Final Report of Project	**Project No. : 2013/0347**

Part A

Project Title: _Use of New Technology for Teacher Appraisal and Enhancing Self-evaluation_

Name of Organization/School: _HKTA TANG HIN MEMORIAL SECONDARY SCHOOL_

Project Period: From _11/2014_ *(month/year)* to _10/2015_ *(month/year)*

Part B

Please read the **Guidelines to Completion of Final Report of Quality Education Fund Projects** *before completing this part of the report.*

Please use separate A4-size sheets to provide an overall report with regard to the following aspects:

1. Attainment of objectives
2. Project impact on learning effectiveness, professional development and school development
3. Cost-effectiveness – a self-evaluation against clear indicators and measures
4. Deliverables and modes of dissemination; responses to dissemination
5. Activity list
6. Difficulties encountered and solutions adopted

Name of Project Leader: _____   Name of Grantee*: _____

Signature: _____   Signature: _____

Date: 30/01/2016   Date: 30/01/2016

* Final Report of Project should be submitted via "Electronic Project Management System" (EPMS). Once submitted, these reports are regarded as already endorsed by the supervisor of the school/the head of the organization or the one who signed the Quality Education Fund Agreement for allocation of grant on behalf of the organization.

Final Report of Project	Project No. : 2013/0347

Part B

1. Attainment of Objectives

Objective statement	Activities related to the objective	Extent of attainment of the objective	Evidence or indicators of having achieved the objective	Reasons for not being able to achieve the objective, if applicable
To improve teacher appraisal system and enhance self-evaluation by reducing teachers administrative work.	Evaluate the current appraisal system and set out areas to simplified and improve. Develop an online platform for data entry	Fully achieved	System-wide evaluation meetings were held in Executive Meetings and IMC meetings. An online platform was developed.	
Collected digitized data shall be used to help teachers improve and help school's long-term sustainable development.	Include staff self-evaluation in the appraisal system	Fully achieved	Staff self-evaluation was set-up in the online platform.	

2. Project Impact on

Enhance school management / leadership and teachers' professional development

The appraisal system was developed on an online platform. This could help teachers evaluate by viewing their own past appraisal remarks and past teaching records. This also enabled subject panels and administrative unit heads to review and monitor staff development progress. Upper management could also search and compare staff appraisal records. These, with future data collection, could lead to more sustainable school development.

3. Cost-effectiveness

Please refer to appendix 1 for the 'Budget Checklist'

A full time project coordinator was employed to coordinate the schedule of work and implementation of the system. The online appraisal system could be further improved, extended and used in the school in future. Therefore, the work done in the project could be considered highly sustainable and the resource could be utilized in future. However, the system may not be easily transferred to other schools directly. Some system parameters were defined to fit for school's needs and might contain personal data / privacy.
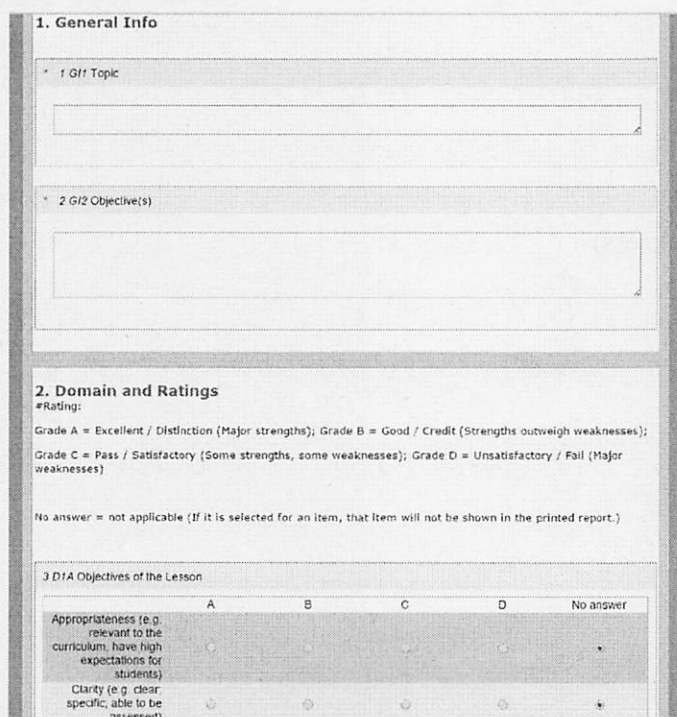
4. Deliverables and Modes of Dissemination

