

## 4. Forms to be filled in by the Inspire national coordinator

*To be filled in by the end of May 2009*

### Form 4.4. Planning / preparation / information concerning the Inspire project

*(Tick the box and give more information, if possible)*

<b>Name of the school:</b>			
<b>Planning , preparation, information at school level</b>			
The Inspire project and its objectives were discussed with the head or other management staff	NO	YES	If Yes, How?
The project and its objectives were presented to all teachers			If Yes, How?
The project and its objectives were presented to the parents concerned			If Yes, How?
The project and its objectives were presented to the maths, science and technology (MST) teachers			If Yes, How?
The head, management and teachers were kept updated on the project developments			If Yes, How?
The science teachers were kept updated on developments			If Yes, How?
Parents were kept updated on developments			If Yes, How?
<b>Preparation required for MST teachers</b>			
MST teachers concerned were trained on how to work with ICT based tools / techniques	NO	YES	If Yes, How?
MST teachers were trained in how to document the project activities			If Yes, How?
What was the total time invested in training MST teachers?			
<b>Preparation of the pupils</b>			
Pupils were trained on how to work with ICT based tools	NO	YES	If Yes, HOW?
How long did the training last?			
Who trained them? ICT teacher ?			

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**Form 4.5. Special organizational measures which were taken to facilitate the Inspire activities**

<b>Name of the school:</b>			
<b>Tick the appropriate box and give information, if useful!</b>	<b>NO</b>	<b>YES</b>	<b>Further information</b>
At the level of the time table of the pupils			
The time table of the MST teachers was re-scheduled for the duration of the tests			
The Inspire school teacher was exempted from teaching certain lessons during the pilot phase			
Special meetings were organized for the MST teachers involved in the project			
The MST inspectorate was informed about the project before the start of the tests			
The MST inspectorate attended some of the test lessons using the Learning Objects in MST			
MST Teachers from other schools were invited to attend some of the pilot lessons			
Other: Which ones?			