



1) Evaluation Catalogue:

- Completed copies of the Inspection Catalogue for Certification Status must be returned to the Office of the Inspector of Independent Schools by _____

The following items should be available for the Evaluation Team's on-site inspection:

2) Administrative

- Documentation that the Authority has approval to operate the school in accordance with the laws of the government responsible for education (country, province and/or city).
- Memorandum of Understanding or other documentation indicating approval of the appropriate local government(s) for the school to seek British Columbia certification of its program.
- Signed Offshore School British Columbia Program Certification Status Agreement with British Columbia's Ministry of Education.
- Signed agreement with a British Columbia Agent in British Columbia, who has power and jurisdiction to represent the School Authority in dealings with the Ministry.
- Parent, teacher and student handbooks.
- Promotional material published or supplied by the School Authority.

3) Teacher Certification:

- Each teacher's file must contain a photocopy of a valid, British Columbia teaching certificate, and evidence that a criminal record check has been applied for or completed.

4) Educational Program:

- Current master schedule/timetable with course names, class times, room numbers, and teachers' names.
- Course overviews/outlines that indicate content, teaching strategies/learning activities, assessment methods, and linkage with British Columbia course learning outcomes/curriculum organizers.
- Teachers' daily lesson plans and records of student assessment.
- Student attendance records.
- Samples of student writing, assignments and tests.

5) Evaluation Team Accommodation:

- Lodging, food and travel arrangements for the evaluators, including a translator/guide for assisting evaluators with travel and daily needs.
- Room in the school for the evaluators to use when on-site.
- School floor map indicating room numbers.
- Scheduling time for the evaluation team to meet with the teaching staff at the beginning and end of the evaluation visit.
- Scheduling meeting times with administrators, teachers and others, as needed, during the evaluation team's visit.
- Avoid scheduling field trips or other special events during the on-site evaluation visit.