

**MINISTRY OF GENERAL EDUCATION
DIRECTORATE OF STANDARDS AND CURRICULUM**

TEACHER PERFORMANCE AUDIT TOOL

1.0 INSTITUTION/TEACHER PARTICULARS

Province:..... District:..... Date of Audit:.....

Name of School:..... Name of Teacher:.....

Teaching Service Number:.....Confirmed/Not Confirmed:.....

2.0 TEACHER PERFORMANCE AUDIT

S/No	Document/Item/Activity	Allocated Score	Actual Score
1.	Availability Of:		
	(a)Syllabus	1	
	(b)Time Table	1	
	(c) Teaching File	1	
	(d) Class Register/Class Lists	1	
	(e) Schemes of Work	1	
	(f) Period Registers	1	
	(g) Individual work plans	1	
2	Records of Work/Weekly Forecasts	15	
3	Lesson Plans	20	
4	Homework given	15	
5	Assessment given	15	
6	Test Items	5	
7	Marking of Exercise Books	5	
8	Use of Teaching/Learning aids	10	
9	Learner Progress Sheets	3	
10	Records of remedial work given	5	
	Total allocated score	100	

NB: Score above 75% is acceptable and does not attract any penalty but score below 75% is chargeable offence.

3.0 TEACHER'S ACTION POINT

1.
2.
3.
4.
5.
6.

4.0 KEY TO THE ALLOCATION OF MARKS

1. **Lesson plans (20)**
Actual number of lesson plan ÷ Expected Number of Lesson Plans x 20
2. **Record of Work/Weekly Forecasts (15)**
Actual number of Records of Work ÷ Expected Number of Records of work x 15
Actual number of Weekly Forecasts ÷ Expected Number of Records weekly forecast x 15
3. **Homework given (15)**
Actual number of Home Work given ÷ Expected Number of Homework x 15
4. **Assessment given (15)**
Actual number of Assessments given ÷ Expected Number of Assessments x 15
5. **Test Items (5)**
The Monitor should look at the learning outcomes covered in relation to the topic.
Outcomes covered ÷ Outcomes in topic x 5
6. **Marking of Exercise books (5)**
At the discretion of the monitor
7. **Use of teaching and Learning materials (10)**
At the discretion of the monitor
8. **Records of remedial work given (5)**
At the discretion of the monitor
9. **Learner progress sheets (5)**
At the discretion of the monitor.

5.0 MONITORED BY:

- | | |
|-------------------|-------------------|
| 1. Name:..... | 2. Name:..... |
| TS/No:..... | TS/No:..... |
| Designation:..... | Designation:..... |
| Signature:..... | Signature:..... |

6.0 COMMENTS BY PEO/DEBS/HEAD TEACHER/DEPUTY HEAD TEACHER/HEAD OF DEPARTMENT/SENIOR TEACHER

- 1)
- 2)
- 3)
- 4)
- 5)