

## The 1<sup>st</sup> Hour Analysis Process

### The Steps

The administrator takes control of the direction of the interpretation and action plans through an hour of analysis that includes:

- recording and considering year to year trends
- comparing the school, board and provincial results
- identifying reading or writing as a key concern
- considering any gender differences in the results
- examining patterns, strengths and weaknesses in reading
- examining patterns, strengths and weaknesses in writing
- examining contextual data
- summarizing key issues.

### Making the Most of the 1<sup>st</sup> Hour

To make the 1<sup>st</sup> hour summary of data an effective and efficient process:

- concentrate on transferring key information to the summary sheet
- write what is high, low, unusual or questionable
- with the exception of the annual summary, don't copy statistics, write impressions and interpretations
- write questions down, but don't try to look up answers
- jot down issues about the students and community as they occur and are relevant to the results reviewed
- do not use Individual Student Results at this stage
- write down ideas for strategies and action plans that might be beneficial as they occur
- indicate programs that have contributed to positive results to ensure they are addressed in the action plan for maintenance.

