



Interim quality report

This project is being funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Overview

The interim quality report contains information and findings of quality management (including the findings of the external evaluator engaged) in the first half of the project. It includes mainly findings of the process evaluation since product and impact evaluation happens to take place later in the project development. The document focuses on the Evaluation and QA Plan for playingCLIL and gives the guide for all quality assurance and evaluation activities that have taken place up to the interim phase of the project. Quality assurance is a joint effort of all partners. The support of the work package by timely action due to the given deadlines is a part of the responsibility of each partner. In return the quality assurance must provide the necessary information within a reasonable period of time.

Moreover there are numerous risks by carrying out projects. There are challenges related to methodological problems, related to the sustainability of the project results and also challenges related to mismatches of initial objectives and results. Communication and transnational collaboration as well as deadlines which are not met are possible risks of this project. The Evaluation and Quality Assurance aims to handle the risk management within playingCLIL.

Internal Evaluation

Monitoring of 38 deliverables









Work Package 1: Project Management & Co-ordination Lead: P1 - Zukunftsbau	Status/Achievement (by 30.12.2014)
D1 Contract / EN / partnership contracts	100%
D2 Service / EN / Financial Administration	50% 2 of 4 instalment during the project's lifetime
D3 Report / EN/ Interim Report	100%
D4 Service / EN / Support of transnational partnership meetings, documentation & progress reporting	50%
D5 Event & facilitation / EN / Meetings	50%
D6 Report / EN / Final Report	0%
Work Package 2: Identifying CLIL-Principles Lead: P2 – Humboldt Universität	
D 7 Report / EN / Progress Report	100%
D 8 Report / EN / playingCLIL principles	100%
Work package 3: Linking/matching the principles to sector educational contexts Lead: P5 – Consejería de Educación	
D9 Report / EN / Progress Report	100%
D 10 Report / EN / Map the parameters-'playingCLIL' principles	100%
Work package 4: Monitoring Student learning / pedagogical impact Lead: P2 – Humboldt Universität	
D 11 Report / EN / Monitoring report student learning / pedagogical impact	33%

Work package 5: Writing Games	
Lead: P3 – Interacting UK	
D12 Report / EN / Writing games progress report	75%
D13 Product / EN / Prototype CLIL games	75%
D14 Product / EN / Course Content for Training of the Testers	75%
Work package 6: Training of Testers	
Lead: P3 – Interacting UK	
D15 Report / EN / training progress report	90%
D16 manual / EN / Training manual for testers	75%
D17 Product / EN / Testers' training course	75%
Work package 7: Testing in different learning environments	
Lead: P6 - Liceul cu Program Sportiv Suceava	
D18 Report / EN / Testing games progress report	0%
D19 Demonstrator, Prototype / All partner languages / Testing in school education	10%
D20 Demonstrator, Prototype / All partner languages / Testing in adult education	10%
D21 Demonstrator, Prototype / All partner languages / Testing in vocational education	10%
WP 8: Reviewing / Testing / Cross testing	
Lead: P3 – Interacting UK	
D22 Report / EN / Progress reports on testing and cross testing	0%
D23 Report / All partner languages / Review of Cross tests	0%
D24 Report (cluster of changes needed for all sectors / All partner languages / Practical guidance on the use of space	0%
WP 9: Handbook / e-book & paper-version	
Lead: P3 – Universidad Las Palmas de Gran Canaria	
D25 Report / EN / Progress report handbook (paper and e-book versions)	0%
D26 Product / EN / Handbook (paper version)	0%
D27 Product / EN / Handbook (digital e-book version)	0%
D28 Product / DE, ES, RO / Language versions Handbook	0%
WP 10: Dissemination	
Lead: P1 – Zukunftsbau	
D29 Report / All partner languages / Progress report on dissemination	40%
D30 Product / All partner languages / Website and logo for playingCLIL	75%
D31 Product / All partner languages / Booklet to show the project and the aims and objectives	0%
D32 Seminar / EN / Seminars attached to conferences (meetings)	40%
WP 11: Exploitation	
Lead: P6 - Liceul cu Program Sportiv Suceava	
D33 Report / EN / Progress report on exploitation	0%
D34 Product / All partner languages / Exploitation strategy and stakeholder analysis per country	0%

