



September 2021

Inspection Preparation Checklist

Dear Principal/Head of School,

The Ministry informed your school in June whether you would be receiving an External Evaluation or Monitoring Inspection in the 2021-22 school year. The Ministry has been creating a schedule and assigning inspection teams over the summer and, by early September, you will be contacted by your inspection team's Chairperson to discuss details and dates.

Please note that for the 2021-22 school year inspections, much will depend on the evolving COVID19 situation and related health and safety considerations. While the Ministry had intended to conduct Monitoring Inspections virtually and full External Evaluations mostly in-person, out of an abundance of caution, the Ministry has decided to conduct all inspections virtually for now. If later in the school year regional health and safety conditions allow, the Ministry will return to in-person inspections and/or follow-up visits.

As part of our ongoing continuous improvement initiatives, a few years ago we replaced the **Catalogue of School Data (External Evaluation Catalogue)** document with the request that schools pre-populate the **External Evaluation Committee Report (EEC-R)** template. This gives you the opportunity to describe your school's educational program clearly and in your own words. The EEC-R's policy section has been redesigned to capture all school policy related requirements and Section 5 now consists of two parts: Administrative and Operational policies.

B.C.'s curricular transformation has been completed and the sections of the inspection report dealing with curriculum (Section 7 and Appendix C) have been restructured and simplified. For the 2021-22 school year, schools scheduled for a full External Evaluation are required to complete Appendix C; schools undergoing a Monitoring Inspection are exempted – unless the school is adding grades which will then require the completion of only the relevant (grade) portion of Appendix C. Please note the number of curricular checkpoints has been reduced and inspectors will primarily survey a sample of curricular materials to verify the school's curricular compliance. The sample of materials to be surveyed will be determined by the inspectors and communicated in advance of the Zoom meeting.

The MI-R template is due September 30, 2021 and the EEC-R template is due October 30, 2021. Monitoring Inspection will start in October and full External Evaluations will typically start in November. **The exceptions are for new schools or schools adding grades; their EEC/MI inspection or Program Evaluation will be conducted in early October and the respective templates (EEC-R, MI-R, or PE-R) need to be submitted to the Ministry by September 30.**

You will be contacted in early September by the inspector who is assigned to your school. They will provide more information about the virtual inspection process and how to prepare for the Zoom meetings. If you have not been contacted by the inspection Chairperson by September 15, 2021, please contact the Ministry directly through educ.independentschoolsoffice@gov.bc.ca or call our office at 1-250 387 3711.

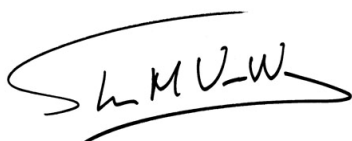
Instructions:

1. Download the MI-R or EEC-R template from: <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/independent-schools/documents>
2. Complete the template as soon as possible, in MS Word format. **PLEASE NOTE to not use Google Docs for your school's internal use because it will corrupt the fillable functionality of the document, and you may be required to resubmit your document in the uncorrupted original format.**
3. Email the completed MI-R or EEC-R document to EDUC.IndependentSchoolsOffice@gov.bc.ca . In the email subject line, please use the following:
<School Code> EEC Report for <School Name>
or
<School Code> MI Report for <School Name>

Note: Please email in MS Word format. Do not scan or convert to PDF.

For further details, please see the Inspection Template Guide on our website.

Sincerely,

A handwritten signature in black ink, appearing to read 'Theo Vandeweg', enclosed within a large, sweeping, hand-drawn oval or underline.

Theo Vandeweg
Inspector of Independent Schools