

An assessor walk through guide to ICT Mark visit assessment using the NaaceSRF online tool

There are five stages to the process:

Process and stages	Responsibility of	
School applies	School	School Admin
The school request is handled by Naace or the NMSP Org Admin	Naace or NMSP	Naace Office Admin or Org Admin
Stage 1 – assessment by the assessor and reviewing the school's SRF	Assessor	Assessor
Stage 2 – Sending the 'preparation for visit' email	Assessor	Assessor
Stage 3 – recording the assessment visit date, providing the agenda and foci	Assessor	Assessor
Stage 4 – completing the assessor report	Assessor	Assessor
Stage 5 - approval or rejection of a submitted report to Naace	Naace	Naace QA Officer
Submission of assessor's invoice	Assessor	Assessor

Introduction

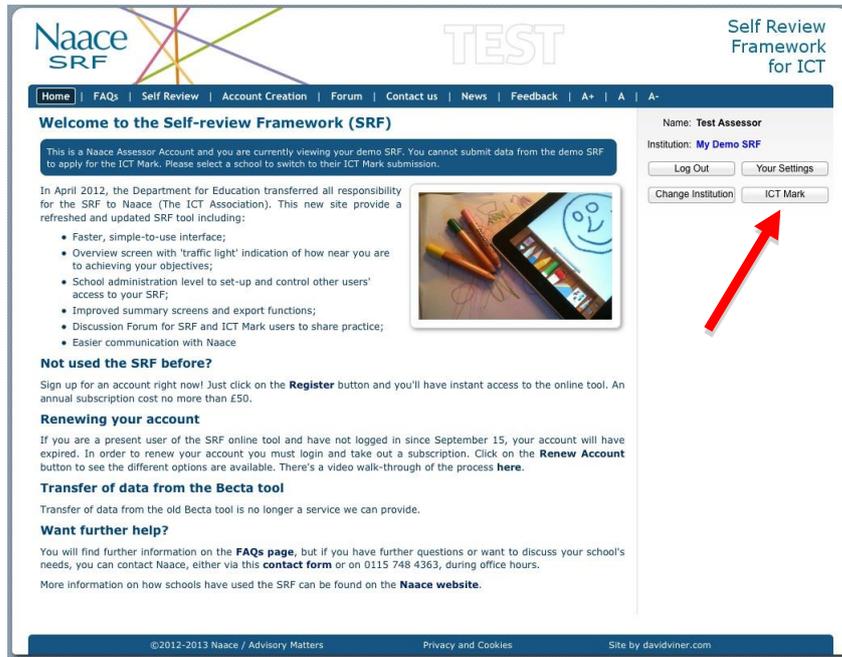
When a school has filled in all aspects at level 2 they can request an ICT Mark assessment. The request can be sent directly to Naace or to a NMSP who is linked with the school. An assessor who has a pre-arranged relationship with a NMSP may receive an invitation to undertake an assessment through that NMSP.

Interaction with the online tool is the same as far as the assessor is concerned, it's only a matter of which organisation pays the assessor.

The assessor receives an email inviting them to assess a school.

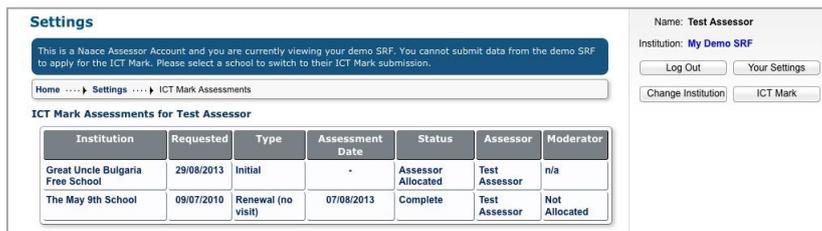
Stage 1 – assessment by the assessor and reviewing the school’s SRF

Having received an invitation to conduct a visit assessment email, the assessor logs onto the Naace SRF site. They have a new button on all screens, ‘ICT Mark’.



By clicking on the ‘ICT Mark’ button, a list of schools they have been allocated is shown.

Note that the system warns the assessor that they are on their ‘Demo SRF’ at the moment.



The screenshot shows the 'Settings' page. At the top, there is a message: 'This is a Naace Assessor Account and you are currently viewing your demo SRF. You cannot submit data from the demo SRF to apply for the ICT Mark. Please select a school to switch to their ICT Mark submission.' Below this, there is a breadcrumb trail: Home >>> Settings >>> ICT Mark Assessments. The main content is a table titled 'ICT Mark Assessments for Test Assessor'.

