

# **UNIVERSITY OF CAPE COAST**



## **DEPARTMENT OF DATA SCIENCE AND ECONOMIC POLICY**

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**DATA CURATION AND MANAGEMENT**

**(DMA 820)**

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**ASSIGNMENT**

## **A. Commentary on the Data Policy of Bishop Herman College**

### **1. Structure of Data Dissemination**

At Bishop Herman College, data dissemination follows both administrative structures and digital systems. Traditionally, data flows hierarchically from the Headmaster to Assistant Headmasters, Heads of Department, and then to teachers and students. This ensures orderly and accountable information flow.

At the school level, official data dissemination often occurs during staff meetings, circulars, and internal memoranda, while information relevant to external stakeholders (such as the Ghana Education Service, Ministry of Education, and parents) is disseminated through official reports, newsletters, and Parent-Teacher Association (PTA) engagements.

A key element of this dissemination structure is the preparation and release of student report cards each term. Report cards serve as the primary channel through which parents receive official academic data about their wards. The school has enhanced this traditional structure with the adoption of the Saprosoft SHS Administrator, a software that centralizes student records and automates parts of the report card generation process. With Saprosoft, academic performance, attendance, and conduct records are securely stored and retrieved to produce standardized report cards, reducing manual workload and minimizing errors. Additionally, through its bulk messaging feature, management can notify parents when report cards are ready for collection, thereby extending the reach of the dissemination structure beyond the school's physical boundaries.

### **2. Format of Data Dissemination**

Data dissemination at Bishop Herman College uses both traditional and digital formats. Printed formats remain common, particularly for student report cards, which are issued in hard copy at the end of each semester. These serve as official documents and remain vital for parents who may not have consistent access to digital platforms. Also, summarized school performance data is often prepared in tabular or graphical formats for stakeholders like the PTA and regional education offices.

In addition to hard copies, report card data can be stored and processed digitally within Saprosoft, allowing the generation of Excel spreadsheets, PDF versions, and graphical summaries of academic performance. The software also supports dissemination through SMS notifications to parents, informing them of their wards' performance, fees, or attendance issues. The combination of printed report cards and digital formats ensures inclusivity, reaching parents with varying levels of digital access.

### **3. Data Sharing Protocols and Procedures**

While the school does not yet have a formally codified data sharing policy, the use of Saprosoft provides structure for handling sensitive academic and administrative records. Access to report card data, for example, is role-based: subject teachers input marks, Heads of Department verify them, and the academic office generates final results for dissemination. This multi-level approach safeguards data accuracy and integrity.

Externally, report card data may be requested by the Ghana Education Service (GES), WAEC, or scholarship organizations. Such requests are routed through the headmaster's office, with Saprosoft serving as the source of verified academic records. Within the school, report card data may also be shared with guidance and counseling units to support student development. Although this system ensures reliability, the absence of a formalized written protocol highlights the need for a clear data sharing policy that addresses confidentiality, privacy, and long-term retention.

#### **4. Data Visibility**

Report cards are the most visible form of data to parents and students, as they directly communicate performance, attendance, and conduct. They remain a trusted and official means of sharing academic progress, and their visibility is enhanced by parent-teacher meetings where results are discussed in detail.

The adoption of Saprosoft has further improved data visibility by enabling real-time access to records within the school. Heads of Department and management can quickly review subject-level or school-wide performance trends, while parents receive updates through bulk SMS notifications.

The school also has social media handles such as Instagram and Facebook pages to post updates about the school as well as updates about the alumni. However, the school does not have an official website, limiting broader institutional visibility.

## **B. Suggestions for Improving the Mentioned Areas of Data Curation in Bishop Herman College**

While Bishop Herman College has made progress in data management through the use of Saprosoft, there are areas that require improvement:

### **1. Improving the Structure of Data Dissemination**

- Formalize the role of report cards in the dissemination policy by making them the central medium of academic data flow to parents.
- Train staff to use Saprosoft more effectively for compiling and generating accurate report cards.
- Introduce periodic cross-departmental review sessions to validate report card data before release.

### **2. Enhancing Formats of Data Dissemination**

- Supplement hard-copy report cards with secure digital report cards accessible through an online parent portal.
- Standardize templates for report cards and ensure they present not only grades but also attendance, behavior, and teacher comments clearly.
- Use data visualization tools in Saprosoft to add graphical summaries (e.g., performance trends) to report cards.

### **3. Strengthening Data Sharing Protocols and Procedures**

- Develop a written data sharing policy, outlining who has access to student academic data, how it is verified, and how it is released.
- Ensure that all electronic report card files are securely stored and backed up.
- Adopt encryption or password protection for any digital report card files shared electronically.

### **4. Improving Data Visibility**

- Develop school website to showcase and enhance visibility
- Make the social media handles more engaging to help with the school's visibility.

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