

Certification Inspection Report

BRITISH COLUMBIA PROGRAM

at

NANJING FOREIGN LANGUAGE SCHOOL – BRITISH COLUMBIA ACADEMY

NANJING, JIANGSU PROVINCE

PEOPLE'S REPUBLIC OF CHINA

NOVEMBER 29-30, 2018

INTRODUCTION

On November 29 – 30, 2018, a certification inspection was completed on Nanjing Foreign Language School - British Columbia Academy (NFLS-BCA) in Nanjing, Jiangsu Province, People's Republic of China, referred to as the School in this report. The purpose of this inspection was to determine whether the requirements for the British Columbia (B.C.) education program have been met, according to the *B.C. Global Education Program – Offshore Schools Certification Agreement*. The inspection team (the Team), appointed by the Executive Director of International Education and Independent Schools, British Columbia Ministry of Education (MoE) in accordance with the *B.C. Global Education Program – Offshore Schools Certification Agreement* (the Agreement), consisted of Terrence Sullivan (Chair) and Desmond McKay.

The School's B.C. program has an enrolment of 105 students in grade 10, 100 students in grade 11 and 98 students in grade 12 for a total of 303 students in the B.C. program. The B.C. program is housed on a campus within a larger school, Nanjing Foreign Language School, which includes 591 grade 7 students, 617 grade 8 students, 466 grade 10 students, 426 grade 11 students and 400 grade 12 students. The entire school, on the campus which houses the B.C. program, enrolls 2803 students which includes students in the B.C. program

During their visit to the School, the Team reviewed all standards required in the *B.C. Global Education Program – Offshore Schools Certification Agreement* and *Operating Manual* and met with the Nanjing Foreign Language School vice-principal of international education and deputy principal who represented the owner/operator, offshore school representative (OSR), the B.C. principal, and B.C. teachers.

The owner/operator, Nanjing Foreign Language School, is responsible for the B.C. program. The owner/operator also offers, on another campus in Nanjing, an international baccalaureate program which enrolls 167 students in grades 10 to 12, a British A-level program which enrolls



166 students in grades 10 to 12 and the NFLS grade 9 students which number 572 students. The total enrollment for all students on both campuses is 3,708 students.

The B.C. program's philosophy, objectives and special features include:

Nanjing Foreign Language School - British Columbia Academy continues to strive to enable students to become well-rounded global citizens and, at the same time, to enhance their academic, social and English language skills. NFLS-BCA strives to ensure each student becomes a creative, responsible young adult by providing him/her with an excellent, British Columbia curricular education in English.

The Team would like to thank Nanjing Foreign Language School - British Columbia Academy for its hospitality, cooperation and preparedness for the inspection visit.

The School has satisfactorily addressed requirements contained in the previous inspection report.
<input checked="" type="checkbox"/> Requirement Met <input type="checkbox"/> Requirement Not Met <input type="checkbox"/> Not Applicable
<p>Comment:</p> <p>The School had one requirement from the previous inspection report regarding the provision of documentation indicating Ministry approval of BAA courses. The School has fulfilled that requirement.</p> <p>In addition, the School has addressed all of the suggestions from the previous inspection. Teacher files have been reorganized, course overviews were available in the administrative office, the School does not offer courses for equivalency or course challenge and the School has in place an integrated plan for implementation of the new curriculum.</p>

BUSINESS PLAN

The owner/operator has submitted a business plan to the B.C. Ministry of Education, confirming the sustainability of the program.
<input checked="" type="checkbox"/> Requirement Met <input type="checkbox"/> Requirement Not Met
<p>Comment:</p> <p>The owner/operator has submitted a business plan to the B.C. Ministry of Education. The vast majority of students in the B.C. program come from Nanjing Foreign Language Middle School. There is considerable competition for the remaining spaces within the B.C. program from applicants outside Nanjing Foreign Language School. As a result, the academic level of those students entering the B.C. program is very high. The sustainability of the program is being maintained.</p>



OWNERSHIP AND AGREEMENTS / BUILDING AND SAFETY COMPLIANCE 2.0

2.1 The owner/operator meets all requirements as set forth in the B.C. Global Education Program Offshore Schools Certification Agreement (the Agreement).

