**MINIMUM EDUCATION STANDARDS (MES) MONITORING CHECKLISTS**

Example from People in Need (PIN) Ethiopia

Region: ……………… ……. Zone: ……………………… District: …………………………….

Cluster name: ……………………………………………….. School name: …………………….

Date of evaluation: …... / …... / …….…

Evaluator’s name: …………………………………………... Organisation: ……………………..

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| **STANDARD 1: Teachers implement Active Learning Methods (ALM)** |
| **Full definition** | In 60% of all school lessons teachers implement ALM, such as: lesson plans follow the ERR framework (Evocation, Realisation of meaning, Reflection) and a variety of students are actively involved in the lesson. |
| **Data collection method** | class observation |
| **Assessment methodology** | The evaluator observes a number of lessons selected in line with the guidance below and assesses each lesson using the class observation checklist provided in Annex 1. |

**Standard 1 Monitoring Guide:**

**Guidance on selection of lessons for observation**

Number of lessons:

* In each school a **minimum of 5 lessons** should be observed.

Selection of teachers and lessons for class observation:

* **Grade**: Involve teachers of both first and second cycle (if possible) and get a variety of different grade levels
* **Gender**: Observe both male and female teachers
* **Subject**: Focus on Amharic / local language, Maths, Natural Science and Social Science subjects and English. Try to get a variety of different subjects.
* Each observed lesson should be taught by a different teacher.

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| **Total number of teaching staff in the school** |  |
| **Number of observed lessons** |  |
| **Number of observed lessons where teachers implemented ALM** |  |
| **Number of observed lessons where teachers did not fully implement ALM** |  |
| **Proportion of lessons where ALM were fully implemented** | **%** |
| **Successful accomplishment of Standard 1** Requires at least 60% of observed lessons in which ALM were fully implemented.  | **YES – NO** |

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| **STANDARD 2: School management supports teachers in ALM implementation** |
| **Full definition** | School director or vice-director conducts regular class observation, provides feedback to at least one teacher per week (on average) and includes ALM implementation in the agenda of each school monthly meetings.  |
| **Data collection method** | document review |
| **Assessment methodology** | The evaluator reviews: * all class observation checklists and written feedback signed by the teachers from this semester;
* all school monthly meeting minutes in this semester
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**Standard 2 Monitoring Guide**

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| **2.1 Ask for all filled-in class observation checklists from this semester and check the following:** |
| number of filled-in class observation checklists with written recommendations prepared by school director/vice-director and signed by the teacher:  |  |
| number of completed teaching weeks in this semester:  |  |
| **number of observations** divided by the **number of weeks:***For successful accomplishment the number of observations must be equal or higher than number of weeks, i.e. the number ≥ 1.* |  |
| **2.2 Ask the school management to submit all school monthly meeting minutes and check the following:** |
| number of school monthly meeting minutes in this semester: |  |
| number of school monthly meeting minutes that includes at least one of the following points related to ALM: findings from class observation, sharing of sample lesson plans or sample of continuous assessment methods: |  |
| **number of school monthly meeting minutes referring to ALM** divided by the **number of all school monthly meetings***For successful accomplishment the number must be equal to 1.* |  |
| **Successful accomplishment of Standard 2**Requires both point 2.1 and 2.2 to be met.  | **YES– NO** |

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| **STANDARD 3: Teachers exchange best practices on ALM** |
| **Full definition** | Experience sharing sessions on ALM for teachers are regularly organized in the school at least twice a semester.  |
| **Data collection method** | * document review
* interview with teachers
 |
| **Assessment methodology** | The evaluator:* reviews sample of experience sharing outputs that were shared at experience sharing sessions (such as best ALM lesson plans or students’ work)
* reviews minutes from all sessions that have happened in the given semester
* interview 3 randomly selected teachers to crosscheck the frequency and content of the experience sharing sessions as specified in Annex 2.
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**Standard 3 Monitoring Guide**

