

# Certification Inspection Report

BRITISH COLUMBIA PROGRAM

*at*

CANADA QINGDAO SECONDARY SCHOOL

QINGDAO, SHANDONG PROVINCE

PEOPLE'S REPUBLIC OF CHINA

OCTOBER 13-14, 2016

## INTRODUCTION

On October 13-14, 2016, a Certification Inspection was completed on Canada Qingdao Secondary School in Qingdao (CQSS), Shandong, People's Republic of China, termed 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 inspector appointed by the Director of International Education (the Director), British Columbia Ministry of Education in accordance with the *B.C. Global Education Program – Offshore Schools Certification Agreement (the Agreement)*, was Mr. Doug Lauson.

The School's B.C. Program has an enrolment of 179 students, in Grades 10 to 12. The B.C. Program is housed in the host school, Qingdao No. 9 High School that has been operating for 116 years. Qingdao No. 9 High School is a public school that enrolls over 2,000 students, approximately one-third of which are boarders.

During his visit to the School, the Inspector reviewed all standards required in the *B.C. Global Education Program – Offshore Schools Certification Agreement* and *Operating Manual* and met with the School's Owner/Operator, Offshore School Representative (OSR), B.C. Principal, and B.C. teachers. He also met with the host school Principal, Vice-Principal, International Department Director and its administration.

The Owner/Operator, Canadian-Sino Education Exchange Centre (CSEEC), represented by Mr. John Zhu, is responsible for the B.C. Program. CSEEC operates three other B.C. offshore schools in Shandong Province: Canada Shandong Secondary School (Tai'an), Canada Yantai Secondary School (Yantai) and Canada Weifang Secondary School (Weifang).

The B.C. Program's philosophy, objectives and special features include offering its students an authentic B.C. education that helps prepare them for the linguistic and cultural challenges they



may face in western post-secondary institutions. Students who graduate from CQSS earn two diplomas, the B.C. Dogwood diploma and the local Chinese high school diploma from Shandong Province. CQSS strives to combine the conscientiousness and diligence required of the Chinese program with the creativity and personalization of the B.C. Program. Community-building is a vital component of the School's program and a number of its extracurricular activities are designed to promote community within the School.

The Team would like to thank the staff of Canada Qingdao Secondary School for its hospitality, cooperation and preparedness for the inspection visit.

**The School has satisfactorily addressed requirements contained in the previous inspection report.**

Requirement Met       Requirement Not Met       Not Applicable

Comment:

The previous inspection was conducted in the fall of 2014. There were no requirements in that report. However, there were suggestions which have been followed up by the administration, as needed.

## BUSINESS PLAN

**The Owner/Operator has submitted a Business Plan to the B.C. Ministry of Education, confirming the sustainability of the Program.**

Requirement Met       Requirement Not Met

Comment:

The Business Plan for CQSS was submitted with the School's 2016/17 Annual Report. In the Province of Shandong, the government restricts enrolment increases to two Grade 10 classes per year. In the current year, CQSS has 70 students enrolled in Grade 10, maximizing the enrollment growth. It is anticipated that the enrolment will continue to grow at the permitted maximum rate because of the strong provincial exam results, which are above average. The three-year progressive curriculum in English also provides the students with the language skills needed to be successful in the graduation program.

Commendation:

CQSS is to be commended on the excellent provincial examination results that do not show significant discrepancies between the school mark and the provincial exam mark, with the exception of Mathematics 10, where the provincial exam mark was 15% *higher* than the course mark. Consequently, 38 graduates were accepted into Canadian universities.



**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 Authority of the school, the Canadian-Sino Education Exchange Centre (CSEEC) has been operating the school, and three other B.C. offshore schools, since the school was opened. During these years, it has met the requirements of the Certification Agreement and it continues to meet the requirements set out in the Operating Manual for Offshore Schools.