Requirement Met Requirement Not Met

Comment:

The Team viewed the signed approval from the Jiangsu Provincial Department of Education Bureau giving the Nanjing Foreign Language School authority to operate the B.C. program. The Team also viewed the signed certification agreement between the owner/operator and the B.C. Ministry of Education. The owner/operator meets the requirements of the Agreement.

2.2 The School meets local building, safety and cafeteria codes and regulations. The facilities are deemed to be suitable to support the B.C. program.

Requirement Met Requirement Not Met

Comment:

The Team viewed fire drill records and the cafeteria license giving approval to operate food services on the campus. In addition, the Provincial Education Bureau, with its offices across the street from the School, has representatives frequently visiting the School to check on the safety of the buildings and other regulations. The School also has an extensive evacuation plan for fires and earthquakes.

The School also has in place an emergency plan in the event the School is forced to close on a temporary or permanent basis as a result of an unforeseen event. The offshore school representative is aware of the plan.

ADMINISTRATION 3.0

3.1 Offshore school representative (OSR) - The owner/operator must appoint an individual to act as offshore school representative. This individual must be confirmed by the province and must meet all of the requirements set out in section 14 of the Agreement.

Requirement Met Requirement Not Met

Comment:

The School has appointed Mr. William Gook of Cranbrook, British Columbia as the offshore school representative and he has served the School in that capacity for the past six years.



Mr. Gook has been confirmed by the province as the OSR. Mr. Gook has extensive experience as a school and system administrator. He has the qualifications to be the OSR and he is aware of his obligations under the Agreement.

3.2 The principal meets the requirements as outlined in section 3.2 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The principal has thirty-nine years' experience in education. Thirty-one of those years were as a teacher in British Columbia. He also has eight years' experience as a secondary school administrator. Five of those years were in British Columbia and for the past three years he has been the principal of the B.C. program at Nanjing Foreign Language School. He has his Certificate of Qualification from the British Columbia Teacher Regulation Branch and meets all the qualifications necessary to be the principal of the School.

3.3 The School meets the administrative support requirements as outlined in section 3.3 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The School has a full-time principal, four department heads, an office manager, a payroll secretary who also responds to staff needs, a secretary who manages data and a secretary who assists students and responds to student needs. The B.C. program also receives significant support from the management of the Nanjing Foreign Language School.

The School has sufficient administrative support and meets the requirements outlined in the inspection catalogue.

3.4 The School meets the Student Record requirements as outlined in section 3.4 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The Team viewed a random sample of thirty student files, ten files from each of the three grade levels. Updated student consent forms were found in each student file. The School is in the process of having all parents sign the updated parent consent forms. All other items were included in each student file as outlined in section 3.4 of the Agreement.



3.5 The School meets the teacher certification requirements as outlined in section 3.5 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The files of all authorized persons were examined by the Team. There are two teachers on staff who do not have their Certificate of Qualification (COQ) from the Teacher Regulation Branch (TRB). Both teachers have made an application to the TRB and have a teacher number assigned to them by the TRB. The principal recently applied to the Ministry for an exemption for each teacher. The Team advised both the principal and the OSR to ensure an exemption is received from the Ministry for each teacher, to monitor closely the expiration date of any exemption that may be received and to apply to the Ministry for an additional exemption if the COQ for each teacher is not approved prior to the expiry of the exemption. All other authorized persons on staff possess valid and current certification from the TRB. All other items required in the inspection catalogue are included in each authorized staff member's file.

EDUCATIONAL PROGRAM 4.0

4.1 The School meets the requirements for curriculum implementation outlined in section 4.1 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

NFLS-BCA meets the requirements for curriculum implementation outlined in section 4.1 of the inspection catalogue for offshore schools. The new grade 10 curriculum has been implemented, and grade 11 and 12 teachers have identified and implemented the curricular changes in their courses. Department heads developed an overview template that is used by all staff members. The Team noted that departments have put a great deal of time and thought into reviewing the new and draft curricula and identifying those changes in their overviews.

NFLS-BCA professional development has focused on implementing the new curriculum, First People's Learning Principles, assessment, and student-centered instructional strategies. However, scheduling full professional days is currently not possible. The B.C. program is hosted in a Chinese national school which does not provide for professional development days. The two programs share students; therefore, the B.C. program is unable to schedule non-instructional days. The administration and staff are looking for creative ways to provide staff development within and outside the schedule.