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| **3.1 Observe sample of experience sharing outputs** that were shared at experience sharing sessions (e.g. sample lesson plans, student work, etc.) in this semester.*Tick what was observed and add the number of observed samples.**To successfully pass, at least 3 samples have to be presented.* | * ALM lesson plans \_\_\_\_
* student works \_\_\_\_
* other samples, specify:
 |
| **3.2 Review the minutes** from the experience sharing sessions carried out in the school in this semester and record the number of sessions. *To successfully pass, at least 2 sessions must be organized at the school level. Take into consideration the time of the semester.* | PASS – FAIL |
| **3.3 Interview 3 randomly selected teachers** and ask each of them about the experience sharing sessions (ESS) – follow the mini-interview guide in Annex 2.*To successfully pass, at least 2 teachers must confirm organization of 3 ESSs in this semester (unless it is too early in the semester)* | Teacher 1: PASS – FAIL Teacher 2: PASS – FAILTeacher 3: PASS – FAIL |
| **Successful accomplishment of Standard 3**Requires all 3 sub-standards to be met. | **YES – NO** |

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| **STANDARD 4: ALM integrated in school plans** |
| **Full definition** | ALM has been integrated in the school strategic plan for this academic year and specific ALM and continuous assessment techniques have been integrated in all teachers’ annual lesson plans. |
| **Data collection method** | document review |
| **Assessment methodology** | The evaluator reviews* annual school strategic plan
* annual lesson plans of 3 randomly selected teachers
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**Standard 4 Monitoring Guide**

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| **4.1. Ask for the annual school strategic plan for this semester and check whether ALM has been integrated.** | PASS – FAIL |
| **4.2 Select 3 teachers from the 5 observed ones, check their annual lesson plans and tick what you have found:***The evaluator ticks only if the ALMs and continuous assessment techniques were observed, and adds the number of observed ones.**Note, to successfully pass, at least 3 of the methods and 3 of the continuous assessment techniques must be found in all 3 teachers’ plans.* | Teacher 1:* ALM, number: \_\_\_\_
* assessment techniques, number: \_\_\_\_

Teacher 2:* ALM, number: \_\_\_\_
* assessment techniques, number: \_\_\_\_

Teacher 3:* ALM, number: \_\_\_\_
* assessment techniques, number: \_\_\_\_

PASS – FAIL |
| **Successful accomplishment of standards 4** Requires fulfilling both above-mentioned sub-standards. | **YES – NO** |

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| **STANDARD 5: Parents are aware of benefits of ALM**  |
| **Full definition** | School management organizes regular awareness raising events on ALM benefits for Parent-Teacher Association (PTA) at least twice a semester.  |
| **Data collection method** | * interview
* meeting minutes review
 |
| **Assessment methodology** | The evaluator should observe minutes from all meetings with PTA concerning ALM that have taken place in this semester and interview at least 2 PTA members on benefits of ALM – in line with interview guide in Annex 3 |

**Standard 5 Monitoring Guide**

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| **5.1 Check the minutes from the awareness raising sessions on the benefits of ALM organized for PTA members and record the following details:** |
| number of sessions held in this semester:  |  |
| total number of PTA members who attended the meetings: |  |
| Session content – tick the observed ones:* explanation of ALM
* examples of ALM
* impact on students, e.g. better results, more interest in learning, improved skills and knowledge, etc.
* teachers’ personal experience with using ALM
* students’ feedback
* other specify: ………………………………………………………………………..

*To successfully pass, at least 2 sessions must have been organized in this semester and at least one of the listed session contents has to be ticked.* |
| **5.2 Interview 2 randomly selected PTA members** and ask each of them about the ALM awareness raising sessions – follow the mini-interview guide in Annex 3.*To successfully pass, at least 2 PTA members must confirm organization of 2 sessions in this semester (unless it is too early in the semester).* | **PASS - FAIL** |
| **Successful accomplishment of Standard 5**Requires the 2 sub-standards to be met. | **YES – NO** |

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| **STANDARD 6: Students take part in school clubs**  |
| **Full definition** | The school has at least 5 active clubs (4 in 1st cycle schools) that have registered students, an annual plan of action, hold regular monthly meetings, organize at least one event in each semester and produce visible outputs. |
| **Data collection method** | document review |
| **Assessment methodology** | The evaluator observes all visible outputs of the clubs’ activities and reviews the school clubs’ documentation (student registration, meeting attendance, school club plan). |

