IQMS: TEMPLATE FOR INTERNAL MODERATION

SCHOOL: …………………………………… PRINCIPAL …………………………………

COORDINATOR: ………………………………. SMGD ……………………………….. DATE: …………………………………..

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| STRUCTURE/  INDIVIDUALS | ROLES/ RESPOSIBILITIES | YES | NO | EVIDENCE |
| PRINCIPAL AS A SUPERVISOR | Has organized an Advocacy & Training Workshop at School |  |  | Minutes of staff workshop on Advocacy & Training |
| Has ensured that every educator was provided with a copy of the IQMS document. |  |  | Every educator has a copy of the IQMS Manual |
| Has facilitated the democratic election of the SDT. |  |  | SDT is available and operational. |
| Has ensured that IQMS is implemented uniformly and effectively at the school. |  |  | Implementation Plan is available and adhered to |
| Will ensure that evaluation results are internally moderated before they are sent to the District Office. |  |  | Principal’s signature on all Exemplars that are to be sent to the District Office |
| Will ensure that the School Improvement Plan and Score sheets are correct and delivered in time. |  |  |
| PRINCIPAL  DEPUTY PRINCIPAL  HOD  EDUCATOR | Has undertaken the Self-Evaluation of his/her performance during Development Appraisal. |  |  | Complete Self-Evaluation instruments |
| These Self-Evaluations have been conducted both inside and outside class. |  |  |
| Has selected his\her DSG |  |  | DSG’s for different educators are available. |
| Has engaged in Pre-Evaluation Discussions both during Baseline Evaluation and for Performance Management (i.e. summative evaluation |  |  | Completed Pre-Evaluation Profile Checklist. |
| Has developed a Personal Growth Plan (PGP)  Assisted by DSG. |  |  | Completed PGP available for every educator |
| Has attended INSET and other development programmes  in areas identified for development |  |  | PGP reflects development and support, Pre Evaluation Profile Checklist |
| DEVELOPMENT  SUPPORT  GROUP | Has been properly constituted for all educators |  |  | List: DSG members |
| Has engaged the educator in Pre-Evaluation and Post-Evaluation discussions. |  |  | Completed Pre-Evaluation Checklist.  Post-Observation Minutes kept and signed.  Completed and signed Lesson  Observation Data Sheets. |
| Has observed and evaluated the educator on all performance standards applicable to his\her post. |  |  | Completed Evaluation Forms:  Baseline Evaluation &  Performance Measurement. |
| Has provided support and development to the educator according to areas identified for development. |  |  | PGP to indicate this development  Pre- Evaluation Profile Checklist. |
| Has assisted the educator in finalizing his\her PGP. |  |  | PGP available |
| STAFF DEVELOPMENT TEAM | Has, in collaboration with the Principal, developed a management/implementation/SIP for IQMS. |  |  | Management/ Implementation/ SIP is available and adhered to. |
| Has ensured that all records and documentation on IQMS are maintained |  |  | School Master File: IQMS educator File: IQMS |
| Ensures that decisions and scores allocated by the DSG are fair and objective. |  |  | Post-Observations are checked (evaluation forms and score sheets) |
| Develops Composite Score Sheets for the school and effects the necessary adjustments. |  |  | Composite score sheets submitted on time. |
| Has developed and coordinated staff development programmes. |  |  | Staff Development Programmes reports operational.  Such programmes reflected in the Implementation Plan. |
| Has dealt with and resolved differences ( if applicable) between DSG’s and educators fairly and objectively. |  |  | Post-observation Minutes. |
| DISTRICT OFFICE | Has organized Advocacy & Training workshops for educators |  |  | Advocacy & Training conducted. |
| Has ensured that the implementation process was monitored on an ongoing basis |  |  | SMGD’s / IQMS officials supported schools during the year |
| Has arranged professional development programmes in accordance with identified needs of educators and the District Improvement Plan. |  |  | District Improvement Plan (DIP) has delivered professional development programmes to educators |
| Has provided school with timeframes for the submission of composite Score Sheets. |  |  | Schools know when to submit their Composite Score Sheets. |