

WHAT THIS UNIT IS ABOUT

Using school data — attendance records, assessment results, usage logs, observation notes — to make and justify leadership decisions about digital initiatives.

KEY CONCEPTS TO ENGAGE WITH

Evidence-based decision-making does not mean waiting for perfect data. It means using the best available information you have — and being clear about what you are uncertain about.

Data your school probably already has: attendance records, assessment scores by class or subject, teacher observation notes, device usage logs (if applicable), parent feedback, student survey results.

A good leadership decision note has three parts: What does the data show? What decision does this support? What are the limitations of this data?

Using data does not replace professional judgement — it informs it.

ASSIGNMENT BRIEF**ASSIGNMENT DETAILS**

Output: A 1-page decision note using real or simulated school data to justify one leadership decision related to a digital initiative

State the decision clearly at the top

Identify the data you used — be specific about the source

Explain what the data shows and how it supports the decision

Acknowledge at least one limitation of the data — what does it not tell you?

State what you would monitor to know whether the decision was correct

GRADING CRITERIA

Grade	What Your Submission Should Demonstrate
Pass	Data is mentioned in the decision note, but the decision could have been made without it
Merit	Data directly shapes and supports the decision — the reasoning is clear and the data source is named
Distinction	Data is the primary driver of the decision. Interpretation is clear, limitations are acknowledged, and a monitoring approach is stated

• PEER-LEARNING SESSION PROMPT

Bring your decision note to your peer group. Share the decision and the data behind it. Ask the group: 'Does the data actually support this decision — or am I using it to confirm what I already planned to do?'

★ CAPSTONE CONNECTION

Your evidence-based decision-making approach feeds Digital School Strategy Section 4: your M&E framework — the evidence that will tell you whether your transformation is working.