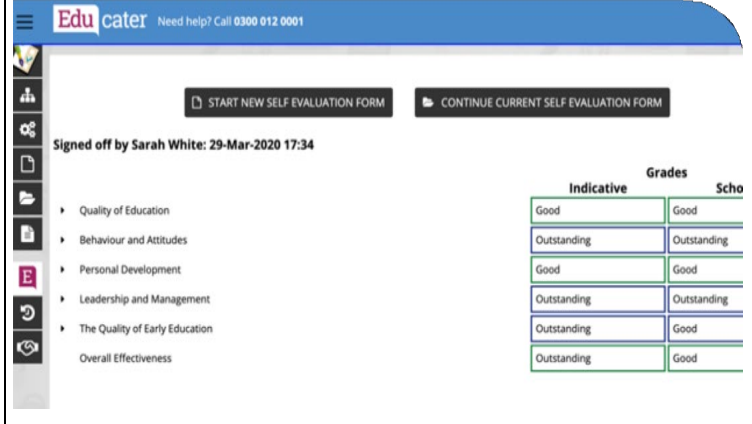
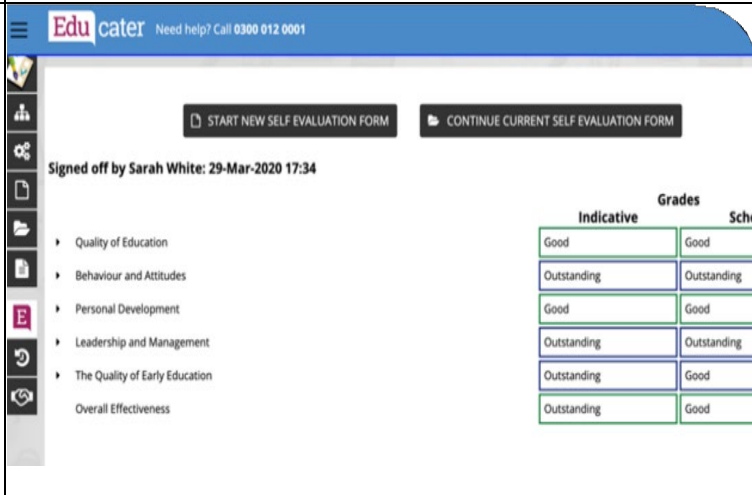
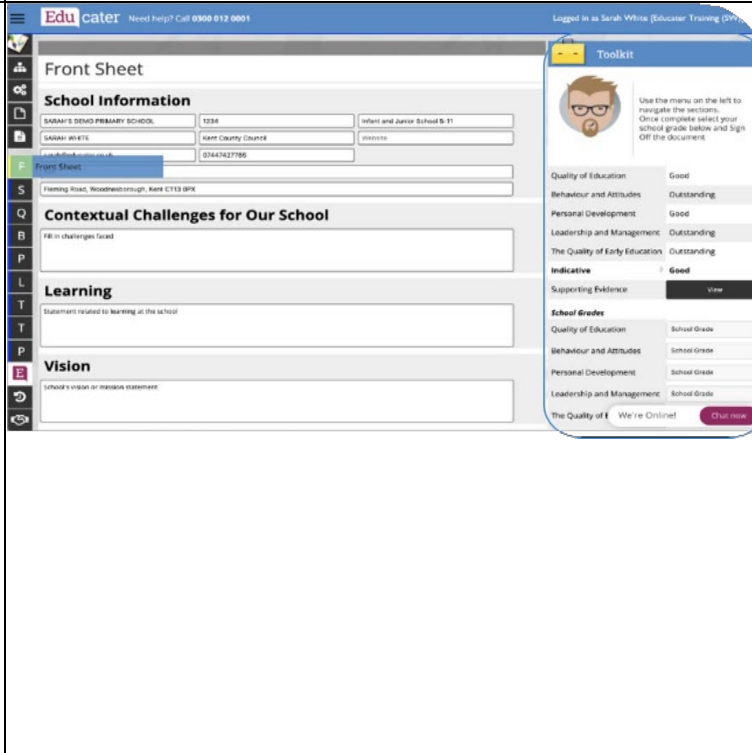


