparatory visit**
 - Meeting with the school supervisor
 - School head's presentation on school's strengths and developmental priorities
 - Briefing on CR procedural arrangements to all teaching staff of the school

- **Meeting with parents**

(IV) CR conducted by EDB

Conducting CR in school (1)

- Daily lesson observation schedule will be given to the school before the first lesson begins
- Observe lessons and school activities
- Give feedback to individual teacher after each lesson observation

(IV) CR conducted by EDB

Conducting CR in school (2)

- Scrutinise school documents
- Meet and discuss with school staff, interview students
- Scrutinise samples of student work, test / examination papers, marked answer scripts, etc. with above average, average and below average attainment

(IV) CR conducted by EDB

Conducting CR in school (3)

- Oral feedback to heads of departments and teachers concerned
- Briefing to the school management on the preliminary review findings

(IV) CR conducted by EDB

Post-CR Arrangements (1)

- **Draft report**

- EDB will issue the draft report to the school. The school could then respond to the main findings of the draft report in four weeks' time
- The school head and teaching staff will be invited by EDB to complete an online post-CR questionnaire via the 'E-Platform for School Development and Accountability'

(IV) CR conducted by EDB Post-CR Arrangements (2)

- **Final Report**

- Upon receiving school's written responses to the draft report, EDB will issue both the full version and parents' version (i.e. full version without appendices) of the final report to the school
- School is then required to issue the parents' version of the final report to all parents concerned
- The school should also have the full version of the final report made accessible to parents on request

(IV) CR conducted by EDB Post-CR Arrangements (3)

- The final report (parents' version) will be uploaded to the EDB website: <http://www.edb.gov.hk>
- The school webpage will be hyperlinked to the EDB website



The End