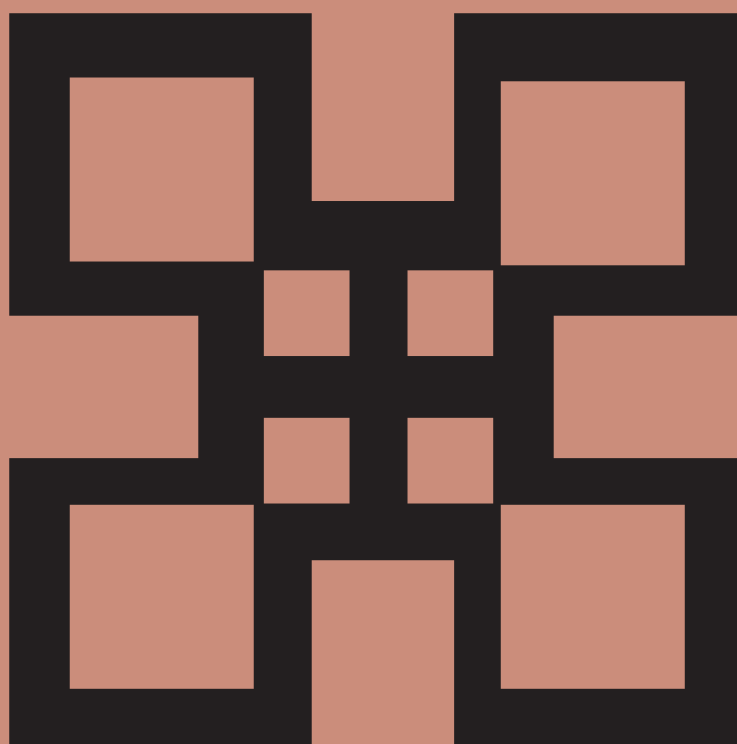


Professional Learning Community Handbook

Spanish

Year One



Ghana Education
Service (GES)



Professional Learning Community Handbook

Spanish

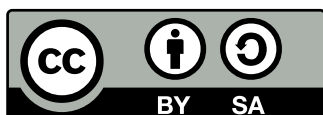
Year One



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Introduction

This Professional Learning Community (PLC) Handbook is designed to enable teachers to deliver effective lessons for Year One of the new Spanish Curriculum. 'Effective' is defined as meaning that each lesson:

- i. Has a weekly learning plan which is aligned with the content and pedagogy set out in the relevant Teacher Manual;
- ii. Incorporates the relevant Learner Material which are available on the curriculum microsite;
- iii. Contains assessment strategies which are aligned with the Teacher Manual, Learner Material and Transcript Assessment Guidance;
- iv. Is delivered by the teacher in close adherence (Fidelity of Implementation) with i.) to iii.) above.

The PLC Handbook has a strong focus on assessment, outlining structured approaches to assessment derived from the Teacher Assessment Manual and Toolkit (TAMT), emphasising the attainment of learning outcomes, timely feedback to learners and recording learning outcomes accurately.

Additionally, this Handbook prescribes nine (9) main assessment events which teachers should score and record to constitute each learner's academic transcript for the academic year as follows: Two (2) Class exercises or Homework, one (1) Individual Portfolio, one (1) Group Project, two (2) Mid-semester examinations (in first and second semesters), two (2) End of Semester examinations (in first and second semester) and one (1) Individual project. It also promotes continuous weekly assessment for learning across all DoK levels, supporting teachers to deliver an all-inclusive education by inculcating 21st century skills, ICT, national values and support to special needs learners.

The TAMT identifies six modes of assessment which cover the nine events described above. The modes are described below.

- a) **Class Exercise/Homework:** To allow for immediate feedback and assess whether learning outcomes are met, it is recommended that teachers give periodic class exercises at the end of every lesson. This strategy also helps teachers identify learners requiring special educational support throughout the semester. The scores on class exercises will be recorded and submitted. Out of these class exercises and homework, two of the highest scores will be selected and recorded in the learner's academic transcript. They will constitute 10% of the total internal summative assessment.
- b) **Group project:** This assessment strategy is geared towards assessing soft skills and competencies like research skills, critical thinking skills, teamwork, communication skills, digital literacy, and creativity. It is recommended teacher learners a group project in week 2 to submit by week 8. The group project, which

contributes 10% of internal assessment, should be scored and recorded in the learner's academic transcript system. Refer to Appendix B of PLC session 2 for a sample group project work.