## How to ... Create a New Self Evaluation Form

1.	<p><b>Start a New SEF</b></p> <p>To start a new SEF select</p> <p><a href="#">START NEW SELF EVALUATION FORM</a></p>	
2.	<p><b>Continue Working on a SEF</b></p> <p>To continue working on a SEF you have already created, but which has not been signed off, select</p> <p><a href="#">CONTINUE CURRENT SELF EVALUATION FORM</a></p> <p><i>Note: If you have previously completed a SEF for your school it will appear as "Signed Off" and cannot be edited. A completed SEF can be viewed by selecting</i></p> <p><a href="#">Open a previous Evaluation</a></p>	
3.	<p><b>Front Sheet</b></p> <p>From the Navigation Bar select</p> <p><a href="#">Front Sheet</a></p> <p>The data you enter will form the front page of your SEF.</p> <p>Complete your school's key information.</p> <p>Complete statements for:</p> <ul style="list-style-type: none"> <li>- Contextual Challenges for our school</li> <li>- Learning</li> <li>- Vision</li> <li>- Key School Improvement Priorities</li> <li>- Last OFSTED</li> <li>- Contextual Details</li> </ul> <p><i>NOTE: If you are working on a SEF you have previously started you can select from the Navigation Bar the part of the SEF you wish to work on.</i></p>	

## 4. The Toolkit

Having completed your SEF Front Sheet you can work through the other sections.

*NOTES: The Toolkit on the right-hand side will update as you work through your SEF.*

*The indicative Grades are awarded based on the answers provided in each section, they update as questions are answered.*

*The school grades are manual, it is what you as a school award yourselves and may differ from the calculated indicative grades show above. They only need to be entered when signing off as they do not auto-save.*

## 5. Entering School Data

From the Navigation Bar select

**S School Data**

Data is entered as % of pupils.  
Scroll down to complete all sections.

