

All communications should be addressed to:
The Permanent Secretary, Ministry of General Education
Not to any individual by name

Telephone: 250855/251315/251283
251293/211318/251291
251003/251319



REPUBLIC OF ZAMBIA

MINISTRY OF GENERAL EDUCATION

In reply please quote

No.....

MOGE/101/4/2

P. O. BOX 50093
LUSAKA

5th April, 2019

To: All Provincial Education Officers
All District Education Board Secretaries
All Headteachers of ECE/ Primary, and Secondary Schools

RE: INSTITUTIONALIZATION OF THE TEACHER PERFORMANCE AUDIT TOOL

It is a well-known fact statistically that Zambia has in the recent past recorded significant successes in increased learner access into the education system. Conversely, it had also been empirically proven that there have been serious concerns about the quality of education provided. The concerns on quality education have mostly been derived from findings provided in national assessment surveys, which have been conducted since 1999. The surveys have consistently indicated that learners' academic performance falls below 40% and that only a minority of learners reach the minimum literacy and numeracy standards of desired learning achievements levels.

The lack of sustainable continuous teacher monitoring, both internally and externally, has been cited as one of the major impediments to improved learner achievement. Continuous teacher monitoring is an indispensable component of improving classroom practices and education quality. This is notwithstanding the fact that teachers are well-trained and fully-fledged as professionals.

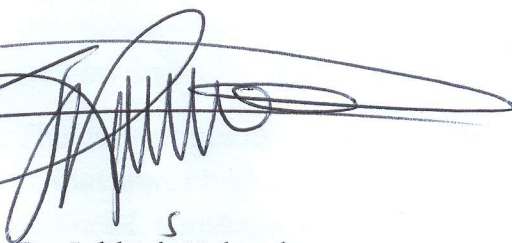
The current status quo regarding the implementation of continuous teacher monitoring is that execution of the activity has not been wholesomely undertaken due to severe financial constraints. Lack of transport and other logistical supports have equally heightened the existing challenges, especially for external monitors while internal monitoring systems have not been strong in most schools. Still in an effort to improve both teacher and learner performance, the Teacher Performance Audit Tool (attached hereto) is hence forth being introduced to be used in all schools and ECE Centers

The Teacher Performance Audit Tool gives hope to the enhancement of teacher performance. The tool addresses the availability or non-availability of critical teaching and learning components such as the Syllabus, Timetable, Teaching File, Class Register/ List, Schemes of Work, Period Registers, Class Registers, Records of Work/ Weekly Forecast, Lesson Plans, Homework given, Assessment given, Test Items, Marking of Exercise Books and the use of Teaching/ Learning Materials. Other components will include Learner Progress Sheet, Records of Remedial Work given, and Individual Work Plans. All the specific items above will be scored by comparing the Allocated Score against the Actual Score, as provided for in the actual Teacher Performance Audit Tool attached.

This Teacher Performance Audit Tool is intended to speak to the day -to-day activities of linking the teachers' work to that of the learners. It is envisaged to be a comprehensive tool that incorporates all the components needed for effective monitoring and evaluation of teaching and learning. The tool will serve as a responsive indicator and will hold teachers accountable for their daily work. It will also gauge the effectiveness of the monitoring and supervision capacities of school managers.

Initial implementation should begin with the orientation of supervisors using a bottom-up approach starting at the school level. Ideally, the tool is intended to be general so as to encompass and accommodate all subjects and learning areas. It is also notable that the tool has a scoring range where the score above 75% is acceptable, whereas the score below 75% would attract prescribed penalties. Teachers whose performance is deemed to be unacceptable should initially be recommended for remediation as opposed to immediate punitive sanctions or charges.

All addresses of this Circular should ensure that the Teacher Performance Audit Tool is institutionalized and effectively used in all schools and ECE Centers. My office expects provincial quarterly reports on the effective use of the tool which is expected to bridge the current gaps noted in classroom instruction.



Dr. Jobbick Kalumba
Permanent Secretary

MINISTRY OF GENERAL EDUCATION

**CONDUCTIVE AND SUSTAINABLE ENVIRONMENT FOR EFFECTIVE TEACHING
AND LEARNING**

TEACHER PERFORMANCE AUDIT TOOL

Province:.....

District:.....

Name of School:.....

Name of Teacher:.....

Teaching Service Number:.....

Confirmed/Not Confirmed:.....

Date of Audit:.....

S/No	Availability Of:	Allocated Score	Actual Score
1	(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) Records of Work/Weekly Forecasts	15	
	(h) Lesson Plans	20	
2	Homework given	15	
3	Assessment given	15	
4	Test Items	5	
5	Marking of Exercise Books	5	
6	Use of Teaching/Learning aids	10	
7	Learner Progress Sheets	3	
8	Records of remedial work given	5	
9	Individual work plans	1	
	Total allocated score	100	

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

Teacher's Action Point

1.
2.
3.
4.
5.

Key to the allocation of marks

1. Lesson plans

Actual number of lesson plan ÷ Expected Number of Lesson Plans x 20

2. Record of Work

Actual number of Records of Work ÷ Expected Number of Records of work x 15

3. Homework given

Actual number of Home Work given ÷ Expected Number of Homework x 15

4. Assessment given

Actual number of Home Work given ÷ Expected Number of Homework x 15

5. Test Items

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

Monitor by:

1. Name:.....
TS/No:.....
Designation:.....
Signature:.....

3. Name:.....
TS/No:.....
Designation:.....
Signature:.....

2. Name:.....
TS/No:.....
Designation:.....
Signature:.....

4. Name:.....
TS/No:.....
Designation:.....
Signature:.....

Comments by PEO/DEBS/DESO: