

Update: Term 1 2004

DIRECTOR: JENNIFER GALE

PHONE: 62 337066

Welcome to the new school year. The first Update from the Office for Educational Review (OER) for 2004 contains information about a number of OER projects in Term 1, so please check each section for information relevant to your work. This update is also available online at <http://www.education.tas.gov.au/oer/newsletters/default.htm>

Data Management Tips

Contact: Andrew Oakley

Suspensions Information Management System (SIMS)

Users with the relevant VKey role can access SIMS at: <http://suspensions.warehouse.education.tas.gov.au/>

Schools must continue to record all suspensions in SIMS during 2004. Contact OER if you need to change or delete a suspension that you've already entered into SIMS. Contact BSS if you're having trouble accessing or using the system. Note: if you've been having problems accessing SIMS try logging in by typing **schools** in front of your user name (or **eos** for corporate users), and overtype your password if Internet Explorer has "remembered" it.

Drug Related Incidents (DRI) System

Users with the relevant VKey role can access the DRI system at: <http://dri.warehouse.education.tas.gov.au/>

Schools **must** record all drug related incidents in the DRI System regardless of the action taken in response to the incident (ie not only suspension related incidents). See the *Management of Drug Issues and Drug Education in Tasmanian Government Schools and Colleges Policy* at: <http://connections.education.tas.gov.au>

The data recorded in DRI and SIMS indicate that many schools did not fulfil the requirement to record incidents in DRI in 2003, even when suspension resulted (ie approximately 20% of drug related suspensions in 2003 were recorded in DRI). It's **critical** that all schools implement local procedures to make sure all drug related incidents are recorded in DRI in 2004.

Absentee Data

The *Attendance, Participation and Retention of Students at School (Prep to Year 12) Strategic Policy 2003-2006* (see <http://connections.education.tas.gov.au>) requires that schools ensure all student absences in 2004 are recorded accurately in SACS during the school year, including colleges. Data should be maintained on a **regular and timely** basis.

Also see BSS Service Centre *Student Administration* via: <http://www.education.tas.gov.au/admin/servicecentre/> for information on recording suspensions and absences in SACS.

Kindergarten Development Check (KDC)

Contact: Suzanne Pennicott-Jones

Evaluation—2003

Thank you to those who responded to the evaluation survey sent out in Term 3, 2003. Your input was much appreciated. The response overwhelmingly supported the relevant changes to policy, procedure and data entry thus electronic collection of the Kindergarten Development Check will continue as for 2003.

Assessment Dates

Assessment dates have not changed.

First check – to data warehouse by end Term 1.

Second check – to data warehouse by end September.

Please adhere to these dates as analysis is necessary so that the District Support Services can be made aware of students needing support.

Please note: All students should be assessed against the speech and language markers early in the year (before Easter). Students who do not achieve a YES against these indicators must be referred immediately, with parental consent, to the District Speech Pathologist.

Available on the OER internet site at

<http://www.education.tas.gov.au/oer/kindergarten/default.htm> are electronic copies of:

- the manual including the photocopy masters for the 21 critical markers; **and**
- photocopy masters for the original 56 markers

Supporting Resources to Accompany the KDC Critical Markers

The result of this joint project between OER and the University of Tasmania is a document entitled "**Young Children Learning—Support Materials**" which will be available in schools in early March.

Data Workshops

Contact: Andrew Mahoney, Suzanne Pennicott-Jones
Andrew Oakley

The calendar for 2004 Data Workshops is contained on the last page of this Update. If you still wish to enrol, please forward the enrolment form available at <http://staff.education.tas.gov.au/pages/oer/workshops/index.htm> to OER, Administrative Officer, Anne Hart.

Corporate Report

Contact: *Suzanne Pennicott-Jones*

As notified in 2003 the Department will be seeking information to assist in meeting 2004 Commonwealth and State reporting requirements through the Corporate Report.