Institution	Requested	Type	Assessment Date	Status	Assessor	Moderator
Great Uncle Bulgaria Free School	29/08/2013	Initial	-	Assessor Allocated	Test Assessor	n/a
The May 9th School	09/07/2010	Renewal (no visit)	07/08/2013	Complete	Test Assessor	Not Allocated

An assessor switches to the appropriate school’s SRF by clicking on

name of the school (this can also be done through the “Change Institution” button).

Although the next screen shows the template ‘preparation for visit email’ to be sent to the School Admin, the assessor, having switched to the school, needs to click on the ‘Self Review’ top menu item to access the school’s SRF and review its contents.

(We shall look at the ‘preparation for visit email’ as the next stage.)



Naace SRF TEST Self Review Framework for ICT

Home | FAQs | Self Review | Account Creation | Forum | Contact us | News | Feedback | A+ | A | A-

Settings

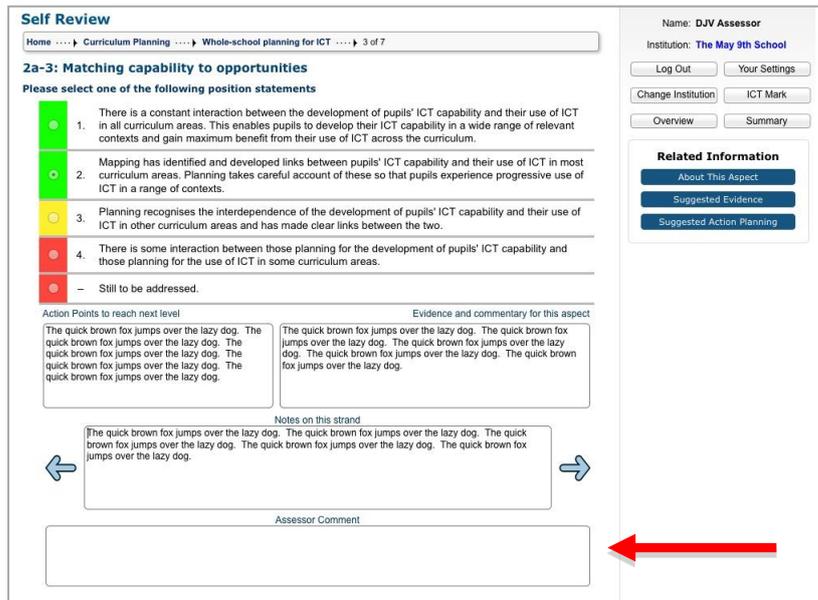
Home >>> Settings >>> ICT Mark Assessments >>> Assessment

Assessment Number	2823/1
Institution	Great Uncle Bulgaria Free School (LW12 7RT)
Status	Assessor Allocated
Type Of Assessment	Initial Assessment
Head Teacher	Madame Chloet (enquiries@advisorymatters.co.uk)
Contact	Miss Adelaide (gareth@advisorymatters.co.uk)
Date Requested	29 Aug, 2013
Visit Details	Within the next 6 weeks
Assessor	Test Assessor

Name: Test Assessor
Institution: Great Uncle Bulgaria Free School

Log Out Your Settings
Change Institution ICT Mark

Drilling down to the aspect, the assessor **may** make comments and suggestions using the assessor comment field. (This is not compulsory and some assessors may not feel the need to provide detailed comments at this level.) The assessor should only use these fields to elucidate points or ask for clarification if necessary.



Self Review

Home >>> Curriculum Planning >>> Whole-school planning for ICT >>> 3 of 7

2a-3: Matching capability to opportunities
Please select one of the following position statements

- There is a constant interaction between the development of pupils' ICT capability and their use of ICT in all curriculum areas. This enables pupils to develop their ICT capability in a wide range of relevant contexts and gain maximum benefit from their use of ICT across the curriculum.
- Mapping has identified and developed links between pupils' ICT capability and their use of ICT in most curriculum areas. Planning takes careful account of these so that pupils experience progressive use of ICT in a range of contexts.
- Planning recognises the interdependence of the development of pupils' ICT capability and their use of ICT in other curriculum areas and has made clear links between the two.
- There is some interaction between those planning for the development of pupils' ICT capability and those planning for the use of ICT in some curriculum areas.
- Still to be addressed.

