

Quality Mark Verification Process

There are three stages to the verification process.

Stage 1 Schools Self Evaluation
Stage 2 Verification visit
Stage 3 Award Panel

Stage 1 School Self Evaluation

School completes the Self Evaluation template as detailed below:-

1. Complete the contextual information section
2. For each of the four key 'Aspects' of the framework, self-evaluate your current practice against each 'Strand' by **highlighting** the 'best fit' Standard.
3. Provide examples of evidence against each the 'Standards' highlighted to demonstrate how the standard has been met. Verifiers will focus on the **quality** of the evidence NOT the quantity of evidence. Please do not exceed two sides of A4 evidence for each 'Aspect'.
4. For each 'Aspect'. provide an overall judgement of the standard achieved, i.e, at least 3 out of the 4 'Strands' are judged to be in this category
5. For each ASPECT identify further action / next steps
6. Completed self evaluations forms should be submitted to PDQualitymark@ioe.ac.uk

If you want your school to be verified you will need to choose which term you prefer and send us the completed self-evaluation form by one of the following dates:

- **Autumn term: 10th November 2012**
- **Spring term: 15th February 2013**
- **Summer term: 14th June 2013**

Following receipt of the completed self-evaluation document, a verifier will contact your school to arrange the verification visit at a mutually agreed date.

Stage 2 Verification visit

The purpose of the school visit is to provide external verification, that the school or educational organisation has evidence that it has reached a recognised quality to achieve the required outcomes for either BRONZE (developing), SILVER (enhancing) or GOLD (embedded) standard in relation to the Quality Mark.

Following receipt of the completed 'prior to verification' self evaluation document, a verifier will contact your school to arrange a mutually convenient date for the verification visit. The visit will last for approximately half a day.

The visit will involve the following:-

- a. Brief meeting with Head Teacher / Principal or equivalent
- b. Interviews with Professional Development Leader (at the beginning and end of the visit)
- c. Interviews with other staff, including support staff or school representatives
- d. Reviewing verifying evidence

Please be aware that the verifiers will NOT be able to give any indication at the end of the visit of the recommendation they will be making to the awarding body.

Stage 3 Award Panel

The Award panel meet once a term to quality assure the verifier's decision and to ensure consistency.

Award Panel meetings will take place on the following dates:

- **Autumn term: 10th December 2012**
- **Spring term: 18th March 2013**
- **Summer term: 10th July 2013**

You will be informed of the panel decision within five working days of the Award Panel meeting.

Cost

The cost for your school to be verified is **£575.00**. This includes the verification visit, pre and post visit administration and other associated costs.

Contact details

If you have any further questions about the process, please do not hesitate to contact PDQualityMark@ioe.ac.uk, Tel.: 0207 911 5365.