Item description (e.g. type, title, quantity, etc.)	Evaluation of the quality and dissemination value of the item	Dissemination activities conducted (e.g. mode, date, etc.) and responses	Is it worthwhile and feasible for the item to be widely disseminated by the QEF? If yes, please suggest the mode(s) of dissemination.
Various appraisal / evaluation forms	The appraisal system forms were fine-tuned for school's needs.	The system could be demonstrated among schools of the same sponsoring body.	No
An online appraisal system	The appraisal system developed could run smoothly on different platforms.	The system could be demonstrated among schools of the same sponsoring body.	No

The following images show some screenshots and contents of some parts of the system:

Lesson Observation

1. General Info
2. Domain and Ratings (separated in 5 domains)
3. Overall Results

Inspection of Exercise books

1. Amount of homework
2. Quality of exercises

3. Marking

4. Performance of students

5. Overall Comments/ Suggestions for improvement

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1. Amount of homework

1 A1 Frequency / List of homework
Please upload at must one file

Upload files

❓ Please upload a word document / PDF / image.

2 A2 Scheduled / Actual frequency
Only numbers may be entered in these fields.

Scheduled frequency [   ]
Actual frequency [   ]

3 A3

	Very Good	Above Average	Satisfactory	Below Average	No answer
Amount of homework each time	○	○	○	○	●
Date of assignment equally spanned	○	○	○	○	●

4 A4 Remarks

[   ]

Assessment of Appraisee's Teaching Performance

1. General Info

2. Additional Information

3. General Remarks on the Appraisee (e.g. Strength / Weakness)

4. Record of Performance Appraisal Interview

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1. General Info

1 GI1

	1	2	3	4	5	No answer
Classroom teaching (a) Objectives of Lesson	○	○	○	○	○	●
Classroom teaching (b) Content of Lesson	○	○	○	○	○	●
Classroom teaching (c) Teaching Methods	○	○	○	○	○	●
Classroom teaching (d) Student Outcomes	○	○	○	○	○	●
Classroom teaching (e) General Comment	○	○	○	○	○	●
Setting of Exercise, Quizzes, Tests and Exam papers	○	○	○	○	○	●
Marking of Exercise Books	○	○	○	○	○	●
Project Work	○	○	○	○	○	●
Involvement in Co-curricular activities	○	○	○	○	○	●
Relationship with Students	○	○	○	○	○	●
Relationship with Other Panel Members	○	○	○	○	○	●
Readiness to take up Responsibility	○	○	○	○	○	●
Language Proficiency (EMI)	○	○	○	○	○	●

❓ (Key : 5 – Highest Score   3 – Mediocre   1 – Lowest Score)

2 GI2 Remarks

[   ]

This form/guidelines can be downloaded from the QEF webpage at http://qef.org.hk.

Since the system was developed using open source programming tools and resources, the system could be further extended and developed as long as there exists a capable personnel.

5. Activity List

Activity	Descriptions	Remarks
Employment of project coordinator	A project coordinator was employed at the beginning of the project.	The budget for a post who could manage the project and develop the system was too low.
Review current appraisal and self-evaluation system	Some meetings were held in Executive Committee (EC) Meetings and IMC meetings on school appraisal system.	EC members and School managers involved in giving comments and suggestions.
System development	Programs were written. Some online resources were adopted.	Since the project coordinator could not understand the needs clearly, the project leader was also involved in the system development process.

6. Difficulties Encountered and Solutions Adopted

Since the budget was too low for employing a more programming-capable personnel, system development process was not easy. The project leader also involved in system development and coding tasks.

Appendix 1

Budget Checklist

Budget Items *(Based on Schedule II of Agreement)*	Approved Budget (a)	Actual Expense (b)	Change [(b)-(a)]/(a) +/- %
Staff Cost	$144,900	$144,900	0.0%
General expenses	$5,000	$5,000	0.0%