



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

CURRICULUM MANAGEMENT

MONITORING TOOL

DATE: _____ WEEK NO: _____ SUBJECT: _____ GRADE: _____

A. MANAGING TEACHING

PLEASE NOTE: ATP, LESSON PREPARATION, TEXTBOOK AND CHALKBOARD SUMMARY MUST SPEAK TO EACH OTHER IN TERMS OF DATES AND TOPICS TAUGHT

MONITORED ITEM	AVAILABLE		UPTODATE		CURRENT TOPIC TEACHING	WEEK NO	CONTENT COVERAGE			
A1 ANNUAL TEACHING PLAN	YES	NO	YES	NO			On Par	Behind	Ahead	Unclear
	<u>FINDINGS INTERVENTION/ COMMENT</u>									
	•									
	•									
	•									
A2 LESSON PREPERATION	AVAILABLE		UPTODATE		CURRENT TOPIC TEACHING	WEEK NO	CONTENT COVERAGE			
	YES	NO	YES	NO			On Par	Behind	Ahead	Unclear
A2 .1	YES		NO		<u>FINDINGS /INTERVENTION/ COMMENT</u>					
Does it tally with dates in the ATP?										
A2.2	YES		NO		<u>FINDINGS /INTERVENTION/ COMMENT</u>					
Does is it indicate textbook page no where the content was derived?										
A2.3	YES		NO		<u>FINDINGS /INTERVENTION/ COMMENT</u>					
Does it indicate the planned learner's activity.eg class work & homework?										
A2.4	YES		NO		<u>FINDINGS /INTERVENTION/ COMMENT</u>					
Does it outline the pattern/ method in which the topic will be presented to learners e.g mind map etc?										
A3	AVAILABLE		IS IT DATED?		DOES IT COVER	IS THERE	SPECIFY EVIDENCE			



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CHALKBOARD SUMMARY					THE TOPICS TAUGHT AS PER ATP AND LESSON PREPARATION?		EVIDENCE OF MONITORING BY THE TEACHER?		
	YES	NO	YES	NO	YES	NO	YES	NO	
	<u>FINDINGS/ INTERVENTION/ COMMENT</u>								
	•								
	•								
A 4 LEARNERS TEXTBOOK	AVAILABLE		DOES EACH LEARNER HAVE A TEXTBOOK?		IF THE ANSWER IS "NO" WHAT INTERVENTION DOES THE TEACHER HAVE TO ENSURE THAT THE INFORMATION FROM THE TEXTBOOK IS ACCESSED BY A LEARNER? e.g Learners provided with study guides etc				
	YES	NO	YES	NO	•				
					•				
					•				
					•				
					IS THERE EVIDENCE OF THE ABOVE INTERVENTION? Specify				
				•					
				•					
				•					
GENERAL COMMENTS AND RECOMMENDATIONS									

SIGNATURES

TEACHER

Departments Head

DEPUTY/ PRINCIPAL

SCHOOL STAMP



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B. MANAGING LEARNING AND SBA

WRITTEN INFORMAL ASSESSMENT

(Assessment FOR learning)

MONITORED ITEM	AVAILABLE		ARE THE ACTIVITIES UPTODATE AS PER SUBJECT POLICY?		QUANTITY OF ACTIVITIES			QUALITY OF ACTIVITIES <i>DO ACTIVITIES COVER THE CONTENT & SKILLS REQUIRED AS PER THIS TYPE OF ASSESSMENT?</i>			
	YES	NO	YES	NO	HOMEWORK	CLASSWORK	TESTS	YES	NO	STANDARD OF QUESTIONS (PUT CROSS (X) over the appropriate word)	
B1 LEARNER'S ACTIVITY BOOK										GOOD	POOR
	<u>FINDINGS INTERVENTION/ COMMENT</u>										
	•										
	•										
	•										
B2 FEEDBACK & CORRECTIONS	ARE THE ACTIVITIES MARKED?		IS MARKING UPTODATE?		DOES IT GIVE FEEDBACK TO THE LEARNER?		DO LEARNERS WRITE CORRECTIONS		HOW OFTEN ARE CORRECTIONS DONE?		
	YES	NO	YES	NO	YES	NO	YES	NO	Regularly	Irregularly	
B 2 .1	YES		NO		<u>FINDINGS /INTERVENTION/ COMMENT</u>						
ARE THE ACTIVITIES MARKED?											
B 2.2	YES		NO		<u>FINDINGS /INTERVENTION/ COMMENT</u>						
IS MARKING UPTODATE?											
B 2.3	YES		NO		<u>FINDINGS /INTERVENTION/ COMMENT</u>						
DOES IT GIVE FEEDBACK TO THE LEARNER?											
B 2.4	YES		NO		<u>FINDINGS /INTERVENTION/ COMMENT</u>						
DO LEARNERS WRITE CORRECTIONS?											



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B 2.5	Regularly	Irregularly	<u>FINDINGS /INTERVENTION/ COMMENT</u>			
HOW OFTEN ARE CORRECTIONS DONE?						
B 3 REVISION/ REMEDIAL WORK	IS THERE REVISION EVIDENCE?		DOES EACH LEARNER HAS REVISION BOOK?		IF THE ANSWER IS “ NO ” WHAT INTERVENTION DOES THE TEACHER HAVE TO ENSURE THAT CONTENT GAPS ARE CLOSED?	
	YES	NO	YES	NO	• • •	
					IS THERE EVIDENCE OF THE ABOVE INTERVENTION? Specify • • •	
B4 SBA ADMINISTR ATION	IS THERE EVIDENCE OF TASKS GIVEN?		IS THERE EVIDENCE OF PRE & POST MODERATION?		IF THE ANSWER IS “ NO ” WHAT INTERVENTION DOES THE TEACHER OR DH HAVE TO ENSURE THAT SBA IS ADMINISTERED AS PER POLICY DICTATES?	
					• • •	
	YES	NO	YES	NO	YES	NO
B 4.1 NUMBER OF SBA TASKS GIVEN	T 1	T2	T3	T4	TOTAL NO EXPECTED AS PER POA	<u>FINDINGS /INTERVENTION/ COMMENT</u> • • •
B 4.2 RECORDING OF MARKS	IS THERE EVIDENCE OF MARK SHEET?		DO ALL LEARNERS HAVE MARKS?		HAVE ALL MARKS ENTERED INTO SASAMS	
	YES	NO	YES	NO	YES	NO
GENERAL COMMENTS AND RECOMMENDATIONS						

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DEPARTMENTAL HEAD

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