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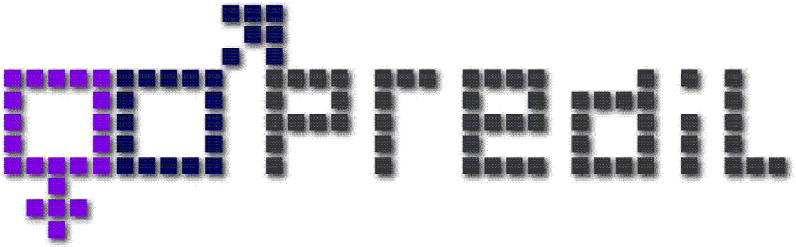

PREDIL

Promoting Equality in Digital Literacy

Project Number: 141967-LLP-1-2008-GR-COMENIUS-CMP

EXTERNAL QUALITY ASSURANCE PLAN

Deliverable

With the support of the Lifelong Learning Programme of the European Union

Work Package:	2
Authors:	Roni Aviram Center for Futurism in Education, Ben-Gurion University
Task Responsible:	Universtität der Bundeswehr München (UniBw)
Contributors:	All partners (aconyms): FORTH/IACM, UPD, University of Durham, UB, UITM, CU
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Project coordinator:	Kathy Kikis-Papadakis, FORTH/IACM
Project coordinator email address	katerina@iacm.forth.gr
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SUMMARY

This document outlines the plan for an external quality assurance of the PREDIL project, to be focused on the project's main outputs.

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1 PREDIL project objectives

The PREDIL project aims to address the gender imbalance in the uptake of ICT-related careers. This is to be achieved by pursuing the following tasks:

- analyzing the practice-related roots of this imbalance on the educational level
- developing a pedagogical strategy supported by a set of tools (Best Practice Guidelines) for in-service teachers of upper secondary education
- localizing the tools for 20 European contexts
- developing a resource library

The project's research and validation activities will facilitate a European network which is to evolve into a community of practice on gender and ICT. It will also organize an international conference on gender and ICT as part of its dissemination activities.

2 QA objectives

The quality assurance plan defines the criteria for monitoring the progress of specific project processes and the quality of the corresponding outputs in light of the objectives set by the project and general quality assurance considerations. Specifically, it will focus on the envisioned short term impact of the outputs: reaching a wide audience of secondary level teachers across Europe who use technology in their classrooms, and through them a wider range of students.

By proposing quality parameters, the QA plan itself, as well as the QA reports, will feed both the project's work process and the project's internal evaluation procedures. The concluding reports will also serve consortium partners in planning and executing offshoot projects in the future.

3 QA scope

The two project outputs which will be addressed by the quality assurance process are:

- the Best Practice Guidelines
- the International Conference

The rationale for this choice is that they are the primary impact generating project outputs.

4 QA process

The review of the two project outputs will result with two separate reports. The conference will be reviewed in 2 phases: review of the conference itself, and of the conference documentation (final report and related materials to the extent that they exist).

4.1 Review of Best Practice Guidelines deliverable

The review will analyze the deliverable in light of the following criteria:

- *Methodology:*
  - Is the methodology used for defining the guidelines stated?
  - Is it appropriate for this task?
- *Relevance:*
  - Are the proposed guidelines addressing the project's objectives?
- *Links to findings:*
  - Are the guidelines addressing the problems located in the research phase?
  - Do they follow the directions proposed in the research deliverables?
  - Is the change they induce designed such that it will also impact students?
- *Feasibility:*
  - Are the proposed practices likely to be used in European classrooms (at least in theory)?
  - Do they contain elements that can convince teachers to use them?
  - What kind and how much training will be needed to support their incorporation into classroom practices?
- *Suitability:*
  - Are the guidelines appropriate (in terms of language etc.) for the target audience – secondary level teachers who use technology in their classrooms?
- *Usability:*
  - Are the clarity and especially the operationalization of the guidelines mature enough for classroom execution?
  - Is the length right for the teachers?
  - Is the structure right?
  - Do the guidelines provide practical tools?
  - Are they appropriate for uptake in today's classroom?
  - Are there specific guidelines for teacher training?

4.2 Review of International Conference

The review will analyze the conference in light of the following criteria:

- *Vision:*
  - Has clear rationale, objectives and expected impact been defined to guide conference planning?
  - Which project outputs should the conference focus on (best practice guidelines, research findings and methodologies, etc.)?
- *Audience:*
  - Have the target groups (e.g. teachers, teacher in-service training professionals, policy makers, academicians, etc.) been clearly defined?
  - Do they support the conference vision?
- *Content:*
  - Has the conference structure, the types of presentations (more or less academic in orientation, etc.) and the proposal review process been clearly outlined?
  - Do they support the vision?
  - Are they suitable for the desired audience?

- *Preparations:*
  - Has there been a call for paper proposals?
  - Did it reflect the vision?
  - Was it publicized in line with the desired impact?
  - Were there supporting publicity materials and activities?
- *Execution:*
  - Was the conference well organized?
  - Were there technical obstacles that impeded the conference flow?
  - Has it met the objectives set by the consortium?
- *Dissemination of outputs:*
  - Is there a plan for conference proceedings to be published?
  - Or a publication of papers or presentations on a dedicated website (possibly within the PREDIL portal)?
- *Impact:*
  - Did the conference draw the desired audience?
  - Was it utilized to present the project ŝ outputs?
  - Has it created an impact beyond the attendees?