**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:**

CQSS school is located in one of the buildings of the current campus of Qingdao No. 9 Middle School and therefore the host school is responsible for the B.C. Program facilities. The Inspector examined the original campus Building Inspection Report (June 25, 2001) that approved the construction of Qingdao No. 9 Middle School. The cafeteria is authorized to operate, with a 3-year licence issued on August 20, 2015 from the China Food and Drug Administration. The Anti-fire and Lightning Protection Report was issued by the Qingdao Anti-fire and Lightning Centre (January 14, 2002)

At the end of the first semester, the Grade 10 and 11 students will be relocating to a new campus located several kilometres away. This campus has been constructed for the host school, Qingdao No. 9 High School, designed to accommodate up to 2,400 students, including dormitories. The B.C. Program will be housed in the International Building on this new site that will include new desks, equipment and resources. The current Grade 12 students will graduate from the existing building and in September 2017 the new campus will officially open.

**Commendation:**

The Inspector met with the Principal of the host school, who showed the plans for the new campus including a video of the completed buildings and an artist's rendition of the campus site. The B.C. Program will benefit from this move to a new location, from its current facilities. Congratulations to Qingdao No. 9 High School on the completion of their new education campus.



**ADMINISTRATION 3.0**

**3.2 Offshore School Representative (OSR) - The Owner/Operator may 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 Offshore School Representative, Mr. Rodger Lindstrom, supports the four B.C. Program schools operated by the CSEEC. He has been in this role since the beginning of the first CSEEC B.C. offshore school that was established in Weifang, People's Republic of China in 2009. He continues to provide a level of service that meets the requirements of the Ministry of Education and the CSEEC. His job description is consistent for all four schools and includes all the requirements in the Agreement.

**3.3 The Principal meets the requirements as outlined in Section 3.3 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The job description of the Principal includes his administrative duties of supervising the School's operation and implementation of the B.C. Program. This includes direct oversight of student admissions and placement of students based on their English language capabilities. It also includes supervision of teachers, providing them with professional development as needed, and the supervision of support staff. The Vice-Principal has a similar job description which outlines his administrative roles, including timetabling, data recording and reporting, and evaluation/assessment processes and reporting to parents.

The Principal has had many years of teaching experience in Canada and has been in an administrative role as a principal for six years (three in Canada and three in the People's Republic of China). He is in his first year as Principal of CQSS, and previously was the Principal at Canada Shandong Secondary School, a sister school located in the city of Tai'an.

**Commendation:**

In his leadership role, the Principal focuses on developing the child as a person as well as a student. In his weekly staff meetings, he constantly reminds the staff that their function is to develop the whole child. Being an experienced Principal in an offshore school, he brings his previous experiences and expertise to the staff of CQSS to cultivate and build their capacity.



**3.4 The School meets the Administrative Support requirements as outlined in Section 3.4 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The B.C. Principal is assisted by his Vice-Principal who shares the responsibility for professional development, school administration and educational direction. They are assisted by two English-speaking secretaries who are responsible for the maintenance of the school files, assisting the B.C. staff in their needs while working in a foreign country, etc. One of the secretaries acts as the communications liaison between CQSS and Qingdao No. 9 High School. In addition, there are two local representatives of CSEEC who organize and assist with academic counselling and the visits by Canadian university representatives.

**3.5 The School meets the Student Record requirements as outlined in Section 3.5 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The Inspector examined the student files and confirms that they contain all the elements described in the Inspection Catalogue. The Inspector also spent some time with the administrative assistant who operates the Windsor/TESS school administration software and confirms that the student data is accurately recorded electronically in the Windsor/TESS databases. Sample report cards were generated and they showed the elements of reporting that are essential to providing parents with feedback on their children's progress.

**3.6 The School meets the Teacher Certification requirements as outlined in Section 3.6 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The Inspector examined the individual Certificates of Qualification for each B.C. teacher and confirms that they are all valid and current, except for one teacher who has been granted an exemption letter by the Acting Director, International Education Branch. The exemption expires on December 8, 2016, as the teacher's certification is still in process with the Teacher Regulation Branch.

The Inspector verified that CQSS employs three Mandarin language teachers who are locally certified and have had appropriate local criminal record checks.