## 6. Quality of Education

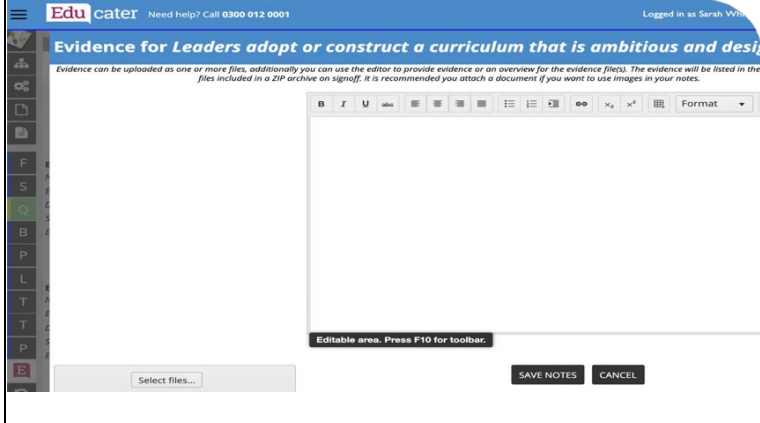
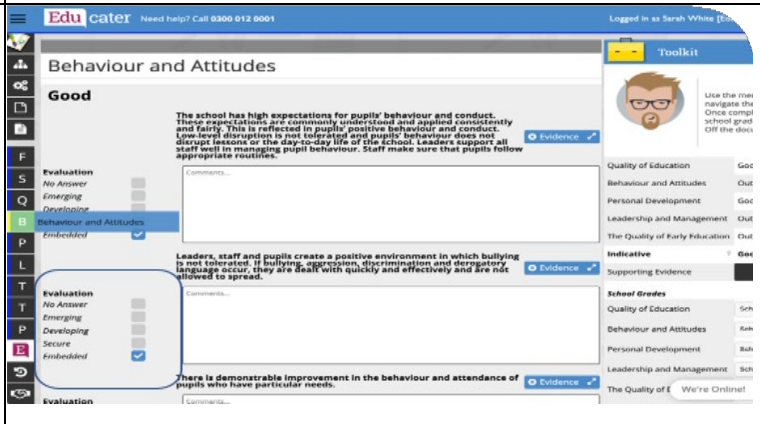
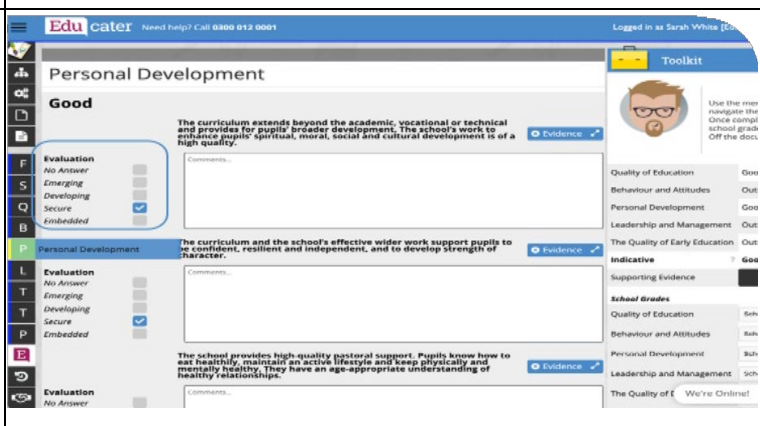
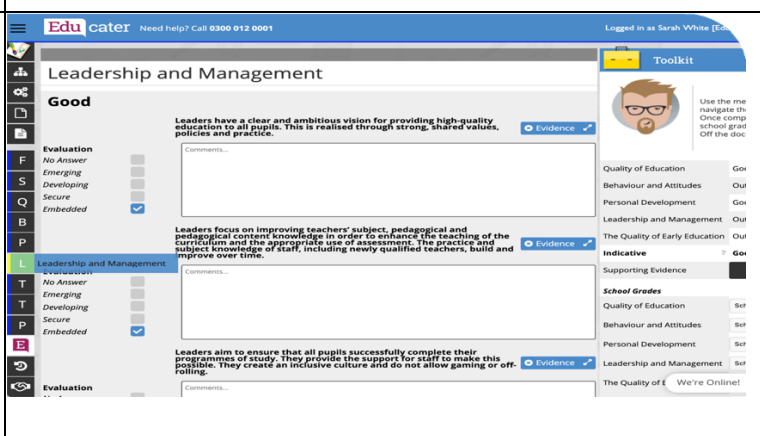
From the Navigation Bar select

**Q Quality of Education**

Complete the comment boxes.

From the options next to each comment box tick the appropriate evaluation for your school.

*NOTE: Statements written in purple are deemed to be essential criteria.*

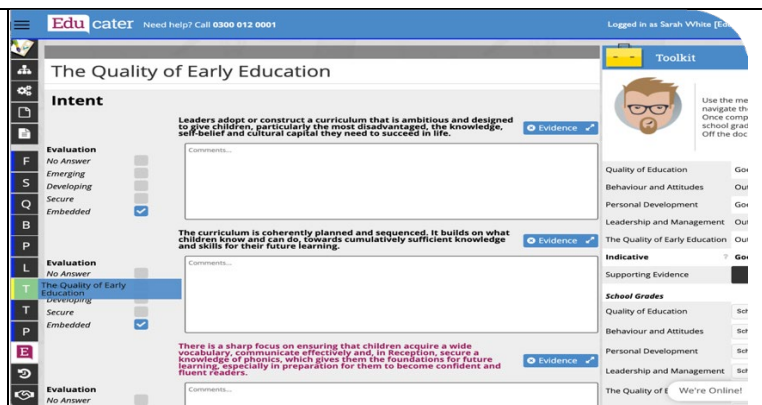
7.	<h2>Upload Evidence</h2> <p>To upload evidence or make additional notes to a section select</p> <p><input type="button" value="Evidence"/></p> <p>To upload a file, select <input type="button" value="Select files..."/></p>	
8.	<h2>Behavior and Attitudes</h2> <p>From the Navigation Bar select</p> <p><input type="button" value="Behaviour and Attitudes"/></p> <p>Complete the comment boxes.</p> <p>From the options next to each comment box tick the appropriate evaluation for your school.</p>	
9.	<h2>Personal Development</h2> <p>From the Navigation Bar select</p> <p><input type="button" value="Personal Development"/></p> <p>Complete the comment boxes.</p> <p>From the options next to each comment box tick the appropriate evaluation for your school.</p>	
10.	<h2>Leadership and Management</h2> <p>From the Navigation Bar select</p> <p><input type="button" value="Leadership and Management"/></p> <p>Complete the comment boxes.</p> <p>From the options next to each comment box select the appropriate evaluation for your school.</p>	

## 11. The Quality of Early Education

From the Navigation Bar select  


Complete the comment boxes.