**Standard 6 Monitoring Guide**

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| **6.1 Review school club documents and record the following information:** |
| number of school clubs active in the school in this semester: | number of clubs: …………...club names: …………………………. (C1) …………………………… (C2) …………………………. (C3) …………………………… (C4) …………………………. (C5) …………………………… (C6) |
| School Clubs (C) | **C1** | **C2** | **C3** | **C4** | **C5** | **C6** |
| tick the school clubs with an annual plan of action: |  |  |  |  |  |  |
| tick the school clubs with regular monthly meetings: |  |  |  |  |  |  |
| number of students registered in each club in this semester: |  |  |  |  |  |  |
| number of events already organized by each club in this semester: |  |  |  |  |  |  |
| **6.2 Check types of visible outputs of activities of all clubs produced in this semester** *The evaluator ticks off the observed outputs.*  | * Written texts
* Posters, banners, awareness materials
* Pictures and diagrams
* Plants garden
* Artistic products
* Other, specify: ………………………..
 |
| number of observed visible outputs:number of clubs that presented outputs:*To pass, it must be at least 5 in total.* | .........................………………… |
| **Successful accomplishment of Standard 6** requires at least 5 clubs to meet all 5 requirements | **YES – NO** |

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| **STANDARD 7: Teachers use continuous assessment (CA)** |
| **Full definition** | All teachers assess their students continuously at least once a month and use more than 1 continuous assessment technique. |
| **Data collection method** | document review  |
| **Assessment methodology** | The evaluator observes teachers’ continuous assessment checklists recorded by the director’s office. The checklist of all teachers that were selected for class observation under Standard 1 will be checked for frequency and variety of continuous assessment techniques.  |

**Standard 7 Monitoring Guide**

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| **Review continuous assessment checklists of the selected 5 teachers and record the number of continuous assessment (CA) techniques used in this semester:** |
| teachers  | **T1** | **T2** | **T3** | **T4** | **T5** |
| number of months of teaching in this semester: |  |  |  |  |  |
| number of CAs in this semester: |  |  |  |  |  |
| *Circle one option.**To successfully pass, the number of CAs must be higher or equal to the number of months.* | PASS-FAIL | PASS-FAIL | PASS-FAIL | PASS-FAIL | PASS-FAIL |
| number of CA techniques used in this semester\* |  |  |  |  |  |
| *Circle one option.**To successfully pass, the number of used CA techniques must be more than 1.* | PASS-FAIL | PASS-FAIL | PASS-FAIL | PASS-FAIL | PASS-FAIL |
| **Successful accomplishment of standards 7** requires fulfilment of 2 above-mentioned points. *The evaluator ticks one option.* | **YES – NO** |

*\* List of CA techniques that can be observed: test, written exercise, oral presentation, group assignment, project work, debate, lab report, etc.*

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| **STANDARD 8: Teachers have professional portfolios**  |
| **Full definition** | At least 70% of teachers have professional portfolios indicating their progress in ALM implementation, including implemented lesson plans, self-reflections, students’ work, samples of continuous assessment and written feedback from class observation |
| **Data collection method** | review of teachers‘ portfolios |
| **Assessment methodology** | The evaluator should observe professional portfolios of all teachers that were selected for class observation under Standard 1. The portfolios will be assessed against standards described in Annex 4. |

**Standard 8 Monitoring Guide**

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| **Total number of teaching staff in the school** (same as in Standard 1) |  |
| **Number of reviewed portfolios** |  |
| **Number of reviewed portfolios meeting the requirements** |  |
| **Number of observed portfolios not meeting the requirements** |  |
| **Proportion of portfolios that meet the requirements** | **%** |
| **Successful accomplishment of Standard 8** requires at least 70% of observed portfolios that fulfilled the requirements | **YES – NO** |

**ANNEX 1: CLASS OBSERVATION CHECKLIST – STANDARD 1**

Each table serves as a checklist for one lesson. The evaluator has to use as many tables as is the number of observed lessons. The number of required observed lessons has been determined in Standard 1 monitoring guide on page 1.

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| --- |
| **Observation Number**:…………. **Grade**: ……… **Number of Students**: ……….**Subject**: …………………………... **Teacher’s name:** ……………………………………… |
| **1.1 Lesson plan follows ERR framework** *The evaluator ticks the phases* ***represented in the Lessons Plan (LP).*** *(The actual terms E-R-R do not have to be used.)**To successfully pass, all 3 phases have to be included in the LP.* | * evocation
* realisation of meaning
* reflection
 |
| **1.2 Students actively involved in variety of activities***The evaluator ticks the activities observed* ***in the class.****To successfully pass, at least two of the activities must be observed.* | * writing exercises
* reading
* demonstration or drawing
* pair or group discussion
* presentations
* other, specify:
 |
| **1.3 Variety of students involved in the lesson***The evaluator ticks the types of student involved in the lesson**To successfully pass, at least 2 different characteristics on any line have to be circled.* | shy - outspokenlow – medium – high achievingactive – passive girls – boys  |
| **Successful accomplishment of standard** by this teacherrequires a lesson to fulfil all above-mentioned points.*The evaluator circles one option.* | **YES – NO** |

