



## **FAMT&L**

### **FORMATIVE ASSESSMENT IN MATHEMATICS FOR TEACHING AND LEARNING**

*Work Package 6 – Assessment of pilot training courses and Quality Assurance*

#### **Deliverable D6.1: Integral Quality Assurance and Quality plan (QA Plan)**

Start date of project: 01/12/2013

Duration: 36 months

Lead organisation for this deliverable: **InHolland**

<b>Deliverable number</b>	D6.1		
<b>Title</b>	Integral Quality Assurance and Quality plan (QA Plan)		
<b>Type of outputs / products / results</b>	Report		
<b>Delivery date</b>	M3 (Jan 2014)	<b>Dissemination level</b>	<input checked="" type="checkbox"/> Public <input type="checkbox"/> Restricted to other programme participants (including Commission services and project reviewers) <input type="checkbox"/> Confidential, only for members of the consortium (including EACEA and Commission services and project reviewers)
<b>Nature</b>	<input checked="" type="checkbox"/> Report <input type="checkbox"/> Service / Product <input type="checkbox"/> Demonstrator / Prototype <input type="checkbox"/> Event <input type="checkbox"/> Other		
<b>Language versions</b>	English		
<b>Target languages</b>	English		
<b>Description</b> (limit 1000 characters)			
<p>This is the plan on the basis of which the internal quality manager sets to work. The plan defines criteria for the evaluation and the quality assurance of the project, including the steps to be taken to link the project's outcomes to the associated schools (preliminary implementation) before final exploitation can take place. The QA Plan (in conjunction with interim reports) will be used to evaluate overall project and individual WP activities to enable continuous improvement with the option of adjusting testing, research and education/training activities. Quality assurance is linked to the formulation of standards for the development of the project's outcomes and a qualitatively assured roadmap for certification of the project's outcomes in teacher-training and further training programmes. The Final QA Report documents project achievements based on established output indicators and offers recommendations based on the "Lessons Learned".</p>			

*The FAMT&L (Formative Assessment in Mathematics for Teaching and Learning) project has been funded under the Lifelong Learning program. This publication reflects the views only of the author(s), and the Commission cannot be held responsible for any use that may be made of the information contained therein.*

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## 1. Introduction

The Integral Quality Assurance & Evaluation Plan consists of procedures, criteria and resources for monitoring and internal and/or external evaluation - including quality control and testing. It also covers monitoring of interim and final results with regard to the needs of the target group(s) and sector(s) and of the potential end-users.

The Integral Quality Assurance & Evaluation Plan consists of three interlinked modules: quality-plan, national stakeholder meetings and external quality evaluation.

In the kick-off meeting in February 2014, this plan with its modules and products was presented, debated, adapted and confirmed.

## 2. Scope

The aim of the Quality Assurance and Evaluation Plan is to deliver clarification and guidance to procedures and criteria used to quantify and qualify the project as a whole and the work packages' efficiency separately.

The monitoring and evaluation are tools for partnership support and quality assurance. The philosophy of evaluation is participatory, seeking the active involvement of all stakeholders. The evaluation aims to give guidance to the project partners for possible adjustments in the implementation of tasks.

Quality means:

1. Do what you promised (*compliance with application*)
2. Meet the requirements (*users needs & expectations*)
3. Fitness for use, not perfection (*suitability, usability*)
4. everything that can be improved:
  - a. Evaluate products, outcomes and results
  - b. Evaluate processes and procedures

### 3. Formative objectives.

The formative objective is by using the PDCA-circle (Demming) to monitor the program implementation and results, as a support to continuously improve the products and process.

It gives tangible and objective measures of the performance and uses a set of indicators. They define the target level, which will correspond to the objective of the programme.

- *Resource indicators* refers to the budget allocated, *financial* are used to monitor annual progress of commitments and payments (e.g. Interim financial report)
- *Output indicators* refers to the activities (e.g. preparation of National statements)
- *Result indicators* (e.g. evaluation of a meeting)
- *Impact indicators* refer to the consequences of the programme. We will consider the impact occurring soon after the pilot course and after the International meeting at the end of the project.

### 4. Summative evaluation (internal audit)

Previous to the presentation of the interim and final report, an internal audit will check if the main results, recommendations and statistical data obtained during the project, and the main administrative and financial details on the projects' progress agree with the project requirements.