D35 Product / All partner languages / playingCLIL flyer	0%
WP 12: Quality Management Lead: P1 - Zukunftsbaus	
D36 Report / EN / Quality Handbook	100%
D37 Report / EN / Interim quality report	100%
D38 Report / EN / Final quality report	0%

Process Monitoring

A process monitoring plan is available for all project partners at dropbox drive. This plan shows deadlines and status quo of deliverables, supporting documents and administrative/financial documentation.

Reporting					
Partner	Category	Document	due to	Status	Percent
P1 - Zukunftsbaus	example	example	31.01.2014	100%	100%
P1 - Zukunftsbaus	basic document	example	31.01.2014		60%
P1 - Zukunftsbaus	financial reporting	example	31.01.2014		30%
P1 - Zukunftsbaus	content reporting	example	31.01.2014		10%
P1 - Zukunftsbaus	basic document	declaration of employers costs	31.03.2014	100%	100%
P1 - Zukunftsbaus	basic document	declaration of subsistence costs	31.03.2014	100%	100%
P1 - Zukunftsbaus	financial reporting	Time sheet January (for each involved employee)	31.03.2014	100%	100%
P1 - Zukunftsbaus	financial reporting	Time sheet February (for each involved employee)	31.03.2014	100%	100%
P1 - Zukunftsbaus	financial reporting	Time sheet March (for each involved employee)	31.03.2014	100%	100%
P1 - Zukunftsbaus	content reporting	Quarterly report 1	31.03.2014	100%	100%
P1 - Zukunftsbaus	financial reporting	Time sheet April (for each involved employee)	30.06.2014	100%	100%
P1 - Zukunftsbaus	financial reporting	Time sheet May (for each involved employee)	30.06.2014	100%	100%
P1 - Zukunftsbaus	financial reporting	Time sheet June (for each involved employee)	30.06.2014	100%	100%
P1 - Zukunftsbaus	content reporting	Quarterly report 2	30.06.2014	100%	100%
P1 - Zukunftsbaus	financial reporting	Travel expense report for Suceava meeting	30.06.2014	100%	100%
P1 - Zukunftsbaus	financial reporting	Time sheet July (for each involved employee)	30.09.2014	100%	100%
P1 - Zukunftsbaus	financial reporting	Time sheet August (for each involved employee)	30.09.2014	100%	100%
P1 - Zukunftsbaus	financial reporting	Time sheet September (for each involved employee)	30.09.2014	100%	100%
P1 - Zukunftsbaus	content reporting	Quarterly report 3	30.09.2014		75%
P1 - Zukunftsbaus	financial reporting	Travel expense report for Belfast meeting	31.10.2014	100%	100%
P1 - Zukunftsbaus	financial reporting	Time sheet October (for each involved employee)	30.11.2014	100%	100%
P1 - Zukunftsbaus	financial reporting	Time sheet November (for each involved employee)	30.11.2014	100%	100%
P1 - Zukunftsbaus	financial reporting	Time sheet December (for each involved employee)	31.12.2014		0%
P1 - Zukunftsbaus	content reporting	Quarterly report 4	31.12.2014		0%
P1 - Zukunftsbaus	financial reporting	Time sheet January (for each involved employee)	31.03.2015		0%
P1 - Zukunftsbaus	financial reporting	Time sheet February (for each involved employee)	31.03.2015		0%

Supervision of Communication

Next to evaluation of the ongoing process and deliverables, a successful continuation of the project could only be ensured by monitoring the communication, participation and engagement of all partners.

At the beginning of the project an **internal documentation platform** (dropbox) was installed which provides access to all documents, deliverables and allows to follow the work progress.

The **core communication- and cooperation-platform are the steering group**, where all partners are present. The steering group meetings are attached to every project meeting since the kick-off. Additionally every 4-6 weeks the steering committee is discussing the work progress via skype. For all meetings including skype conferences agenda and minutes are available on the dropbox.