All B.C. teachers have appropriate contracts with the employer, CSEEC, that meet the requirements of the Agreement, including statements on scope of work, times of employment, term, salary and benefits and termination clauses.

The teacher evaluation process is a comprehensive document that examines 5 areas – classroom environment, classroom management, instruction, assessment and evaluation and professionalism. Teachers are evaluated in each of these areas with the rubrics of: “Exceeds”, “Meets” or “Below Expectations”.

**The Team confirms that all Authorized Persons under The Agreement possess valid and current certification under the B.C. Teacher Regulation Branch.**

#### EDUCATIONAL PROGRAM 4.0

##### **4.1 The School meets the requirements for curriculum implementation as outlined in Section 4.1 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The teachers follow the current 2004 graduation program curriculum. The planning documents examined match the planning and reporting required by the current curriculum. Some teachers are team-teaching using cross-curricular topics and are modifying assessments to encourage greater student collaboration.

**Commendation:**

Although the School is following the current curriculum, it is encouraging to see how practical aspects of the redesigned curriculum are being explored by some teachers.

##### **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:**

The CQSS English entrance exam is a thorough exam that includes sections on dictation (20%), vocabulary (15%), grammar (20%), reading, and writing (30%). Based on the results of this examination, students are placed in the appropriate school program and provided ongoing language assistance through the ESL 10 program. The new Principal has added an ‘extra’ level of quality assurance by instituting a re-test of those students scoring less than 70% on the initial entrance exam, using a different English language assessment instrument. The re-test will take place in November and using those results, students’ learning can be further customized.



**Commendation:**

The constant monitoring of students' language progress is valuable in assessing how they are coping with learning in a second language.

**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:**

CQSS meets all the requirements as stated in the Inspection Catalogue and has evidence on file that supports the offering of Mandarin 10, 11 and 12 in the form of an approval letter (October 12, 2012) from the Ministry of Education. It also offers the exempted courses of Physical Education 10, 11 and 12 (exemption letter July 23, 2013).

CQSS offers a Board Authority Approved course in ESL 10 (YESFL). This course is part of the English support program that offers students supplementary English instruction to improve their acquisition of the English language.

**4.4 The School meets the course overview / course planning requirements as outlined in Schedule B Part I (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:**

The Inspector visited all the teachers' classes during the two-day inspection. Teacher planning documents were examined, both long-term and short-term, including daily plans. Although personal teaching styles varied, the overviews indicate that the provincial learning outcomes are being taught and met. Planning includes content and assessment methods and is presented in accordance with the traditional Graduation Program curriculum expectations. In some cases, formative and summative observations are recorded.

A few teachers are exploring teaching strategies linked to the redesigned curriculum, focussing inquiry and collaborative cross-curricular learning standards.



**4.5 The School meets the Instructional Time Allotments 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), of Ministerial Order 41/91, the Educational Standards Order, enacted under the Independent School Act.**

Requirement Met       Requirement Not Met

Comment:

Examination of the school timetable and hours of instruction per day combined with days in session revealed that the School is in compliance with the minimum number of hours of instruction.

In order to assist teachers in the skills required to teach ESL students, the School provides a professional development session at the beginning of the school year and ongoing discussions during staff meetings as the year progresses. An important factor in developing the pedagogy of ESL teaching is the sharing of successful techniques and strategies among the teachers of the School. The Principal and Vice-Principal assume the responsibility of providing support to teachers in this area.

**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:

Teachers are encouraged to use the B.C. Performance Standards and to focus deliberately on formative and summative assessment strategies when assessing student performance. Examination of teacher mark records indicate a variety of assessment techniques are used, based on the subject and activity.

Examination of the School's past performance on provincial examinations reveals that there is little significant discrepancy between the school mark and the exam mark, averaging around 4%. In Mathematics 10, the provincial exam mark was 15% higher than the school mark.

Commendation:

Due to good results in June 2015, 38 graduates were accepted into Canadian universities, six in B.C. (UBC, SFU, TRU) and the rest across Canada.





