



Follow Up External Review

Parameters

A. Context

1. Follow up External Reviews aim to validate previous external reviews and evaluate how well schools have addressed the main required actions identified in their previous external review report.
2. The team carrying out the unannounced external review is composed of the Assistant Director within the Directorate for Quality and Standards in Education (DQSE) as well as the review leader and possibly other members of the previous external review team. The Follow Up generally takes place during the scholastic year following the previous External Review. The duration of the Follow Up ranges from a few hours to a full day.
3. The data sources considered during this external review include school documents, interviews, questionnaires, and observations.
4. 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 on the [DQSE site](#).
5. Any DQSE documentation related to the Follow Up External Review may be accessed via the [DQSE site](#).

B. During the external review

6. The school makes available a lockable room that can be used exclusively by the review team. This room needs to have enough space for the team to work in and internet access.
7. As part of the external review evaluation procedure, reviewers:
 - i. hold an interview with the Head of School,
 - ii. review any school documentation which substantiates how the school is addressing or addressed the required actions indicated in the previous External Review report,
 - iii. interview Senior Leadership Team (SLT) members, members of the teaching staff, and groups of learners,
 - iv. hold lesson observations,
 - v. hold a final briefing with the SLT.
8. All communication with and observations by the review team are considered on the record and part of the evidence base that underpins the report. The number of lesson observations carried out depend on the number of reviewers. Observations may or may not last the whole lesson.
9. At the end of the review, the review leader briefs the Head of School and the rest of the SLT with the main findings of the review.

C. After the external review

10. The review team drafts a brief report which includes:

- a. a rationale and an introduction,
 - b. review findings related to each of the main required actions identified in the previous External Review report, including strengths and possibly further required actions.
 - c. Indication whether the school needs further guidance to address the required actions listed in the previous external review report.
11. The draft report is emailed to the Head of School within three [3] working days after the follow up review. The Head of School then has two [2] working days to email his/her feedback to the review leader. The DQSE may amend the report and finalise it accordingly.
 12. Within six [6] working days after the review, the report is emailed 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 report from this point onwards.
 13. The report and any feedback by the Head of School are retained in the DQSE files as internal documents.
 14. It is highly recommended that the Head of School discusses the report with the Head of College Network or equivalent, with the other SLT members and with the teaching staff.
 15. The dissemination of the report 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.
 16. The DQSE takes into consideration the outcomes of the follow up external review when deciding the external review model through which the school will be re-evaluated. Reference to the [external review models](#) can be found on the DQSE website.