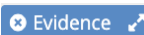
From the options next to each comment box tick the appropriate evaluation for your school.




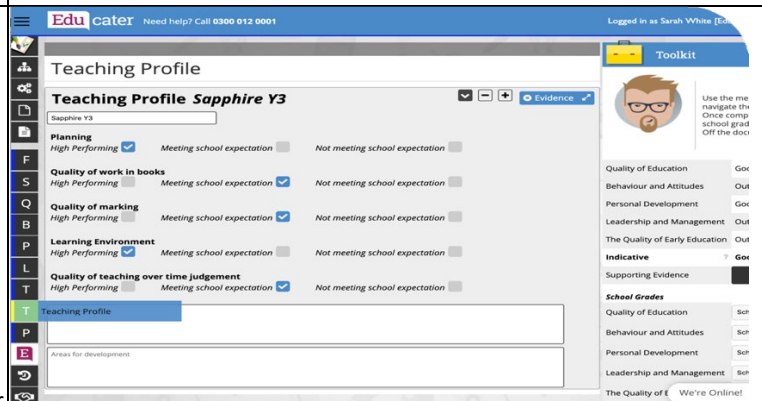
## 12. Teaching Profile

From the Navigation Bar select

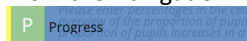
Identify the Year or Teaching Group:

To upload further evidence or make additional notes, select 

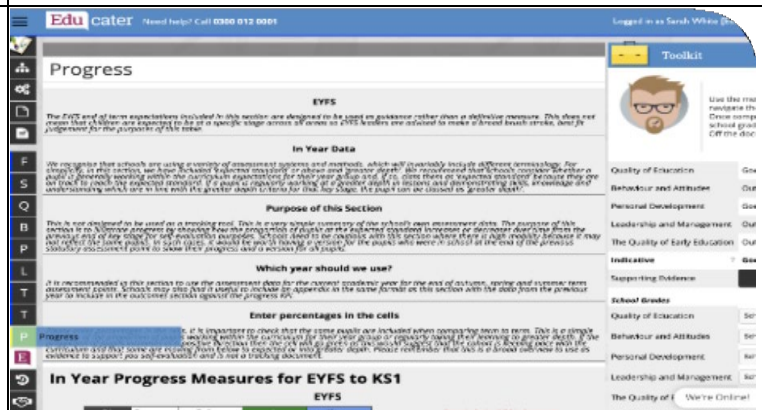
Select  to add an additional Year or Teaching Group.



## 13. Progress

From the Navigation Bar select  


*NOTES: Guidance to this section is provided on the screen.*



## 14. In-Year Progress Measure Cells

To complete the In-Year Progress Measure Cells:

Use data for the current academic year – enter % in the cells.

For EYFS use a “best fit” judgement.

*NOTE: Terminology may differ to what you use in your school.*

SEFOnline uses the following descriptions:

*Below: working “below expected standards” for their year group.*

*At Expected Standard: working within the curriculum expectations for their year group and are “on track” to reach the expected standard.*

*Above Greater Depth: demonstrating skills, knowledge and understanding in line with “greater depth” criteria for their year group.*

## 15. School Judgements

Once all sections have been completed the Toolkit will show the overall judgement given for each section.

Using school grades, you can now make your own professional judgement. Use the drop-down menu to select the appropriate judgements:

### School Grades

Quality of Education Good

Once complete, select SIGN OFF

To print, select PRINT

*NOTE: Once you have signed off your SEF you will not be able to edit your answers. Your SEF is dated and saved in the Archive as a “Previous Evaluation”.*