The format for collecting data for the Corporate Report will be on-line entry. The survey will be live from Monday, 19 April - Friday, 28 May 2004.

Information about 2003 Data Sets and the analysed reports for 2001 and 2002 are available at <http://staff.education.tas.gov.au/pages/oer/corpreport/index.htm>

School Improvement Review (SIR)

Contact: *Andrew Mahoney, Suzanne Pennicott-Jones*

Schools undertaking School Improvement Review should refer to the 2004 SIR Guide and the accompanying calendar for detailed information pertaining to SIR.

Organisational Health Survey

On-line from Monday, 15 March - Friday, 2 April.

BPI Survey

On-line from Monday, 26 April - Friday, 7 May.

Parent Opinion Survey

Conducted 5 April – 30 April

Hard copies due to OER by Monday, 3 May.

Copies of the surveys can be downloaded for professional learning and familiarisation purposes and are available on the OER intranet site at <http://staff.education.tas.gov.au/pages/oer/SIR/index.htm>

The Professional Learning Resource Package

Updates for this package was sent to schools the week beginning 27 January. (Please note: there are no new resources for chapter 9). From the end of February, this resource will be available to download from the OER intranet site at <http://staff.education.tas.gov.au/pages/oer/SIR/index.htm>

Annual Reports

An electronic version of the Annual Report should be forwarded to OER no later than Friday 26 March 2004. (Schools that undertook their review in 2003 do not need to complete an Annual Report) The template available at <http://www.education.tas.gov.au/oer/SIR/SIR2003/annual-report-template.htm>

Performance Indicators in Primary Schools (PIPS)

Contact: *Suzanne Pennicott-Jones*

PIPS Packages containing the 2004 CD Rom and instruction manual is now in schools. **NB:** PIPS password is murdoch.

Assessment Dates

The first assessment period is from **Monday, 16 February until Friday 12 March**. Disks must be forwarded to Carmen Sum-Leggatt in the addressed padded envelope to **WA by Friday 19 March**.

Please ensure that the dates are adhered to as analysis cannot begin until all schools have forwarded their disks. In turn, late returns hold up the delivery of feedback to all schools.

It is often necessary for OER to make quick contact with schools re PIPS so it would be appreciated if the PIPS contact form can be filled in and returned ASAP.

Calibration

Contact: *Heather Jatan*

Calibration is a process that seeks to interrogate the sets of standards attached to the Outcomes of *The Essential Learnings*. The calibration of Maintaining Wellbeing and Inquiry occurred in 2003. By the end of Term 1 this year, a set of tasks, together with exemplars of student performance related to the standards for Maintaining Wellbeing and Inquiry, will be made available to teachers.

The standards of the Being Literate and Being Numerate Outcomes will be calibrated in 2004. A team of teachers will write tasks around these standards, and these tasks will be trialled in a small number of schools around the state in the first half of the year. They will be rated and the results analysed. In third term, another group of schools will participate in the calibration. This process will be followed by the final rating and analysis.

As more of the outcomes are calibrated over future years, there will be a greater range of tasks available for use by teachers for the purposes of quality management of assessment processes.

Monitoring

Contact: *Andrew Smith*

Results of the 2003 Monitoring Program were completed in mid-November 2003 and can be found on OER's intranet site at <http://staff.education.tas.gov.au/pages/oer/monitoring/index.htm>

A minor glitch that occurred previously with high-school Maths and English classes has now been fixed by IMB staff.

A state-wide summary report of the 2003 monitoring program results was completed last year and will be released soon. Results from the 2003 program will be used to calculate National Benchmark and value-added results.

Data workshops to assist schools use and interpret their results will be held on 9th March (South), 10th March (North) and 11th March (North West). Value-added measures will also be explained at these workshops.

OER is particularly grateful to schools for their ongoing cooperation with the monitoring program. In order to reduce the workload on schools during the testing period this year, we intend to have students' names and classes pre-printed on test booklets in Years 3, 5 and 7, as we currently do in Year 9.