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| --- |
| **Observation Number**:…………. **Grade**: ……… **Number of Students**: ……….**Subject**: …………………………... **Teacher’s name:** ……………………………………… |
| **1.1 Lesson plan follows ERR framework** *The evaluator ticks the phases* ***represented in the Lessons Plan (LP).*** *(The actual terms E-R-R do not have to be used.)**To successfully pass, all 3 phases have to be included in the LP.* | * evocation
* realisation of meaning
* reflection
 |
| **1.2 Students actively involved in variety of activities***The evaluator ticks the activities observed* ***in the class.****To successfully pass, at least two of the activities must be observed.* | * writing exercises
* reading
* demonstration or drawing
* pair or group discussion
* presentations
* other, specify:
 |
| **1.3 Variety of students involved in the lesson***The evaluator ticks the types of student involved in the lesson**To successfully pass, at least 2 different characteristics on any line have to be circled.* | shy - outspokenlow – medium – high achievingactive – passive girls – boys  |
| **Successful accomplishment of standard** by this teacherrequires a lesson to fulfil all above-mentioned points.*The evaluator circles one option.* | **YES – NO** |

|  |
| --- |
| **Observation Number**:…………. **Grade**: ……… **Number of Students**: ……….**Subject**: …………………………... **Teacher’s name:** ……………………………………… |
| **1.1 Lesson plan follows ERR framework** *The evaluator ticks the phases* ***represented in the Lessons Plan (LP).*** *(The actual terms E-R-R do not have to be used.)**To successfully pass, all 3 phases have to be included in the LP.* | * evocation
* realisation of meaning
* reflection
 |
| **1.2 Students actively involved in variety of activities***The evaluator ticks the activities observed* ***in the class.****To successfully pass, at least two of the activities must be observed.* | * writing exercises
* reading
* demonstration or drawing
* pair or group discussion
* presentations
* other, specify:
 |
| **1.3 Variety of students involved in the lesson***The evaluator ticks the types of student involved in the lesson**To successfully pass, at least 2 different characteristics on any line have to be circled.* | shy - outspokenlow – medium – high achievingactive – passive girls – boys  |
| **Successful accomplishment of standard** by this teacherrequires a lesson to fulfil all above-mentioned points.*The evaluator circles one option.* | **YES – NO** |

|  |
| --- |
| **Observation Number**:…………. **Grade**: ……… **Number of Students**: ……….**Subject**: …………………………... **Teacher’s name:** ……………………………………… |
| **1.1 Lesson plan follows ERR framework** *The evaluator ticks the phases* ***represented in the Lessons Plan (LP).*** *(The actual terms E-R-R do not have to be used.)**To successfully pass, all 3 phases have to be included in the LP.* | * evocation
* realisation of meaning
* reflection
 |
| **1.2 Students actively involved in variety of activities***The evaluator ticks the activities observed* ***in the class.****To successfully pass, at least two of the activities must be observed.* | * writing exercises
* reading
* demonstration or drawing
* pair or group discussion
* presentations
* other, specify:
 |
| **1.3 Variety of students involved in the lesson***The evaluator ticks the types of student involved in the lesson**To successfully pass, at least 2 different characteristics on any line have to be circled.* | shy - outspokenlow – medium – high achievingactive – passive girls – boys  |
| **Successful accomplishment of standard** by this teacherrequires a lesson to fulfil all above-mentioned points.*The evaluator circles one option.* | **YES – NO** |