The review method will include analysis of documents relating to the conference, and observations during the event itself.

4.3 Internal evaluation

Internal project evaluation is carried out by Universität der Bundeswehr München based on a questionnaire which will be reported by each of the consortium ŝ partners every six months (see Annex I), and a summative evaluation report. As such, the evaluation is geared for identifying and handling ongoing problems in project execution (by helping the project ŝ decision process, refinement of goals, etc.). The evaluation relies on the above set criteria.

5 QA Schedule

	Report	Date
1.	Quality Assurance Plan	31 May, 2009
2.	Evaluation report of the Best Practice Guidelines	30 August, 2010
3.	Evaluation report of the International Conference	30 October, 2010

6 Annex I: Internal Evaluation Questions[1]

1. Work activity

- Describe briefly the work you've undertaken for the current period
- Describe the work completed in this period
- Describe the problems encountered in completing the work undertaken
- Describe the obstacles in addressing both the work undertaken and project specific issues/objectives
- Describe deviations from the original work plan (and their justification)
  - for your institution
  - for other members of the consortium

2. Coordination of the work

- Were you periodically (and adequately) informed of project developments?
- what is your source of information regarding
  - the project as a whole
  - specific project activities
- Have the tasks undertaken by the coordinating institution and the other partners been successfully addressed?
- Express your views on the communication process (from both technical and interpersonal perspectives)
- Report on how your investment (time + resources allocated to the project) relates to the allocated budget
- Other comments on management/coordination issues

3. Application results/modifications

- Given your experience in the project, what do you regard as the project's two main operational objectives for the next phase of the project?
- Given your experience in the project, indicate the methodological changes that you feel need to be made in order to address the project's objectives within the next months?
- In your opinion what is the "new knowledge" that has been generated in the frame of the project until now?
- Indicate means for disseminating this "new knowledge"
- Propose changes (any kind, including changes in roles and responsibilities of persons) that you feel are required in order to successfully complete the project
- State any difficulties you feel might arise in the application of the project

[1] These questions are a recommendation only. Universität der Bundeswehr München who carries PREDIL's internal evaluation will decide on the eventual makeup of the questionnaire.

4. Other issues

- State issues that you think should be addressed in a next project meeting
- State anything else you feel should be included in the internal evaluation

7 Annex 2: Internal Evaluation Process

(Universität der Bundeswehr München)

Process description

For the purpose of internal evaluation, the PREDIL partnership will be asked by UniBw to fill in a questionnaire (see below) at six-months intervals during the project runtime.

Internal Evaluation Schedule

Evaluation Period	Questionnaires sent to partners	All questionnaire returned to UniBw	Reporting by UniBw*
1. 01/12/09 – 15/06/09	17/06/09	01/07/09	17/07/09
2. 16/06/09 – 31/10/09	30/10/09	13/11/09	27/11/09
3. 01/11/09 – 30/04/10	30/04/10	14/05/10	28/05/10
4. 01/05/10 – 22/10/10	22/10/10	05/11/10	19/11/10

* Partners are asked to return the filled in questionnaire to UniBw within two weeks after receiving it. The analysis of results will then be conducted by UniBw. The results of the project working activities will be reported to the PREDIL consortium within another two weeks after all questionnaires have been returned.

Instrument

Based on the evaluation questions suggested by the external evaluator (see Annex 1) the following questionnaire for the internal evaluation was composed:

PREDIL

Internal Evaluation Questionnaire

Period #: dd/mm/yy – dd/mm/yy

Name of Institution:
1 – Work Activity
Describe briefly the work you've undertaken for the current period
Describe the work completed in this period
Describe the problems encountered in completing the work undertaken
Describe any obstacles in addressing both the work undertaken and project specific issues/objectives
Describe deviations from the original work plan (and their justification) a) for your institution b) for other members of the consortium
2 – Co-ordination of the work
Were you periodically and adequately informed of project developments?
What is your source of information regarding the project as a whole specific project activities

Have the tasks undertaken by been addressed successfully? • the coordinating institution • the other partners
Express your views on the communication process from a technical perspective from an interpersonal perspective
Report on how your investment (time + resources allocated to the project) relates to the allocated budget.
Other comments on management/coordination issues.
3 – Application of Results / Required Modifications
Given your experience in the project, what do you regard as the project's two main operational objectives for the next period of the project?
Given your experience in the project, indicate the methodological changes that you feel need to be made in order to address the project's objectives within the next period?
What is the "new knowledge" that has been generated in the frame of the project during this period?
Indicate means for disseminating this "new knowledge".
Propose changes (on any kind including changes in roles and responsibilities of persons) that you feel are required in order to successfully complete the project.

State any difficulties you feel might arise in the application of the project.
4 – Other issues
State anything else you feel should be included in the internal evaluation.
Name any issues that you think should be addressed in a forthcoming project meeting.