The output of the summative evaluation is used for reporting to the EC and used therefore as guide the LLP final report assessment sheet.

The aim of internal assessment is to provide the partnership with internal evaluation tools of its activities and facilitate the partners in controlling and monitoring each step of the project.

Each partner has to fulfill and deliver the following reports, at the end of every trimester. All the documents have to be delivered to the Project coordinator.

The reports are:

- *Valorisation activity form* deals with all valorisation activities e.g.: presentation, conference, publication, information about the project on website, meetings, and others.
- *Progress reports* enumerate the activities carried out by each organization, referring the monitored period.

## 5. Evaluation Methods

In the evaluation a mixed method of combining quantitative and qualitative data is used. The tools used for that are:

- Survey questionnaires
- Interviews (in-depth; during project meetings and by telephone/Skype)
- Documents Study (Validation model, project reports, minutes, newsletters, leaflet, e-communication between partners, material developed for the project, etc.),
- Observation (during project meetings, Workshops/Conferences)
- Statistics like: number of stakeholder groups per country? How many persons applied to attend the learning community? How many persons participated? How many persons took part in the national stakeholders meeting? Target respondents: partners, participants.

## QUALITY PLAN

The Quality Management of the project is formulated and focused in the Quality Plan (QA Plan) that defines the procedures, resources and strategies for:

- describing the expectations of the project partners at the start of the project,
- recording the progress of the project's proceedings,
- assessing the fulfillment of schedules and targets,
- identifying problems in the operation of the partnership,
- producing evaluation reports and peer reviews,
- sustainable anchoring of the project's outcomes in the VAE-arena amongst the professionals groups,
- safeguarding a quality-steered embedding of the outcomes of the project.

The QA Plan identifies mechanisms for each WP to adjust work programmes, methodological approaches or even organizational agreements to bring it into compliance. Key indicators are identified to permit work methodology, interim results, outputs, and outcomes to be monitored, evaluated and controlled.

Measurements and indicators at different levels of evaluation (ex-ante, in-itinere & ex-post) relate to key success factors, be measurable, and be actionable using Deming Cycle methodology (PDCA).

The plan is based on criteria which will be quantified on a regular basis; and on qualitative criteria which will assess the internal sustainability of the partnership and the project results. The quantitative criteria are based on the deliverables to be produced and the quantity that goes with each deliverable. The qualitative criteria concern the quality of the deliverables, the communication in the partnership and the valorization of the deliverables.

Products:

<b>Deliverable nr.</b>	<b>Short description of result</b>	<b>Deadline</b>
D6.1	Integral Quality Assurance Plan (this report)	01-03-2014
D6.2	Evaluation reports & peer reviews	
	1 <sup>st</sup> evaluation of project progress	Oct. 2014
	2 <sup>nd</sup> evaluation of project progress	Sept 2015
	3 <sup>rd</sup> evaluation of project progress	June 2016
D6.3	Report on 1 <sup>st</sup> and 2 <sup>nd</sup> analysis implementation	30-06-2016



# Annex 1: Quality indicators which are used by the Contracting Authority's Evaluators

## 1. Objectives, results and products

- Are all planned **project outcomes / results** available and are they **in accordance with aims and objectives** as declared in the original application or as officially amended?

## 2. Coherence between work program and activities carried out to date

- Have the planned **activities** been implemented *in accordance with the project's work programme* as declared in the original application, or as officially amended, and have any variations been adequately justified?
- Does the deliverable answer to the objectives? Is this delivered within time and cost limits?
- Did the partners produce their part?

## 3. Partnership

- Are there clear indications of a real and **effective** partnership?
- Are there significant changes in the partnership when compared with the application?
- If so, are such **changes justified**?

## 4. Management

- How was the project managed?
- Have any variation from original plans been adequately **justified**?

## 5. Financial management

- Is the expenditure appropriate and in line with the approved **Work programme**?
- Is the expenditure appropriate and in line with the **project's activities as described** in the Final Report?
- Is the expenditure in line with the level of **project's implementation** ("best value for money" principle)?

## 6. Evaluation and/or quality assurance

- How well was the project's strategy for evaluation implemented?
- Have the quality procedures been followed (external QA, SAB, PAB, etc.)
- Were there significant changes compared to the original application?

## 7. Dissemination

- How **effectively did the project carry out** its plan for dissemination?
- What is the **quality** of the dissemination activities?