**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:**

CQSS has a small library with approximately 500 volumes that are catalogued according to reading levels. It also has a good selection of textbooks for the various courses offered in each semester. On the top floor of the Administration Building, there are two computer labs, each with 30 desktop computers. These computer labs were seen to be well-used during the inspection visit.

**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:**

CQSS is a semestered school offering two report cards in each of the semesters, at the end of each of the four terms. The report cards are generated with the Windsor/TESS school administration software and they include the academic mark, anecdotal comments and assessment of work habits. Parent meetings are held after each reporting term. For the first term, parents must come to the school to pick up the report card, and at that time, the teachers explain to them how courses are assessed.

With the implementation of the redesigned curriculum, a new report card will be developed to reflect a wider variety of reporting to ensure that both parents and students are informed of strengths and weaknesses, and goals to be achieved.

**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 Parent/Student Handbook is a comprehensive document that informs both parents and students of every aspect of the School's operation, including course descriptions and requirements, school timetable, codes of conduct and consequences, and details of the upcoming move to the new campus. It is available in English or Mandarin.



**5.2 The School meets the Teacher Handbook requirements as outlined in Section 5.2 of the Inspection Catalogue for Offshore Schools.**

Requirement Met       Requirement Not Met

**Comment:**

The CQSS Staff Handbook, like the Parent/Student Handbook, is a comprehensive document that assists teachers in acclimatizing to working in a foreign country. It describes the city and culture as well as the School's academic program, teacher responsibilities, parent and teacher appeal processes, teacher evaluations and expected conduct, etc.

**COURSE ACCREDITED VIA DISTRIBUTED LEARNING 6.0**

**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.**

Requirement Met       Requirement Not Met       Not Applicable

**Comment:**

CQSS does not provide any Distributed Learning courses.

## CONCLUSION

### Commendations

**The Inspection Team wishes to recognize the Owner/Operator, Principal and staff of Canada Qingdao Secondary School for:**

- CQSS is to be commended on the excellent provincial examination results that do not show significant discrepancies between the school mark and the provincial exam mark, with the exception of Mathematics 10, where the provincial exam mark was 15% *higher* than the course mark. Consequently, 38 graduates were accepted into Canadian universities.
- The Inspector met with the Principal of the host school, who showed the plans for the new campus including a video of the completed buildings and an artist's rendition of the campus site. The B.C. Program will benefit from this move to a new location, from its current facilities. Congratulations to Qingdao No. 9 High School on the completion of their new education campus.



- In his leadership role, the Principal focuses on developing the child as a person as well as a student. In his weekly staff meetings, he constantly reminds the staff that their function is to develop the whole child. Being an experienced Principal in an offshore school, he brings his previous experiences and expertise to the staff of CQSS to cultivate and build their capacity.
- Although the School is following the current curriculum, it is encouraging to see how practical aspects of the redesigned curriculum are being explored by some teachers.
- The constant monitoring of students' language progress is valuable in assessing how they are coping with learning in a second language.
- Due to good results in June 2015, 38 graduates were accepted into Canadian universities, six in B.C. (UBC, SFU, TRU) and the rest across Canada.

## Suggestions

### The Inspection Team encourages the Owner/Operator and School to consider:

- The report card should be adapted to suit the redesigned curriculum assessment and reporting guidelines, focussing on personal and social growth, as well as academic achievements.
- Teachers are encouraged to begin exploring, as a whole staff, the new draft graduation program curriculum that is available on the Ministry website ([www.curriculum.gov.bc.ca](http://www.curriculum.gov.bc.ca)). By sharing successes and failures of this exploration at the weekly staff meetings, they will work collaboratively toward formal implementation of the redesigned curriculum.
- The School's policy on complaints and appeals that is included in the Parent Handbook should be expanded to include the detail stated in the Staff's Handbook. This will protect the students, teachers and school through an openly defined policy.

## SUMMATIVE RECOMMENDATION

**The Offshore Inspector recommends to the Director of International Education that the British Columbia Program offered at Canada Qingdao Secondary School be recognized as a British Columbia Certified Program.**

