

## **One Day External Review Parameters**

### **A. Context**

1. One Day External Reviews aim to evaluate the school's internal quality assurance mechanisms and how well these promote improvement in learning and teaching for the benefit of all learners.
2. This external review model focuses on the [National Quality Standards](#), namely those related to internal review and school development planning, learning and teaching, and formative assessment which is integrated in the learning and teaching process.
3. Data sources considered for this unannounced external review include the School Development Plan (SDP), other relevant school documents, interviews, and observations.
4. The external review team evaluating the school is composed of Education Officers from the Directorate for Quality and Standards in Education (DQSE), one of whom holds the role of Review Leader. The Director or Assistant Director DQSE may assist the review team on site at any time during the review. The number of reviewers in the team for this external review model, which as its name suggests is carried out in one day, varies according to the size of the school.
5. The selection of schools that will be evaluated through the One Day external review model is [based on one or more factors](#).
6. At the beginning of the scholastic year, the Director DQSE issues a letter circular to schools indicating commencement of External Reviews. Reference is made to the different review models as explained via the [DQSE site](#).
7. Any DQSE documentation related to the external review may be accessed via the [DQSE site](#).

### **B. During the External Review**

8. The school makes available a lockable room that can be used exclusively by the review team. This room needs to have internet access and enough space for the team to work in.
9. As part of the external review procedure, reviewers:
  - i. review the SDP or any documentation related to school's vision for improvement,
  - ii. hold an interview with the Head of School and the rest of Senior Leadership Team (SLT) members,
  - iii. interview members of the teaching staff and groups of learners,
  - iv. hold lesson observations,

- v. hold a final briefing with the SLT.
10. All communication with and observations by the review team are considered on the record and part of the evidence base that underpins the record of outcomes.
11. Following each lesson observation, the teacher is given brief, constructive feedback by the reviewer *only* if this is requested. Teachers are encouraged to take this opportunity and engage in a professional dialogue with the reviewer as it can serve as a means for professional growth.
12. **Lesson Observations**
  - i. The number of lesson observations carried out in schools depends on the number of reviewers.
  - ii. Where possible, the review team selects a stratified sample of teachers to allow for due representation of all levels/years/departments.
  - iii. Observations may or may not last the whole lesson.
  - iv. The reviewer may opt to stop observing a lesson in case of extraordinary circumstances.
  - v. During lesson observations, reviewers refer to a [lesson observation sheet](#) which includes various teaching and learning strategies. Moreover, reviewers:
    - a. Observe the lesson in an unobtrusive manner;
    - b. Observe learners' work;
    - c. Communicate informally with some learners in a way that does not interfere with the learning process.
13. During the external review, reviewers keep a lookout for evident health and safety issues that may be of significant danger to the school community and/or school visitors. These are immediately pointed out to the Head of School.
14. In exceptional cases the review leader, after consultation with the Director DQSE, may decide to extend the One Day external review to two days. In such cases, the review leader explains to the Head of School the reason behind this extension and structures the second day accordingly.
15. At the end of the review, the review leader briefs the Head of School with the main findings of the review and the required actions.

### **C. After the External Review**

16. After the external review, the review team drafts a record of outcomes which includes:
  - a. the objective of the record of outcomes and formation of review team,
  - b. review findings related to the SDP as well as learning, teaching and assessment,
  - c. a way forward for the consideration of the school in its endeavor to register further progress.
17. The draft record of outcomes is emailed to the Head of School within three [3] working days after the review. The Head of School then has two [2] working days to email his/her feedback to the review leader. The review leader, following consultation with the review team, may amend the draft record of outcomes and finalise it accordingly.
18. Within six [6] working days after the review, an email with the record of outcomes is sent to the Head of School, the Head of College Network or equivalent, the Director General Curriculum Lifelong Learning and Employability [DG-CLLE], the Director General Educational Services [DG-DES] (in the case of state schools), the Archbishop's Delegate for Education and the Director for Curriculum and Standards in the Secretariat for Catholic Education (in case of church schools) and equivalent in Independent Schools (if any). No further changes can be made to the record of outcomes from this point onwards.

19. The record of outcomes and any feedback by the Head of School are retained in the DQSE files as internal documents.
20. It is highly recommended that the Head of School discusses the record of outcomes with the Head of College Network or equivalent, with the other SLT members and with the teaching staff.
21. The record of outcomes is to be disseminated in its entirety among all educators. The dissemination with the rest of the school community is at the discretion of the Head of School after consultation with the Head of College Network or equivalent. In exceptional cases, the review leader discusses the dissemination, or otherwise, of the record of outcomes with the Head of School.
22. Up to 3 months after the external review, the review leader holds a post-review meeting with the Head of School where the latter explains how the school has started to or is planning to address the areas for improvement identified in the record of outcomes.
23. The DQSE takes into consideration the outcomes of the One Day external review when deciding the external review model through which the school will be re-evaluated. Reference to the [external review models](#) diagram can be found on the DQSE website.