In 2014 we had three project meetings. Each of them included a steering group meeting:

- Berlin (January 2014)
The main purpose of the kick-off was to create a common working basis for the project's lifetime. That includes also to agree on the project's steering and accounting rules. The meeting gave an overview on the shared responsibility for the several work packages of playingCLIL between the partners.
- Suceava (May 2014)
The Steering group monitored the work progress. However, as all agree that the training course will take place earlier (late October 2014 instead of winter 2015), consideration has been given to increase the pace of work. The next project meeting in Belfast has been extended from 2 to 3 days.
- Belfast (September 2014)
Two main topics were the focus of discussion: last appointments for the training course in October (involving all partners in Las Palmas) also the forthcoming interim reporting end of the year. P1 explained this with the essential requirements.

In 2014 we had 7 skype conferences. These were helpful to discuss and monitor the work progress between the project meetings. At the beginning of each Skype conference topics were collected and the agenda was set jointly. Priority topics or issues were communicated in advance for a better preparation. Most discussed topics in the first project year were organisational and content questions regarding the training course in late 2014 as well as reaching the target groups in the different partner countries.

External Evaluation

The evaluation is divided into 2 axes (cf. also the plan for external evaluation in the quality handbook):

Axis 1: Process Evaluation

Axis 2: Product Evaluation

Axis 1: Process Evaluation: For the evaluation at process level 3 areas were agreed:

1. Communication and progress
2. Meetings of the consortium / Steering group
3. Self-monitoring of the process within pCLIL

Within the Kick –off Meeting on 20th of January 2014 following indicators were agreed:

1: Indicators for Communication and progress:

Communication

- The satisfaction about the communication flow within the email communication
- The effectiveness of the Skype conferences
- Clearness about the next steps to do

Progress in general

- The timetable has been respected
- Planned activities have taken place
- Partners have contributed as stated in the work plan
- The sub products are ready and approved
- The goals of year one are met

2. Indicators for the evaluation of Meetings of the consortium and meetings of the Steering group

Meetings of the consortium

- Satisfaction concerning the information flow before the meeting was held
- Satisfaction concerning organization of the meeting was satisfactory
- Overall satisfaction with the meeting
- Satisfaction concerning the structure of the meeting
- Satisfaction regarding the lead of the meeting
- Satisfaction concerning the working methodology of the meeting
- Satisfaction regarding the results of the meeting
- Regarding the **content of the activities** within the project
- Information about the planned work in the project
- Clear understanding of objectives, roles, responsibilities and procedures
- Regarding the **financial management**
- Clear understanding of topics of financial management
- The 10th indicator is related to specific aims of each meeting

Meetings of the steering group

- Overall satisfaction with the meeting
- Satisfaction concerning the structure of the meeting
- Satisfaction regarding the lead of the meeting
- Satisfaction with decision making processes are transparent and fair
- Clear understanding of objectives, roles, responsibilities and procedures

For area 3: Self-monitoring of the process within pCLIL

For this area a “traffic light colours” the status of the deliverables was suggested. It was agreed the coordinator will give an overview of the status in the well prepared and during the kick-off presented timetable chart.

Axis 2: Product Evaluation

For the Evaluation of products and the evaluation of Impact of the products / outcomes (short term, mid-term and long term) it was agreed the external evaluator consults the responsible partners for the testing and retesting phases in the project and will develop complementary tools if necessary. In the reporting period this was undertaken for the training course in Grand Canaries in October 2014.

The „Voice of users“ evaluation is undertaken by Humboldt University for teachers, trainers, students, adults within testing and re-testing for the product in general. For the impact in the phase of Testing and

Retesting phase the external evaluator will consult the responsible partner if requested. The peer evaluation of products was agreed within the kick-off meeting to be undertaken in the second year of the project.

All over it was agreed to undertake the evolutions with online tools and when the external evaluator is present within the meetings agreed on by oral interviews and by observations and reflections.