

**TEMPLATE FOR SELFIE PTK STEP 7**  
 Monitoring & evaluation actions

**MONITORING DURING IMPLEMENTATION OF THE ACTION PLAN**

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| **MONITORING AREA** | **INDICATORS** | **MONITORING DATA** |
| **METHOD/S & TOOLS FOR MONITORING AND COLLECTING DATA** | Means for observing progress | *check those you defined in Steps 5 and 6; adjust if required* |
| **MONITORING SCHEDULE** | Appropriate scheduling for monitoring ongoing progress | *e.g., weekly, monthly, after conclusion of a specific activity or activities* |
| **ASPECTS TO MONITOR** | Uptake of Action Plan: no. of teachers / students / classes getting involved | *e.g., 3 teachers, 4 classes, 75 students* |
| Activity progress levels | *e.g. commenced, partial, complete* |
| Progress towards predefined objectives/goals | *see steps 3 & 5 of your Action Plan* |
| Emerging facilitators & obstacles | *e.g., technological infrastructure, frequent meet-ups, etc.* |
| Ongoing reactions of actors involved | *e.g., response in informal meetings, discussion groups, etc.* |
| Ongoing measurable outcomes | *e.g., those in Step 5 SMART approach* |

**EVALUATION OF ACTION PLAN IMPLEMENTATION**

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| **MONITORING AREA** | **INDICATORS** | **MONITORING DATA** |
| **EVALUATION METHOD/S & TOOLS** | Means for activity/plan evaluation | *those defined in Steps 5 and 6, plus others*  *(e.g., discussion groups, informal meetings)* |
| **EVALUATION SCHEDULE** | appropriate timeframe for evaluating implementation | *e.g. immediately following completion of (all) activities, after 1 week, 2 weeks, etc.* |
| **ASPECTS TO EVALUATE** | Final level of involvement in Action Plan  (teachers/classes/students) | *e.g., 2 teachers, 4 classes, 75 students* |
| Completion of Action Plan activities | *e.g. partial, complete* |
| Key outcomes achieved | *as:*   * *observed by coordinating team* * *perceived by participants* * *measured (e.g., via student assessment)* |
| Ultimate attainment of predefined objectives/goals | *defined in Steps 3 & 5, including measurable outcomes as per SMART approach (Step 5)* |
| Key facilitators & obstacles to implementation & achievement | e.g., meeting frequently, technological infrastructure, organisational factors, etc. |
| Ultimate response of actors involved | *e.g., in informal meetings, discussion groups, etc.* |

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**GENERAL EVALUATION OF THE OVERALL SELFIE PTK PROCESS**

Below you can find some indicative questions that can be used to get feedback from relevant stakeholders regarding the SELFIE PTK process.

* Was the coordinating team (in terms of role, synthesis) able to support the implementation of the SELFIE PTK? What would you change?
* Were the set priorities and goals of the action plan sufficient to guide the action plan?
* Were the success criteria and monitoring process of the action plan sufficient for the successful implementation of actions?
* Was it a collective process which involved a significant number of teachers?
* Were teachers engaged in an ongoing process of sharing knowledge, experience, and collaboration activities in relation to teaching with digital technologies?
* Has the necessary culture been developed in the school for the use of innovative learning approaches with the support of digital technologies?
* Was the school leadership proactive in the implementation process and especially in supporting teachers in integrating digital technologies into their teaching?
* Were teachers confident and skilled in using digital technology to support their teaching and adapted pedagogy? Has the school organised or facilitated professional development opportunities for the teachers?
* Did the action plan help teachers to integrate digital technologies into learning, teaching and the assessment of students' skills?
* Do students feel that the implementation of the action plan has changed how they learn?
* Do teachers/parents feel that the school benefited from the implementation of the action plan?