**Total Data Audit – for the Principal/SAM/Data Manager**

On the following page is a ‘getting started’ task which could be used every one-two years to see what has changed and what hasn’t. Use the 1-3 scale as:

1 = non-existent, needs work

2 = done to some extent

3 = well done

|  |  |  |  |
| --- | --- | --- | --- |
| **SMS** | **1** | **2** | **3** |
| SMS Functionality |  |  |  |
| Data Entry Person |  |  |  |
| Staff use/access SMS |  |  |  |
| **Types of data** | **1** | **2** | **3** |
| Demographic data |  |  |  |
| Student achievement data (including NCEA) |  |  |  |
| Attendance data |  |  |  |
| Behavioural data  |  |  |  |
| Teacher data |  |  |  |
| School processes data |  |  |  |
| Attitudinal/perceptions data |  |  |  |
| **Raw Data** | **1** | **2** | **3** |
| Raw data has unique ID suitable for data merging |  |  |  |
| Raw data is held on site |  |  |  |
| Systematic naming conventions used |  |  |  |
| Missing data (i.e., completeness) |  |  |  |
| Cleanliness of data |  |  |  |
| Duplication of data files |  |  |  |
| Duplication in data files |  |  |  |
| **Infrastructure** | **1** | **2** | **3** |
| Assessments conducted according to schedule |  |  |  |
| Protocols for data generation  |  |  |  |
| Data collected together |  |  |  |
| Availability of achievement data |  |  |  |
| Timely entry of data – NCEA |  |  |  |
| Timely entry of data – other |  |  |  |
| Data analysed |  |  |  |
| SAM |  |  |  |
| **Data Generation/Use**  | **1** | **2** | **3** |
| Networked computer |  |  |  |
| Accessibility onsite |  |  |  |
| Accessibility offsite |  |  |  |
| Wireless access |  |  |  |
| Broadband capabilities (for e-asTTle testing) |  |  |  |
| Software tools |  |  |  |