RECORD AND DIARY BOOKLET

Instructions Concerning the Record and Diary Booklet

1. Scheme of work should be drawn up by a subject specialist and where possible, by a subject panel.
2. What ought to be taught in a year should be divided into 3 groups, one group for each term. Each group for each term should be further divided into weekly units.
3. The scheme of work should be entered into the diary by the subject teacher. It may also be typed and pasted on the appropriate places.

Weekly Records

By the end of each school week, each subject teacher should record, in brief outline, what an arm of the class has been taught for that week.

NOTE: The weekly record of work helps the teacher to know how much of the scheme of work has been covered at any point in time. If a teacher withdraws from school abruptly, the weekly record of work assists the new subject teacher to know what the former teacher had taught and to determine where to start. The weekly record of work is therefore a very important and useful exercise.

List of Pupils Textbooks

1. The list of textbooks used by the pupils should be entered by the subject teachers.
2. The supervising Ministry of Education always recommends to schools, a list of pupils textbooks after appraisal by appropriate subject panels.
3. Each school should select, from the list, the appropriate number of pupils' textbooks. The textbooks should be such that cover most of the topics in the syllabus, should be easily available, and affordable.
4. The subject teacher should enter the titles of the selected pupils' textbooks and any subsidiary materials such as mathematical sets, rulers, etc.

List of Teacher's Textbooks

The teacher should enter the titles of the main books used for teaching each subject. Also, the reference books available to the teacher should be listed.

Examination Results

Three examinations are taken in one school year. That is, one examination by the end of each term.

Teachers and pupils must be serious with all tests and examinations, and obey all the rules and regulations. It must be emphasised that examination malpractice, whether aiding or abetting, is a very grievous offence which carries statutory corporal punishment.

The examination scores of the pupils should be entered by the *class teacher* into the Examination Result Sheet as soon as the *subject teachers* submit such results. The Headteacher's Report should deal with improvement in the performance of the pupils in each subject. The report should aim at helping the subject teachers to determine how best pupil's performance can be enhanced.

$$Average = \frac{Scores\ obtained\ by\ pupil}{Maximum\ scores\ obtainable} \times 100$$

$$Class\ Average = \frac{Scores\ obtained\ by\ class}{Maximum\ scores\ obtainable} \times 100$$

Affective and Psychomotor Traits

Affective and psychomotor traits may not be easily measured, like testing performance in subjects. However, these traits are observable. Affective traits concern *pupils' character and behaviour* while psychomotor traits concern *pupil's skills*.

Affective and psychomotor traits should be carefully observed and weekly ratings made, using a standardised key. At the end of the term the weekly ratings should be totalled, and the average determined, and recorded termly in the appropriate Continuous Assessment Report.