Action Points to reach next level Evidence and commentary for this aspect

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

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Notes on this strand

The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

Assessor Comment

If comments are made they can be seen by the school administrator. If appropriate they could be summarised in the 'email' he/she will send to the school admin. to prepare the school for the visit **but they are not automatically inserted into that email**. This gives the assessor the flexibility of referring to them or not.

Stage 2 – Sending the ‘preparation for visit email’

Once the assessor has reviewed the SRF of the school he/she uses the ‘preparation for visit email’ template to communicate key information with the school as per the assessor guidelines. To access this again, click on the ‘ICT Mark’ button and the school concerned.

The template email can be used by the assessor to provide key information to the school during the process of negotiation for a visit, by selecting different paragraphs during the process, although the intention is that the norm will be to send one email rather than more.

Please Complete The Initial Contact Email	
Introduction (not editable)	Dear George I have been appointed your assessor for your application for the ICT Mark. As your assessor Naace has given me read-access to your SRF within the online tool.
<input type="checkbox"/> add this paragraph Edit the paragraph to highlight any areas you have concerns about. If you have made comments in the Assessor fields in the school's SRF, say so here.	Looking at your SRF there are a number of issues that need to be resolved before the visit can take place. Following these alterations, can you also let me know when it is best to next review your data in preparation for the visit?
<input type="checkbox"/> add this paragraph Edit the paragraph as appropriate.	Therefore, I would be grateful if you could provide me with some available dates to complete the assessment visit which will take about half a day. Please also provide me with a time to arrive in the morning or afternoon. OR May I propose the DD/MM/YYYY in the morning/afternoon to visit the school? Please provide me with a time to arrive.
Penultimate paragraph (not editable)	Once we have agreed a date and time, I will come back to you with a proposed agenda for the half-day and the foci for the visit based on your SRF, together with a list of documents you cite in your evidence that need to be provided.
Final paragraph	My contact details are ... If you have any questions, please do get in touch.
	Regards DJV DJV Assessor www.naace.co.uk
<input type="button" value="Check Email Before Sending"/>	

This first paragraph covers points you wish to make that may require a revision of the school's SRF before the visit.

The second paragraph enables the assessor to suggest dates for the visit (these could be based on the ‘further comments made by the school in their initial request for assessment.)

Note, the proposed agenda and foci are the subject of a second email.

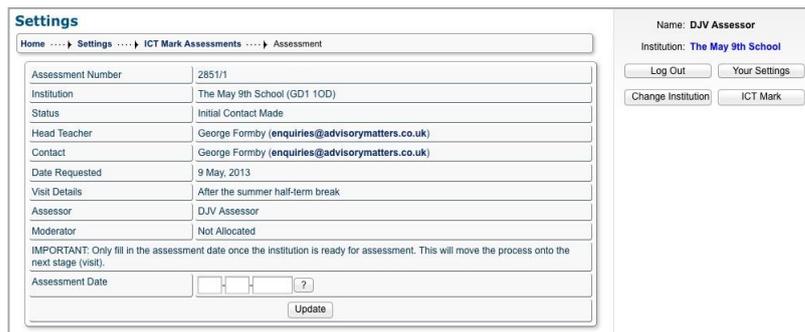
Clicking on the ‘Check Email before Sending’ button allows the assessor to check the text, and return if necessary to edit, before sending the email.

Settings
Home >>> Settings >>> ICT Mark Assessments >>> Assessment
Please read through the email contents to make sure they are correct.
Dear George I have been appointed your assessor for your application for the ICT Mark. As your assessor Naace has given me read-access to your SRF within the online tool. Looking at your SRF there are a number of issues that need to be resolved before the visit can take place. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam luctus felis non erat tincidunt pellentesque sed id purus. Vivamus imperdiet massa ut arcu tristique consequat. Aliquam eget blandit velit. Donec enim enim, faucibus nec accumsan tempus, vulputate nec mauris. Sed feugiat orci sit amet magna dignissim pulvinar. Suspendisse nec nisi eu felis adipiscing aliquam at id sem. Praesent posuere nibh ac ipsum ultrices condimentum. Phasellus non nibh id urna gravida porta. Quisque ut eros massa. Following these alterations, can you also let me know when it is best to next review your data in preparation for the visit? Therefore, I would be grateful if you could provide me with some available dates to complete the assessment visit which will take about half a day. Please also provide me with a time to arrive in the morning or afternoon. Once we have agreed a date and time, I will come back to you with a proposed agenda for the half-day and the foci for the visit based on your SRF, together with a list of documents you cite in your evidence that need to be provided. My contact details are ... DJV erwq@eved.com 0202 135678 If you have any questions, please do get in touch. Regards DJV DJV Assessor www.naace.co.uk
<input type="button" value="Send Email"/>
<input type="button" value="Return To Edit Email"/>

