

ANNEX 2**TEACHERS SERVICE COMMISSION****Teacher's Checklist (TC) of Professional Documents****(For use by a supervisor)****Institution:** _____**Year:** _____ **Term** _____ **From** _____ **To** _____**Teacher' Name.** _____ **TSC No.** _____

The following documents shall be used to assess if every teacher has complied with the teaching performance standards. The listed records must be prepared, used, updated and maintained at all times, it is upon these that the teacher will be rated. The head of institution must ensure that this check list is marked every term by the immediate supervisor.

	Documents	Max. Mark	1st Term	2nd Term	3rd Term	Annual Average	Remarks
1	Current Personal Timetable.	5					
2	Syllabi for the teaching subjects.	5					
3	Approved and updated Schemes of work.	10					
4	Updated Lesson plans.	10					
5	Updated Lesson notes.	5					
6	Records of work per week.	10					
7	Mark book indicating; pre-set target subject score, Learners' progress /value added records (assessment analysis continuous assessment tests-CAT).	10					
8	Subject/school analysis for the National Exams.	5					
9	Marked/checked learners work exercise books	10					

10	Daily Class/lesson attendance register.	5					
11	Co-curricular activity records.	5					
12	Learners' discipline management and guidance and counselling records.	5					
13	Copies of subject/ departmental meeting minutes.	5					
14	Teacher Performance Appraisal and Development records.	10					
	Total	100					

1st Term Checked by: Sign_____

TSC No_____Name_____Date:_____

2nd Term Checked by: Sign_____

TSC No_____Name_____Date:_____

3rd Term Checked by: Sign_____

TSC No_____Name_____Date:_____

Verified at the end of each term by the Head of Institution.

1. TSC No_____Name_____Sign_____Date:_____

2. TSC No_____Name_____Sign_____Date:_____

3. TSC No_____Name_____Sign_____Date:_____