



GOVERNMENT OF SAINT LUCIA
MINISTRY OF EDUCATION, HUMAN RESOURCE DEVELOPMENT AND LABOUR

.....
Teacher's Name

.....
School

TEACHER APPRAISAL FORM

RATING SCALE

CODE	DESCRIPTION	RATING
A	ALL OF THE TIME	4
M	MOST OF THE TIME	3
O	OCCASIONALLY	2
R	RARELY	1
N	NEVER	0

Standards	Weighting
1. Planning and Organisation	20%
2. Instructional Process	25%
3. Assessment	20%
4. Professionalism	10%
5. Interpersonal Relationships	10%
6. Classroom Management	15%

CALCULATING WEIGHTED SCORES

The weighted score for each standard can be calculated in one of the following ways:

(a) $(\text{raw score} \div \text{maximum score}) \times \text{weighting}$

For example, if a teacher's raw score for the standard Planning and Organisation is 48, the weighted score would be $(48 \div 64) \times 20 = 0.75 \times 20 = 15$

OR

(b) $[(\text{raw score} \div \text{maximum score} \times 100) \times \text{weighting} \div 100]$

Using the above example, the teacher's weighted score would be calculated as follows:

$$\begin{aligned} & [(48 \div 64 \times 100) \times 20 (\div 100)] \\ & = 0.75 \times 100 = 75 \\ & = 75 \times 20 = 1500 \\ & = 1,500 \div 100 = 15 \end{aligned}$$

The raw score is calculated by adding all the ratings in the standard.

The maximum score is calculated by multiplying the number of criteria in the standard by 4.

Please complete **ALL** sections of the form.

The appraisal score is calculated by totalling all the weighted scores.

Section A (To be completed by the Teacher)

Staff No.:

Surname: First Name:

Gender: Male Female

Status: Permanent Temporary

Date of Birth/...../.....
(dd) (mm) (yy)

Date of Entry into Service Job/Position.....

Date of Permanent Appointment Teaching Experience

Institution/School (Years)

Primary Secondary Tertiary Special Education

Appraisal Period: From To

Teacher's Grade Subjects Taught

Grade/Level Taught.....

- | | |
|--|---|
| <input type="checkbox"/> Ph.D | <input type="checkbox"/> 2 or more 'A' Levels |
| <input type="checkbox"/> Master's Degree (e.g. MA/MSc.) | <input type="checkbox"/> 1 'A' Level |
| <input type="checkbox"/> Bachelor's Degree (e.g. BA/BSc.) | <input type="checkbox"/> 5 or more 'O' Levels/CXC General |
| <input type="checkbox"/> Bachelor's Degree in Education (B.Ed) | CAPE |
| <input type="checkbox"/> Associate Degree in Education | <input type="checkbox"/> No. of 1 Unit Subjects |
| <input type="checkbox"/> Diploma in Education | <input type="checkbox"/> No. of 2 Unit Subjects |
| <input type="checkbox"/> Associate Degree in Teacher Education (Primary/Secondary) | <input type="checkbox"/> Diploma in Teacher Education (Secondary) |
| <input type="checkbox"/> Certificate in Management | <input type="checkbox"/> Other (Specify) |

Section B (To be completed by the Appraiser)

The evidence should be obtained from the lesson observations carried out during the appraisal cycle, teacher's records and other work related activities.

PLEASE PUT A TICK (√) IN THE APPROPRIATE COLUMN FOR EACH ITEM

1. Planning and Preparation [20%]

4 3 2 1 0
(A) (M) (O) (R) (N)

The Teacher:

a. prepares and submits schemes of work related to the scope and sequence of the curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. prepares lesson plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. prepares lesson plans that are well laid out and sequenced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. writes objectives that are clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. writes objectives that are level appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. selects objectives that are achievable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. prepares content that is a good match for the objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. demonstrates sound judgment in decision-making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. plans activities that are well differentiated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. prepares instruction with opportunities for individual work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. prepares instruction with opportunities for group work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. prepares materials that are usable in the setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. prepares instructional materials that are adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. includes timing as an integral part of the planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. is well organised for lesson presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. prepares assessment exercises to monitor students' learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL:			÷		x
					=

2. Instructional Process [25%]

4 3 2 1 0
(A) (M) (O) (R) (N)