Stage 3 – recording the assessment visit date, providing the agenda and foci

3a – recording the assessment date

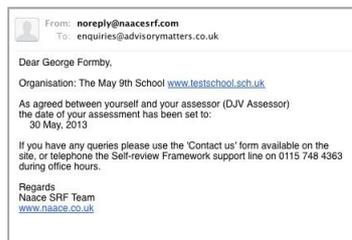
Assuming that the assessor and school agree a date via email, the assessor must record the agreed date on the system. To do this he/she should return to the 'ICT Mark' screen found under the button of the same name. (Note on the screen the status has changed to 'Initial contact made'.)



The assessor should not complete this screen by filling in the assessment date unless he/she has deemed the school is ready,

as this moves the process on to creating the proposed agenda and providing the foci.

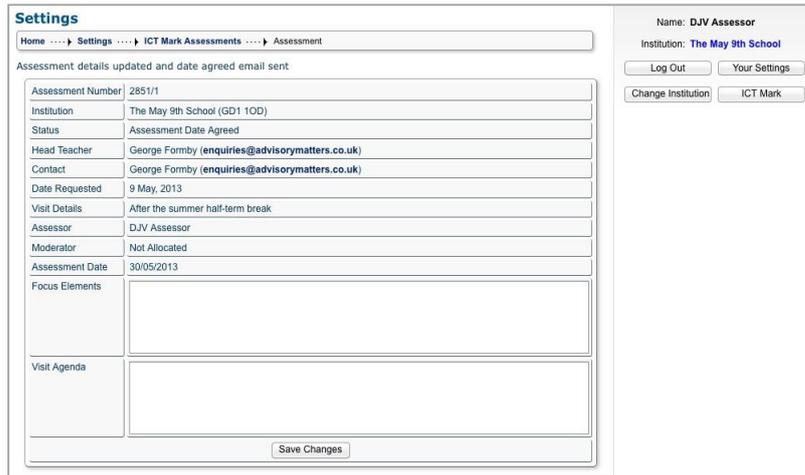
To move that process on, the assessor fills in the date and updates the record. An email from Naace is sent to the school confirming the visit date:



Note: The NMSP or Naace administration team can remove or update the assessment date. If the school gets in touch with the assessor and requests another date, the assessor should contact the NMSP Org Admin or Naace office. They can remove the date so you can re-negotiate it, or update it manually for you. It is important that the date is correct as it determines the rest of the process.

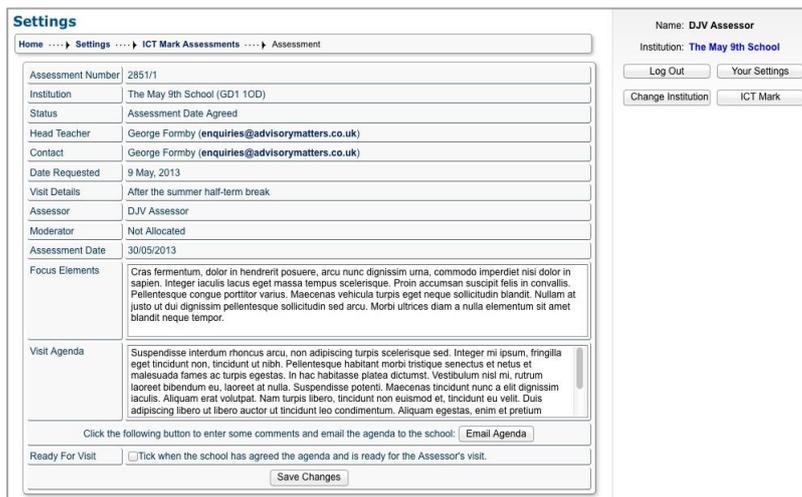
3b – providing the foci and proposed agenda

Clicking the 'Update' button, provides a screen to provide the foci and proposed agenda for the visit. Guidance on this is found in the ICT Mark assessor guidance document.



Clicking on 'Save Changes' will save the text entered, although it can still be edited before being sent to the school.