|  |
| --- |
| **Observation Number**:…………. **Grade**: ……… **Number of Students**: ……….**Subject**: …………………………... **Teacher’s name:** ……………………………………… |
| **1.1 Lesson plan follows ERR framework** *The evaluator ticks the phases* ***represented in the Lessons Plan (LP).*** *(The actual terms E-R-R do not have to be used.)**To successfully pass, all 3 phases have to be included in the LP.* | * evocation
* realisation of meaning
* reflection
 |
| **1.2 Students actively involved in variety of activities***The evaluator ticks the activities observed* ***in the class.****To successfully pass, at least two of the activities must be observed.* | * writing exercises
* reading
* demonstration or drawing
* pair or group discussion
* presentations
* other, specify:
 |
| **1.3 Variety of students involved in the lesson***The evaluator ticks the types of student involved in the lesson**To successfully pass, at least 2 different characteristics on any line have to be circled.* | shy - outspokenlow – medium – high achievingactive – passive girls – boys  |
| **Successful accomplishment of standard** by this teacherrequires a lesson to fulfil all above-mentioned points.*The evaluator circles one option.* | **YES – NO** |

**ANNEX 2: MINI-INTERVIEW GUIDE FOR TEACHERS – STANDARD 3**

Each table serves as an interview guide for one mini-interview. Randomly select 3 teachers and ask the following questions.

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| **Interview Number:** …...... **Teacher’s Name**: ……………………………… |
| **Q1: Do you remember any experience sharing sessions on ALM for teachers held this semester?** *In no, finish the interview.**If yes, continue the interview with the following questions.* | **YES - NO** |
| **Q2: How many sessions were organized?**  |  |
| **Q3: Where did the sessions take place?** |  |
| **Q4: What was the topic of these sessions? Please, be as specific as possible.** | * sample lesson plans
* sample of student work
* continuous assessment methods
* micro-teaching
* other, specify:
 |
| **Circle one of the options.** *If 2 sessions have been organized in the school with topics related to ALM circle PASS.* | **PASS – FAIL** |

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| **Interview Number:** …...... **Teacher’s Name**: ……………………………… |
| **Q1: Do you remember any experience sharing sessions on ALM for teachers held this semester?** *In no, finish the interview.**If yes, continue the interview with following questions.* | **YES - NO** |
| **Q2: How many sessions were organized?**  |  |
| **Q3: Where did the sessions take place?** |  |
| **Q4: What was the topic of these sessions? Please, be as specific as possible.** | * sample lesson plans
* sample of student work
* continuous assessment methods
* micro-teaching
* other, specify:
 |
| **Circle one of the options.** *If 2 sessions have been organized in the school with topics related to ALM circle PASS.* | **PASS – FAIL** |

|  |
| --- |
| **Interview Number:** …...... **Teacher’s Name**: ……………………………… |
| **Q1: Do you remember any experience sharing sessions on ALM for teachers held this semester?** *In no, finish the interview.**If yes, continue the interview with the following questions.* | **YES - NO** |
| **Q2: How many sessions were organized?**  |  |
| **Q3: Where did the sessions take place?** |  |
| **Q4: What was the topic of these sessions? Please, be as specific as possible.** | * sample lesson plans
* sample of student work
* continuous assessment methods
* micro-teaching
* other, specify:
 |
| **Circle one of the options.** *If 2 sessions were organized in the school with topics related to ALM circle PASS.* | **PASS – FAIL** |

|  |
| --- |
| **Interview Number:** …...... **Teacher’s Name**: ……………………………… |
| **Q1: Do you remember any experience sharing sessions on ALM for teachers held this semester?** *In no, finish the interview.**If yes, continue the interview with the following questions.* | **YES - NO** |
| **Q2: How many sessions were organized?**  |  |
| **Q3: Where did the sessions take place?** |  |
| **Q4: What was the topic of these sessions? Please, be as specific as possible.** | * sample lesson plans
* sample student works
* continuous assessment methods
* micro-teaching
* other, specify:
 |
| **Circle one of the options.** *If 2 sessions were organized in the school with topics related to ALM circle PASS.* | **PASS – FAIL** |

|  |
| --- |
| **Interview Number:** …...... **Teacher’s Name**: ……………………………… |
| **Q1: Do you remember any experience sharing sessions on ALM for teachers held this semester?** *In no, finish the interview.**If yes, continue the interview with the following questions.* | **YES - NO** |
| **Q2: How many sessions were organized?**  |  |
| **Q3: Where did the sessions take place?** |  |
| **Q4: What was the topic of these sessions? Please, be as specific as possible.** | * sample lesson plans
* sample of student work
* continuous assessment methods
* micro-teaching
* other, specify:
 |
| **Circle one of the options.** *If 2 sessions were organized in the school with topics related to ALM circle PASS.* | **PASS – FAIL** |

**Annex 3: Mini-interview guide for PTA members – Standard 5**

Each table serves as an interview guide for one mini-interview. Find 2 PTA members from within the community (not the teachers) and ask the following questions.

