Institutional evaluation guide

A practical starting point for school and trust procurement, privacy, security and implementation conversations.

AI-assisted Student Intelligence Platform for Schools

How to use this guide

Use it alongside the fictional-data guided demo, the application-generated report samples and your institution's own due-diligence process. It describes verified product boundaries but does not replace legal, security, safeguarding or commercial review.

Board-independent core; optional framework support

The core product connects academic progress, attendance, classroom observations, wellbeing context, activities and student support across years. Holistic Progress Cards are an optional CBSE/PARAKH-aligned capability. They are Pedagogy Suite adaptations, not official CBSE or PARAKH documents and not a requirement for using the wider platform.

Every new teacher should inherit understanding, not start from zero.

Public evidence

Guided demo: pedagogysuite.com/demo
Report samples and manifest: pedagogysuite.com/#sample-library
Institutional contact: sales@softdof.com

Evaluation areas

Deployment and onboarding

Academic structure, named users and existing records are set up through controlled administration and preview-before-commit imports. The implementation plan, acceptance checks and responsibilities are agreed during formal onboarding.

Hosting and data processing

Production uses encrypted transport and protected application, database and file-storage boundaries. Hosting location, subprocessors, controller and processor responsibilities, and institution-specific processing instructions belong in signed procurement documents.

School and trust separation

School-scoped records are checked against the signed-in user's organisation and assigned scope. Trust views support authorised portfolio oversight without turning every trust user into a reader of private student records.

Access controls

Named accounts and role-based permissions support teachers, coordinators, counsellors, principals, administrators and trust staff. The institution approves users and reviews access when duties change.

Privacy boundaries

Counsellor material and parent-facing information follow narrower sharing rules. Pedagogy PI shares school-approved guidance rather than unrestricted internal notes. Retention and local privacy terms are agreed during procurement.

Security and audit mechanisms

The design includes encrypted persistence boundaries, protected transport, access checks, material-action audit records and controlled background processing. No external certification or independent security audit is claimed in this guide.

Backups and recovery

The operating model includes encrypted backups, restore verification and recovery procedures. Backup frequency, retention, recovery objectives and institution-specific continuity commitments must be confirmed in the service agreement.

Reports and approvals

Student Development Reports are generated from governed learner records and analytical services. Optional Holistic Progress Cards move through draft, teacher verification, school approval and immutable issue. Missing or conflicting evidence remains visible for human review.

Parent sharing

Schools control whether Pedagogy PI is enabled and which guidance is shared. Parent or guardian access requires an approved relationship and does not expose staff-only material.

Support and escalation

Support hours, severity definitions, response targets, authorised contacts and escalation routes are agreed for each institution. Safeguarding and educational concerns remain within the school's professional procedures.

Contractual boundaries

Subscription scope, service levels, retention, exit and export arrangements, data responsibilities, warranties and commercial terms are established only in signed documents. This guide is evaluation material, not a contract or certification.

A realistic first month

1	Set up the academic year, grades, classes and authorised staff access.
2	Map and preview current student, class, attendance and assessment records.
3	Orient staff to short observations, privacy boundaries and learner views.
4	Record concise observations during normal weekly or fortnightly review points.
5	Open learner views that keep missing information visibly missing.
6	Have an authorised educator review alerts against the underlying records.
7	Assign an owner, next step and review date for agreed support.
8	Generate reports for teacher verification and appropriate leadership review.

Questions to settle before contract

Confirm implementation scope and acceptance criteria; hosting location and subprocessors; access review ownership; retention and exit/export arrangements; backup and recovery objectives; support contacts and escalation targets; parent-sharing policy; incident notification; and the signed allocation of controller, processor and school safeguarding responsibilities.

Next step Explore the guided demo, inspect the fictional sample reports, then email **sales@softdof.com** for an institution-specific evaluation.

Prepared 4 November 2026. Product capability and contractual commitments should be reconfirmed during procurement.