SUMMARY EVALUATION REPORT FOR DEPARTMENT/UNIT
(INFANT, LOWER JUNIOR AND UPPER JUNIOR- PRIMARY SCHOOLS)
(SUBJECT DEPARTMENTS - SECONDARY SCHOOLS)
(Confidential)

DEPARTMENT/UNIT: ______________________________

PERIOD ____________________ TO ____________________

DATE: ______________________________

A report to be completed by the Head of Department/Unit after consultation with all members of the Department/Unit

This Form is divided into four (4) sections

Part 1- Instructional effort
Part 2- Provision for Department
Part 3- Projections
Part 4- General

Please make brief comments under each section

Principal’s Signature ___________________________ Date_________________

Head of Department/Unit Signature _________________ Date _________________
PART 1- Instructional Effort

1. Main Goals
   Comment

2. Planning Sessions (comments on process used to achieve goals)
   Comment

3. Record Keeping
   Comment

4. Teaching Methodologies
   Comment
5. **Pupil Performance (Please append summary performance by unit/year group)**
   
a) **Internal Examinations**
   
Comment

b) **External Examinations**

Comment

c) **Affective domain**

Comment
PART 2 - Provision for Department

1. **Staffing**
   Comment

2. **Facilities**
   Comment

3. **Materials**
   Comment

4. **Finance**
   Comment
PART 3- Projections

1. Goals/Targets
   Comment

2. Syllabus
   Comment

3. Needs
   a) Personnel
   Comment

   b) Infrastructure (entire physical environment)
   Comment

4. Other
   Comment
PART 4- General

Comment