The changed screen is shown below:



- Clicking on 'Save Changes' will simply save any changes the assessor has made to the text fields.
- Clicking on 'Email Agenda' will provide an email with the agenda, foci and allow some comment text to be added – it can be reviewed before sending using the 'Back' button. See:

Settings

Home >>> Settings >>> ICT Mark Assessments >>> Assessment

The institution will be emailed the following comments along with the current focus and visit details and a summary of their SRF.

Assessment Number	2851/1
Institution	The May 9th School
Comments	Duis eget mauris magna, eu suscipit arcu. Praesent tellus eros, tempus et ullamcorper quis, elementum ac nisi. Suspendisse nec lorem eget nibh sagittis aliquam sed quis magna. Nullam vulputate odio ut nisi. In hac habitasse platea dictumst. Vestibulum nisi mi, rutrum laoreet bibendum eu, laoreet at nulla. Suspendisse potenti. Maecenas tincidunt nunc a elit dignissim iaculis. Aliquam erat volutpat. Nam turpis libero, tincidunt non euismod et, tincidunt eu velit. Duis adipiscing libero ut libero auctor ut tincidunt leo condimentum. Aliquam egestas, enim et pretium pretium, quam sem pellentesque libero, eu commodo sapien odio non sem. Suspendisse adipiscing, nisi at congue vulputate, nisi dolor placerat ipsum, a dignissim massa nulla at arcu. In pellentesque tempus ligula, id ornare nunc ultrices bibendum. Nullam ornare ipsum et sapien tristique euismod.
Focus Elements	Cras fermentum, dolor in hendrerit posuere, arcu nunc dignissim urna, commodo imperdiet nisi dolor in sapien. Integer iaculis lacus eget massa tempus scelerisque. Proin accumsan suscipit felis in convallis. Pellentesque congue porttitor varius. Maecenas vehicula turpis eget neque sollicitudin blandit. Nullam at justo ut dui dignissim pellentesque sollicitudin sed arcu. Morbi ultrices diam a nulla elementum sit amet blandit neque tempor.
Visit Agenda	Suspendisse interdum rhoncus arcu, non adipiscing turpis scelerisque sed. Integer mi ipsum, fringilla eget tincidunt non, tincidunt ut nibh. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In hac habitasse platea dictumst. Vestibulum nisi mi, rutrum laoreet bibendum eu, laoreet at nulla. Suspendisse potenti. Maecenas tincidunt nunc a elit dignissim iaculis. Aliquam erat volutpat. Nam turpis libero, tincidunt non euismod et, tincidunt eu velit. Duis adipiscing libero ut libero auctor ut tincidunt leo condimentum. Aliquam egestas, enim et pretium pretium, quam sem pellentesque libero, eu commodo sapien odio non sem. Suspendisse adipiscing, nisi at congue vulputate, nisi dolor placerat ipsum, a dignissim massa nulla at arcu. In pellentesque tempus ligula, id ornare nunc ultrices bibendum. Nullam ornare ipsum et sapien tristique euismod.

Name: DJV Assessor
Institution: The May 9th School

Log Out Your Settings
Change Institution ICT Mark

Send Message Back

Provided the assessor is happy, clicking 'Send Message' will send the email to the School Admin.

Note: ONLY when the agenda has been agreed should the assessor tick the 'Ready for Visit' box, as this finalises all processes BEFORE the visit. For example, the school cannot alter their SRF text or statements. Clicking on 'Save Changes' WHEN 'Ready for Visit' box is ticked, carries out this act.

Stage 4 – After the visit: completing the assessor report

The assessor has made his/her visit and is now ready to complete the report. He or she logs in and clicks on the 'ICT Mark' button, which lists all the schools allocated to him/her.

