

FORM I

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