 **JC – D14**

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| **2023 CONTENT/BOOK CONTROL BY HEAD OF DEPARTMENT/ DEPUTY PRINCIPAL** |

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| **SCHOOL** |  |
| **EDUCATOR** |  |
| **GRADE** |  |
| **HOD** |  |
| **DATE** |  |

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| **NAMES OF LEARNERS’ BOOKS CONTROLLED** | **GRADE** |
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| **Comments on completion of content according to Annual Teaching Plan** | | | |
|  | **Y** | **N** | **Comments** |
| Is completion of content taking place according to ATP? |  |  |  |
| Number of **hours** behind ATP |  | |  |

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| **BOOK CONTROL** | | | **Y** | **N** | **Comments** | |
| Is adequate informal assessment given per topic | | |  |  |  | |
| Is homework given every day? Check dates in books | | |  |  |  | |
| Week number |  | Number of class tests given for the year | | | |  |
| Is the quality of acceptable standard? | | |  |  |  | |
| Are samples of work controlled by educator? | | |  |  |  | |
| Are corrections done by learners daily? | | |  |  |  | |
| Are activities dated? | | |  |  |  | |
| Are the books neat? | | |  |  |  | |
| Do activities have headings? | | |  |  |  | |
| Are activities in books in accordance with planning? | | |  |  |  | |

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| **COMMENTS & CATCH-UP PROGRAMME** |
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| **Signed Educator** |  | **DATE** |  |
| **Signed HOD** |  | **DATE** |  |