

POLICY AREAS AND OBJECTIVES	PRINCIPAL STRATEGIES	ACHIEVEMENTS
<p>Achieve and sustain quality in schools.</p>	<p>testing and remediation of both the primary and secondary levels.</p> <p>Establishment of systems for continuous assessment,</p>	<p>Assessment Programme (CAP) through:</p> <ul style="list-style-type: none"> - Regular CAP Administration Committee and CAP Management Committee Meetings - Development, pilot testing and dissemination of CAP monitoring instruments to all primary schools - Collection of 'best practices' data and the preparation and dissemination of reports - Printing and distribution of Infant and Standards I-V Report Books and CAP Mark Books - Conduct of item writing workshops - Submitted requests to DFA for the purchase of sixty six (66) photocopies for distribution to primary schools - Two officers are participants of the Mc Gill Modular Leadership Programme. <ul style="list-style-type: none"> • Construct, administer and monitor National Tests for Standards I and III. - Construct and reviewed tests, and liaised with DCD and DSS in the administration of National Tests 2004. - Established quality assurance measures and a comprehensive system for monitoring the National Test 2004. - Established a system for marking test papers and data capture. - Began analysis of test data prior to the preparation of Reports of students performance on the tests and for feedback to schools to assist with remediation, as

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<p>Achieve and sustain quality in schools.</p>	<p>testing and remediation of both the primary and secondary levels.</p>	<p>necessary.</p> <ul style="list-style-type: none"> - Collected socio-economic data from a 20% sample of schools writing the National Tests. • Construction and standardized testing of the Lower Secondary Examination 2004. • Construction and marking of the Primary School Leaving Certificate Examination 2004. • Implementation of National Certificate of Secondary Education (NCSE) - Developed and submitted to Cabinet for its approval the NCSE Policy Document. - Held meetings of the steering committee set up to guide the implementation of the NCSE. - Commenced preparations for Regional and National Consultations and Colloquium on the NCSE. - Initiated the training of DERE staff in the use of the Optical Mark Reader (OMR). - Completed the distribution of the Teachers Manual for Assessment, Marking and Certification to secondary schools. • Conducted training workshops for Heads of Department in instructional strategies and methods of assessment based on the SEMP curricula. • Continuation of the testing and assessment consultancy.

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		<ul style="list-style-type: none"> - Completion of a fifteen minute training video for teachers on continuous assessment and its practical activities in the classroom. - Collaborated with the Curriculum Development Division in hosting a series of item writing workshops in Language Arts, Science and Physical Education. • Provision of quality assurance for the Secondary Entrance Assessment (SEA) 2004 to ensure the assessment is fair, valid and reliable. - Monitored the administration of SEA 2004. - Provide training for monitors. - Preparation of Report on Monitoring of SEA 2004. • Submitted proposals for revision to the structure and weighting of SEA 2005. • Review and distribution of SEA 2005/2006 guidelines
Achieve and sustain quality in schools.	Design, undertake and	<ul style="list-style-type: none"> • Conduct of research, compilation of

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in schools.	<p>facilitate research and evaluation studies to</p> <ul style="list-style-type: none"> (i) Monitor and evaluate the implementation of policies. (ii) Support policy review and change. 	<p>reports for the Minister of Education's presentations at regional and international conferences.</p> <ul style="list-style-type: none"> • Preparation of Terms of References for the hiring of regional experts to develop a policy document for Teacher Education. • Prepared proposal for Phase II of the SEMP Baseline study to commence in October 2004. • Conducted sample survey of schools/students writing National Tests 2004 using 20% sample of students to determine socio-economic factors affecting student performance. - Collaborated with Dr. Launcelot Brown on research proposal. - Preparation and administration of students, teacher and principal questionnaire. - Coding of data. <p>(Data entry, analysis and reports are expected to accompany analysis and report on National Test 2004 data).</p> <ul style="list-style-type: none"> • Meetings Conferences and Seminars. - Assistant Director attended • CAPE meeting to determine the needs of schools for the introduction of CAPE. • Inaugural meeting of the Inter-American Committee on Social Development held in Chile.
Achieve and sustain quality	Design, undertake and	<ul style="list-style-type: none"> • PRIE-E meeting in Caricom,