Assessment Number	2851/1
Institution	The May 9th School (GD1 10D)
Status	Ready For Visit
Head Teacher	George Formby (enquiries@advisorymatters.co.uk)
Contact	George Formby (enquiries@advisorymatters.co.uk)
Date Requested	9 May, 2013
Visit Details	After the summer half-term break
Assessor	D/V Assessor
Moderator	Not Allocated
Focus Elements	Cras fermentum, dolor in hendrerit posuere, arcu nunc dignissim urna, commodo imperdiet nisi dolor in sapien. Integer iaculis lacus eget massa tempus scelerisque. Proin accumsan suscipit felis in convallis. Pellentesque congue portitor varius. Maecenas vehicula turpis eget neque sollicitudin blandit. Nullam at justo ut dui dignissim pellentesque sollicitudin sed arcu. Morbi ultrices diam a nulla elementum sit amet blandit neque tempor.
Visit Agenda	Suspendisse interdum rhoncus arcu, non adipiscing turpis scelerisque sed. Integer mi ipsum, fringilla eget tincidunt non, tincidunt ut nibh. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In hac habitasse platea dictumst. Vestibulum nisi mi, tulum laoreet bibendum eu, laoreet at nulla. Suspendisse potenti. Maecenas tincidunt nunc a elit dignissim iaculis. Aliquam erat volutpat. Nam turpis libero, tincidunt non euismod et, tincidunt eu velit. Duis adipiscing libero ut libero auctor ut tincidunt leo condimentum. Aliquam egestas, enim et pretium pretium, quam sem pellentesque libero, eu commodo sapien odio non sem. Suspendisse adipiscing, nisi at congue vulputate, nisi dolor placerat ipsum, a dignissim massa nulla at orci. In pellentesque tempus ligula, id ornare nunc ultrices bibendum. Nullam ornare ipsum et sapien tristique euismod.
Assessment Date	13/05/2013
Visit	<input type="checkbox"/> Tick when the visit has been done
<input type="button" value="Update"/>	

Then he/she clicks on the name of the school that the report has to be written for.

The assessor needs to 'tick' the 'Tick when the visit has been done' box and then the update button.

Commentary On Assessment	
<p>1. Vision, leadership and organisational management</p> <ul style="list-style-type: none"> Is ICT embedded in the school vision and consistent with wider aims and aspirations? Is there an agreed whole school approach to the use of ICT in learning and teaching? Are there sustainable strategies, actions and professional development involving all staff? Is there an understanding of the access and equity issues for extending learning beyond the school? Safeguarding: Are all children, parents and staff applying the school's AUP? Are they aware of the risks, issues and procedures relating to e-safety? (Response required - but can be covered in any section as appropriate) 	
<p>2. Provision of ICT, quality and range</p> <ul style="list-style-type: none"> How is pupil ICT capability assessed and recorded across the school? Is the use of ICT systematically planned and delivered across all subjects where appropriate? How has technology been used to meet the needs of gifted and special needs pupils? Where has ICT been used to reflect the school's vision? How has ICT been used to engage parents with communication? How is effective technical support provided? 	
<p>3. Demonstrating impact on learning and teaching</p> <ul style="list-style-type: none"> How is effective practice evaluated and shared by staff? What areas of development have the school identified? Where does the school believe ICT has had the greatest impact? Does the school have data that demonstrates that disadvantaged/gifted pupils make appropriate progress in ICT? Are pupils aware of key issues in using web-based information and resources? 	
Further Development	
<p>Guidance for assessors All schools will have both areas of strength and areas for further development: this area of the form is very important to schools. There are likely to be several items for each section below - the areas for development are not weaknesses but provide clear and detailed direction for schools embarking on the next three years of their development. Please provide specific, context related guidance.</p>	
<p>Areas of strength/outstanding practice within the context of the self-review framework:</p>	
<p>The future: Possible areas for development and further progression within the context of the Self-review Framework. These should not be considered as weaknesses, but constitute an important contribution to planning for the future.</p>	
<p>Assessor Recommendation: <input type="button" value="Not selected"/></p>	
<p><input type="checkbox"/> Only tick this box once you have fully completed the above commentary and selected a recommendation. The assessment will then be available to Naace for review and approval.</p>	
<input type="button" value="Update"/>	

Additional boxes now appear allowing the assessor to complete the report. Advice on completing the assessor report can be found in the ICT Mark assessor guidance document.

As with previous screens, the "Update" button will save the text for later review. **Only when the assessor is ready to complete should the tick-box at the bottom be ticked** since this sends the report to Naace.

After the report has been sent to Naace it cannot be edited by the assessor.



Stage 5 - Approval or rejection of a submitted report to Naace

The Naace officer can comment on the report, and approves or rejects it.

Rejection

If a report is rejected, the status of the assessment is returned to 'Post visit'. This enables the assessor to edit the report and submit it again once they have read the comments by Naace. Naace will contact you if your report is rejected.

Approval

Once the report is approved, an email is sent to the school informing them that they have the ICT Mark. You will be contacted by Naace so that you can submit your invoice to them, or if appropriate, to the NMSP you are working for.