

WRITING UP

All evaluation teams contain 4 persons

- Primary author/ secondary author.
- Normally some drafting can be done between meetings – but do not expect to get much done.
- Further drafting normally on the third morning and early afternoon.
- It is a process that is constrained by time.

Do

- Write on the basis of what you have read and heard. Be prepared to state the evidence for what you say.
- Do refer to the Standard and the Team Manual for guidance.
- Recognise that there are different ways of delivering a programme that are a product of that culture.

Do

- Write in your own style. The Chair and I will edit the report.
- Do let us know what your other language skills are. ECCE accepts some documentation in the language of the country.

DO NOT

- Pass opinions either during meetings, or in report, that state what you do in your institution. Comparisons will arise but always accept that there are different ways of delivering a programme.
- Make judgements based on what one person has said. Always try to triangulate.
- Do not state whether a standard has been met. That is for CoA to judge from your reporting.

Do Not

- Reveal confidential discussions to others. You have to sign a confidentiality statement.