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| **Interview Number:** ………….**Name:** ………………………… |
| **Q1: Do you remember any event where ALM principles and benefits were presented to PTA members?***In no, finish the interview.**If yes, continue the interview with the following questions.* | **YES - NO** |
| **Q2: How many sessions were organized?**  |  |
| **Q3: Can you tell me what ALM is?**Don’t read the options aloud. Check and then tick those points which were mentioned.*If 2 or more items above have been ticked, circle PASS.* | * Students actively participate
* Students learn by themselves
* Group work
* Linking instruction with real life
* Asking about students’ previous knowledge

**PASS – FAIL** |

|  |
| --- |
| **Interview Number:** ………….**Name:** ………………………… |
| **Q1: Do you remember any event where ALM principles and benefits have been presented to PTA members?***In no, finish the interview.**If yes, continue the interview with the following questions.* | **YES - NO** |
| **Q2: How many sessions were organized?**  |  |
| **Q3: Can you tell me what ALM is?**Don’t read the options aloud. Check and then tick those points which were mentioned. *If 2 or more items above have been ticked, circle PASS.* | * Students actively participate
* Students learn by themselves
* Group work
* Linking instruction with real life
* Asking about students’ previous knowledge

**PASS – FAIL** |

**ANNEX 4: PORTFOLIO ASSESSMENT CHECKLIST – STANDARD 8**

Each table serves as a checklist for one portfolio. The evaluator must use one table per observed portfolio. The number of required observed portfolios has been determined in Standard 8 of the monitoring guide.

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| **Portfolio Number:** ……………… **Teacher’s name:** ………………………………… |
| The portfolio contains following materials from this semester: |  |
| * Sample ERR lesson plans
 | **YES – NO** |
| * Samples of students’ work using ALMs
 | **YES – NO** |
| * Teacher’s written self-reflections
 | **YES – NO** |
| * Observation checklist and recommendations by (vice) director
 | **YES – NO** |
| * Sample continuous assessment tools
 | **YES – NO** |
| **Successful accomplishment of standard** by this portfoliorequires at least 4 of the above-mentioned requirements to be met. *The evaluator circles one option.* | **PASS – FAIL** |

|  |
| --- |
| **Portfolio Number:** ……………… **Teacher’s name:** ………………………………… |
| The portfolio contains the following materials from this semester: |  |
| * Sample ERR lesson plans
 | **YES – NO** |
| * Samples of students’ work using ALMs
 | **YES – NO** |
| * Teacher’s written self-reflections
 | **YES – NO** |
| * Observation checklist and recommendations by (vice) director
 | **YES – NO** |
| * Sample continuous assessment tools
 | **YES – NO** |
| **Successful accomplishment of standard** by this portfoliorequires at least 4 of the above-mentioned requirements to be met. *The evaluator circles one option.* | **PASS – FAIL** |

|  |
| --- |
| **Portfolio Number:** ……………… **Teacher’s name:** ………………………………… |
| The portfolio contains the following materials from this semester: |  |
| * Sample ERR lesson plans
 | **YES – NO** |
| * Samples of students’ work using ALMs
 | **YES – NO** |
| * Teacher’s written self-reflections
 | **YES – NO** |
| * Observation checklist and recommendations by (vice) director
 | **YES – NO** |
| * Sample continuous assessment tools
 | **YES – NO** |
| **Successful accomplishment of standard** by this portfoliorequires at least 4 of the above-mentioned requirements to be met. *The evaluator circles one option.* | **PASS – FAIL** |

|  |
| --- |
| **Portfolio Number:** ……………… **Teacher’s name:** ………………………………… |
| The portfolio contains the following materials from this semester: |  |
| * Sample ERR lesson plans
 | **YES – NO** |
| * Samples of students’ work using ALMs
 | **YES – NO** |
| * Teacher’s written self-reflections
 | **YES – NO** |
| * Observation checklist and recommendations by (vice) director
 | **YES – NO** |
| * Sample continuous assessment tools
 | **YES – NO** |
| **Successful accomplishment of standard** by this portfoliorequires at least 4 of the above-mentioned requirements to be met. *The evaluator circles one option.* | **PASS – FAIL** |