

## Action tasks and timetable

## APPENDIX 2

<b>Action Area: Attainment S4, S5 and S6:</b> Continue to focus on and develop strategies to improve attainment, particularly at S5/6 and level 5 in S4.	
<b>Number: 14</b>	
<b>Officer responsible for ensuring preparation of Action Plan:</b> George Sinclair	
Other Key Officers: Vivienne Cross	
<b>Ref</b>	<b>Task</b> ( <i>add initials of person responsible</i> )
1	Develop future use of baseline data
2	Build capacity by running train the trainer sessions on examination results interpretation
3	QIO to continue to attend Benchmarking meetings to keep up with developments
4	Data working group to meet to further build capacity
5	Roll out of training across schools on the interpretation of examination results
6	Develop focus and support for individual departments in secondary schools
7	Review the role of secondary subject groups to ensure focus on sharing and improvement
8	Develop reviews of attainment to include QIOs and secondary Senior Management teams
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### Strategies for gathering evidence of Impact (linked to evidence of impact in Full Service Improvement Plan)

Examine trends in data over time
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