



Road Map for Planning Peer Reviews

Steps in Planning Peer Reviews	
Periods	
Orientation Period	<p>Internal communication & support</p> <ul style="list-style-type: none"> • Internal Orientation on focus for feedback goals (which elements of quality assurance); or: what do want to improve • Which divisions should take part (Primary/Secondary etc.) • Start & set up in the organization • Who coordinates the project & who is responsible • Facilitate project leader (time, support) • Internal communicate of goals/objectives • How many inspectors/staff / how many school visits <p>Set up Peer Review</p> <ul style="list-style-type: none"> • Which country to exchange with • Which country to start the Peer review – make contact • Which period(s) in which year(s)
Preparation period	<ul style="list-style-type: none"> • Communication with Peer Country: practical issues (where, when, who is involved) • Which quality aspect of school investigations • Focus on goals/objectives • Develop PR-instrument: screening list/ check list gathering Peer Review data • Develop format for feedback report • Information meeting between participating country(ies) to set dates, objectives/goals, formats, exchange of frameworks • Inform schools & usual preparation for the school visits • Set up SharePoint (f.i. Dropbox) for mutual exchanging documents • Make Teams around schools (which inspectors & which peers) • Share all school information needed for visit • Exchange/present (characteristics of) frameworks • Exchange criteria for judgments (receiving country) • Exchange schedules for school visits • Share school documents • Plan & organize the feedback session: all teams together • Logistics: travel, hotels, meeting points
School Visits Period	<ul style="list-style-type: none"> • Last briefing before start between receiving/visiting country • Carry out the school visits • Investigate & communicate, speak out aloud decisions for judging Indicators and quality aspects • Final feedback session to school • Give informal feedback (between Peers) • Communicate within the own inspectorate (for internal support)
Feedback period	<ul style="list-style-type: none"> • Write report Peer review: stars and points for improvement • Share report in feedback session between both countries • Publish and discuss the results within the own inspectorates • Evaluate the process of Peer Review & improve • Plan next shadow visits • Prepare next period
Evaluation & implement improvements	<ul style="list-style-type: none"> • Which points for improvement in the own inspection procedures? • Internal discussion on improvements • Follow up(s)