The Teacher:

a. welcomes/settles the class appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. makes objectives explicit to students at the start of the lesson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. engages students in activities that are appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. engages students in activities that are meaningful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. engages students in activities that encourage them to think	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. demonstrates an awareness of students' levels of performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. teaches in harmony with objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. uses a variety of teaching strategies to enhance learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. demonstrates a good grasp of the subject matter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j. presents correct information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
k. arouses and maintains students' interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
l. uses appropriate instructional materials in the teaching/learning environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
m. uses appropriate questioning techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
n. gives students opportunities to respond to questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o. ensures that all students participate in instructional activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
p. makes effective use of a variety of organizational structures (whole class, small groups, pairs, one-on-one)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
q. guides students to develop concepts/master skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
r. presents instruction in a logical and coherent manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
s. ends lessons appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
t. achieves instructional objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL:		÷		x		=

3. Assessment [20%]

4 3 2 1 0
(A) (M) (O) (R) (N)

The Teacher:

a. communicates clear criteria/standards for assessment to students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. uses appropriate assessment activities to monitor student performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. designs assessment exercises at the appropriate level(s) of difficulty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. regularly assesses during lesson to ascertain students' understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. provides corrective feedback during the course of the lesson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f. maintains accurate records of students' performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. frequently monitors each student's progress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h. provides timely feedback to students on their performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i. provides timely feedback to parents on students' performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j. takes appropriate action based on results of assessments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL:		÷		x		=

4. Professionalism [10%]

4 3 2 1 0
(A) (M) (O) (R) (N)

The Teacher

a. expresses himself/herself clearly and is easily understood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. arrives for lessons on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. arrives for work on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. reports for work regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. ensures the safety of all students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. is trustworthy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. demonstrates maturity in dealing with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. demonstrates sound judgment in decision-making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. seeks opportunities for his/her professional development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. participates in professional development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. demonstrates leadership skills in the performance of duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. contributes to the life of the school including co-curricular activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. submits required information (reports, data, etc) on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
n. adheres to the code of ethics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL:		÷		x	=

5. Interpersonal Relationships [10%]

4 3 2 1 0
(A) (M) (O) (R) (N)

The Teacher:

a. encourages students to respect the worth and dignity of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. offers advice to others (principal, colleagues, students, parents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. accepts advice from others (principal, colleagues, students, parents)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. is co-operative and works well with staff members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. demonstrates sensitivity to opinions, attitudes and feelings of others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Communicates effectively with:</i>					
f. students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. principal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. support/ ancillary staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Maintains a good rapport with:</i>					
k. students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l. principal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m. colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
o. support/ ancillary staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p. parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL:		÷		x	=

6. Class Room Management (15%)

4 3 2 1 0
(A) (M) (O) (R) (N)

a. demonstrates an awareness of what is happening in the classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. creates an atmosphere conducive to learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. deals effectively with students' behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. is fair in dealing with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. manages time effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. manages and utilizes learning resources effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. manages effectively, classroom - related activities, assignments, projects, field trips etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. ensures that students observe the rules for classroom activities and students' behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. demonstrates effective transition from one activity to another during instruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j. takes a class register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k. keeps accurate and relevant student records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTAL:		÷		x	=

1. Pre-Appraisal Conference(s) Yes No
2. No. of visits
3. Post Conference(s) Yes No

.....
Teacher's Signature

.....
Date

Interpretation of Overall Percentage Score	
SCORE	INTERPRETATION
90% - 100%	Excellent
80% - 89%	Very Good
70% - 79%	Good
60% - 69%	Satisfactory
Less than 60%	Unsatisfactory

RATING

Planning and Organisation	%	OVERALL GRADE (please tick or circle interpretation)	Excellent
Instructional Process	%		Very Good
Assessment	%		Good
Professionalism	%		Satisfactory
Interpersonal Relationships	%		Unsatisfactory
Classroom Management	%		
TOTAL SCORE	%		

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Appraiser's Initials

.....

Teacher's Initials

Strengths:

Areas for Development:

Appraiser's comments and recommendations:

Date

Signature

Teacher's comments (may include plans for further improvement)

*(I have read this completed appraisal form which was discussed/not discussed with me.
I agree/disagree with the evaluation.)*

Date

Signature

District Education Officer's

Comments:

Recommendations:

Date

Signature