Commendation:

NFLS-BCA staff is to be commended for implementing the draft curricular changes for all grade 11 and 12 courses.

4.2 The School meets the requirements for English language assessment and acquisition as outlined in section 4.2 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

NFLS-BCA meets the requirements for the English language assessment and acquisition as outlined in section 4.2 of the inspection catalogue for offshore schools.

NFLS-BCA hosts four programs, IB, Level A (honors level students), the B.C. program and the regular Chinese program. NFLS-BCA English teachers and IB English teachers developed an entrance exam that is used by both programs. NFLS-BCA is capped at 100 students per grade, therefore, acceptance into the program is very competitive. Only students who are fully proficient in English are admitted into the B.C. program, therefore, NFLS-BCA does not have a foundations or bridging program. However, a non-certified teacher provides learning support in classrooms and support blocks. All teachers are assigned a support block to assist students requiring assistance or tutoring.

The entrance exam is administered by B.C. certified teachers and IB program teachers, under the oversight of the principal, using the protocols for B.C. assessment exams. English department and IB teachers mark the exam and submit the results to the principal. The Team discussed with the administration the requirement that B.C. certified teachers must be involved in the development, administration and marking of the exam.

The Team noted that students entering the B.C. program have strong English language skills because they received a block of English Language instruction while attending the NFLS Chinese school. Most students graduating from the grade 9 program have strong English language written and oral skills.

4.3 The School meets the course credit requirements (equivalency, challenge, exemptions and BAA courses) as outlined in section 4.3 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

NFLS-BCA meets course credit requirements and offers only one BAA course, Leadership 12. The School did offer Psychology 12, but as of this year removed it from its list of course offerings.



4.4 The School meets the course overview/course planning requirements as outlined in Schedule B Part I, 2. (d) of the Agreement; namely, that all B.C. program courses offered in the School meet or exceed the ministry learning outcomes/learning standards identified in the educational program guides for each course.

Requirement Met Requirement Not Met

Comment:

NFLS-BCA staff developed a course overview template that is used by all teachers. A great deal of thought and planning has gone into identifying the curricular changes in each course, which is very helpful for unit and lesson planning. The Team noted that teachers teaching grades 11 and 12 courses have also reviewed the new and draft curriculum and incorporated the changes into their overview templates.

Commendation:

The staff of NFLS-BCA is to be commended for the time and commitment they have put into reviewing all the new curriculum documents and re-writing their overviews to reflect the changes.

4.5 The School meets the instructional time allotment requirements as outlined in section 4.5 of the inspection catalogue for offshore schools, including the requirements set out in sections 1.1 to 6, with the exception of s. 4(5)(b), 4 (6), 5 (8)(a) and (d) and s. 5.3 of Ministerial Order 41/91, the Educational Standards Order, enacted under the Independent School Act.

Requirement Met Requirement Not Met

Comment:

NFLS-BCA B.C. program shares students with the Chinese program, therefore, their schedule must align with the Chinese program schedule which does not allow for professional development days. NFLS-BCA is in session for 194 days a year with the result the school far exceeds the 850 required hours of instruction.

In addition to the additional instructional hours per year, NFLS also has an extensive extracurricular program. The School has a house sports program and hosts 37 different clubs that appeal to a wide range of talents and gifts. Students partake in a number of house team activities, including basketball, floor ball, soccer and badminton.

Commendation:

NFLS-BCA is to be commended for its extended hours of instruction to provide extra time for academic and tutorial support.

NFLS-BCA is to be commended for developing extensive extra-curricular and house team activities that appeal to a wide range of talents and interests.



4.6 The School meets the assessment methods requirements as outlined in section 4.6 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The Team noted that teachers at NFLS-BCA use a wide range of summative and formative assessments. Students do reflections at the end of units and conduct peer and self-assessments using class and teacher developed rubrics. Ministry performance standards and ministry exam rubrics are used consistently by the English department for all of its writing assessments. The English department has developed a number of cross grade assignments and assessments that are team and cross marked. Department heads and the principal monitor student grades and meet with teachers whose marks are not within the historical 25% variance range.

