

SIAMS Aide-memoire: Building a Secure Evidence Base

Compiling a written record that withstands scrutiny	<p>Why record?</p> <ul style="list-style-type: none"> to provide a written record of how the final judgement/s emerged from the evidence to provide essential evidence for anyone quality assuring the inspection or for an adjudicator in the case of an appeal 	<p>Templates play a vital role by:</p> <ul style="list-style-type: none"> securing consistently good practice from inspection to inspection keeping the inspector focused on LOE and the impact of the vision 1. supporting the dialogue with leaders reminding inspector to regularly check if the school: <ul style="list-style-type: none"> has any concerns about the process wishes to provide additional evidence prompting the inspector to evaluate how each activity contributes to the emerging judgement/s 	<p>Evidence Form</p> <p>Structures the inspector's thinking</p> <p>LOE show what the inspector needs to know</p> <div style="border: 1px solid #ccc; background-color: #bbdefb; padding: 5px; display: inline-block; margin-bottom: 10px;"> BLUE BOXES </div> prompt the inspector to: <ul style="list-style-type: none"> reflect on new evidence identify strengths and shortcomings in the school's practice decide if any IQs are complete raise a necessary new LOE note where further evidence or triangulation is needed in subsequent meetings (add to EF or question sheet)
	<p>Good practice</p> <ul style="list-style-type: none"> Record all conversations onsite + learning walks + telephone/video calls Take two minutes to complete the BLUE BOXES before moving on Write legibly in pen, or type Use professional language to record accurately and to make evaluative comments Prepare forms in advance Record names and roles for use on the day Stop when you have enough evidence - don't fill time. <ul style="list-style-type: none"> Avoid warm up questions, they waste time but it does matter how you set the tone for each meeting 		<div style="border: 1px solid #ccc; background-color: #fff9c4; padding: 5px; display: inline-block; margin-bottom: 10px;"> WHITE BOX </div> justifies the BLUE <div style="border: 1px solid #ccc; background-color: #bbdefb; padding: 5px; display: inline-block; margin-top: 10px;"> MARGIN </div> is a quick evaluation tool for inspector's own use



<p>Gathering the best evidence</p>	<h3>Managing meetings</h3> <ul style="list-style-type: none">• Have a focus for each meeting and share with those present• Everyone is there to offer evidence from a specific perspective - value their contributions• Make eye contact• Strike a discursive, conversational tone• Make sure everyone has a voice• Always deal with LOE first• Keep to time and stay within remit of the meeting	<h3>Asking the right questions</h3> <ul style="list-style-type: none">• Phrase questions so that they draw out evidence in response to the evidence needed to answer the IQs• Keep the judgements in mind and seek evidence rigorously to ensure you gain an accurate picture• Follow up astutely and don't have the wool pulled over your eyes• Be direct and straightforward, ask what you want to know <p>Avoid generic questions, keep the IQ in mind</p>	<h3>Achieving a fruitful dialogue</h3> <ul style="list-style-type: none">• This is not a question & answer session – ensure attendees of any age do not feel examined• Invite opinions and examples, encourage different viewpoints• Ask how the vision is instrumental in school life <p>Ask open questions, avoid suggesting the answer, remember 80:20 listening rule</p>
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