All NFLS-BCA grade 12 students take English 12, which is double blocked, and write the Grade 12 final exam in April. The success rate of NFLS-BCA students is very high, but students requiring a higher mark are able to write the English exam a second time at the end of June. This year The School is considering having students write the English exam in January and again in April if required. Having the opportunity to write the exam for a second time in April allows students to submit their transcripts to universities at the end of June, in time for the fall term.

The performance standards and ministry exam marking rubrics are shared with students and parents. Information sessions are held for parents to explain the grading and marking requirements for English 12 based on the grade 12 English exam.

Commendation:

The English department is to be commended for conducting marking and cross marking sessions to develop marking consistency.

4.7 The School meets the learning resources requirements as outlined in section 4.7 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

Department heads collaborate with teachers in their department to develop a department list of learning resources which is then submitted to the principal for approval. All learning resources are reviewed for age and cultural appropriateness prior to being signed off by the principal.



Students at NFLS-BCA purchase their textbooks, but often leave them in class at the end of the year. These textbooks are stored and used as support resources for the upcoming year.

4.8 The School meets the student progress report requirements as outlined in section 4.8 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The Team confirmed NFLS-BCA teachers use a variety of formative, summative and student self-assessment practices. It was also noted that teachers use a variety of marking rubrics and the B.C. performance standards when planning their lessons. Students regularly assess their progress using reflective writes and a range of self-assessment rubrics in all their classes.

Parents receive six reports per year; two formal and one informal report card per semester. Students attend parent meetings and translate for their parents; however, translators are available when required. Parents are also able to monitor their child's progress and connect with teachers through email and a Moodle portal.

POLICY DEVELOPMENT 5.0

5.1 The School meets the parent/student handbook requirements as outlined in section 5.1 of the inspection catalogue for offshore schools.

Requirement Met Requirement Not Met

Comment:

The team examined the parent/student handbook which has been updated for the 2018/2019 academic year. The handbook contained the necessary policies on parent/student dispute resolution, policies on assessment and student code of conduct. The parent/student dispute resolution process is discussed at school staff meetings. The parent/student handbook meets the requirements outlined in section 5.1 of the inspection catalogue.

5.2 The School meets the teacher handbook requirements as outlined in section 5.2 of the inspection catalogue for offshore schools.



<input checked="" type="checkbox"/> Requirement Met <input type="checkbox"/> Requirement Not Met
<p>Comment:</p> <p>The teacher handbook was reviewed by the team and contained the requisite policies regarding a staff dispute resolution process, updated teacher consent forms as well as the required employee/employer relationship policy for each authorized person on staff.</p> <p>The handbook contains a teacher evaluation policy and the principal evaluation was conducted during the first year of employment according to an informal and unwritten policy and a written report of the evaluation placed on the principal's file. Teacher self-reflections were recorded on teacher files consistent with the existing teacher evaluation policy.</p>

COURSE ACCREDITED VIA DISTRIBUTED LEARNING 6.0

<p>6.1 The School meets the distributed learning requirements as outlined in section 18 of the Agreement and Section 6 of the inspection catalogue for offshore schools.</p>
<input type="checkbox"/> Requirement Met <input type="checkbox"/> Requirement Not Met <input checked="" type="checkbox"/> Not Applicable
<p>Comment:</p> <p>The School does not have any students taking courses by distributed learning.</p>

CONCLUSION

Commendations

The Inspection Team wishes to recognize the owner/operator, principal and staff of Nanjing Foreign Language School, British Columbia Academy for:

- implementing the draft curricular changes for all grade 11 and 12 courses;
- the time and commitment it has put into reviewing all the new curriculum documents and re-writing their overviews to reflect the changes;
- the extended hours of instruction to provide extra time for academic and tutorial support;
- developing extensive extra-curricular and house team activities that appeal to a wide range of talents and interests; and
- conducting marking and cross marking sessions to develop marking consistency in the English department.

SUMMATIVE RECOMMENDATION



The Offshore Inspection Team recommends to the Executive Director of International Education and Independent Schools that, the British Columbia education program offered at Nanjing Foreign Language School – British Columbia Academy continue to be recognized as a British Columbia-certified school.