- c) **Individual Project:** It focuses on problem-solving skills of the learner, encouraging independent research skills, innovation and critical thinking. Project work should be given to learners in week 13. Explain the context and scope of the project before learners commence. This project should be submitted by week 22 of the second semester. The scores for the individual project also form part of the learner's transcript for the academic year. See Appendix E of PLC session 13 for a sample Individual Project for learners.
- d) **Mid-semester examination:** This assessment will be done in week 6 of first semester and week 18 of the second semester. PLC session 6 and 18 are dedicated as preparatory sessions for the mid-semester examinations. The questions for first semester should cover Week 1-5 of the Teacher Manual and second semester should cover week 13-17 of the Teacher Manual. Note that mid-semester assessment scores are mandatory for learners' transcript. Refer to Appendix C and F of PLC Sessions 6 and 18 respectively for sample Table of Specification for mid-semester examinations and how to conduct mid-semester examinations.
- e) **End of semester examination:** This summative assessment evaluates learning outcomes of each semester. First semester examination questions should cover week 1-12 of the Teacher Manual and second semester examination should cover week 13-24. PLC session 12 and 24 are dedicated as preparatory sessions for this assessment. The scores for these assessments are mandatory for the learner's academic transcript which contribute 40% of the internal assessment. Refer to Appendix D and G of PLC session 12 and 24 respectively for sample Table of specification for end of semester examination and how to conduct the end of semester examinations.
- f) **Individual Portfolio:** This assessment could span the whole academic year. The portfolio assessment task should commence in the first week or second of the first semester and be submitted by week 22 of the second semester for scoring and recording in the learners' transcript system, contributing 10% of the internal summative assessment. Teachers should discuss with learners and decide on what items are to be included in the portfolio so that learners can prepare accordingly.

PLC SESSION 0: Internal Assessment Structure and Transcript System for SHS/SHTS and STEM Schools

1. Introduction (20 minutes)

This Professional Learning Community (PLC) session focuses on enhancing internal assessment and transcript system to ensure it aligns with the new Senior High School, Senior High Technical School and Science, Technology, Engineering and Mathematics curriculum and effectively supports student learning.

In this session, you will discuss the structure and frequency of assessments, strategies for involving learners in the assessment process, methods for providing constructive feedback and the implementation of a robust transcript system.

- 1.1 Share two ways in which you have used assessment in the past to support teaching and learning.
- 1.2 Share your observation on how a colleague used assessment in the past to support teaching and learning.

2. Internal assessment structure and frequency (60 minutes)

- 2.1 Read the purpose, learning outcome and learning indicators for the session.

Purpose

The purpose of the session is to strengthen teachers' understanding and competence in assessment techniques to effectively teach and assess the new SHS, SHTS and STEM Curriculum.

Learning Outcome

To ensure teachers understand the assessment structure and acquire the skill to design, administer and provide feedback of the assessments that accurately reflect the learning outcomes for each week.

Learning Indicators

1. Discuss the formative and summative assessment strategies recommended for the new curriculum.
 2. Discuss in detail, the relevance and structure of the assessment transcript system and its use/implementation.
- 2.2 Discuss *formative assessment strategies* which can be used in your subject area.

E.g.

Questioning, etc.

2.3 Discuss *summative assessment strategies* which can be used in your subject area.

E.g.

End of Semester Examination, etc.

2.4 Discuss as a subject group how you would administer a given assessment strategy.

E.g.

Class Exercise:

- i. *Inform learners ahead of time*
- ii. *Write the questions on the board, etc.*

2.5 Discuss methods of providing constructive feedback to learners on their performance.

E.g.

Provide individual comments on learners' work, etc.

2.6 Discuss as a subject group some of the do's and don'ts of constructing assessment items/tasks.

E.g.

Do: Align the purpose of the assessment with the task, etc.

Don't: Do not give clues in the stem, etc.

2.7 Discuss as a subject group the main assessments that would be recorded in the transcript system in the academic year.

E.g.

Class exercise, etc.

2.8 Discuss how and where you would record and submit learners' assessments for the transcript system.

E.g.

Record learners scores immediately, etc.

3. Reflection (10 minutes)

3.1 Reflect and share your views on the session (NTS 1a, 1b).

3.2 Remember to:

- a) read PLC Session 1 and related Learner Material (NTS 2b, 2c and 3a).
- b) bring along your Teacher Manual, PLC Handbook and learning plan on *week 1* in preparation for the next session (NTS 3a).

PLC SESSION 1: Los Saludos en Español

1. Introduction (20 minutes)

- 1.1 Share two things you did in the classroom based on your experience in the various PLC sessions you have attended (NTS 1a, 1b and 2e).
- 1.2 Share your observation on what a colleague did by applying lessons learned from previous PLC sessions attended (NTS 2e, 2f and 3d-3j).

2. Review of learning plans (60 minutes)

- 2.1 Read the purpose, learning outcome and learning indicators for the session.

Purpose

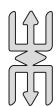
The purpose of the session is to review the learning plan for *week 1* by aligning the plan with the Learner Material and appropriate assessment strategies.

Learning Outcome

Review your learning plan for *week 1* considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
 2. Discuss and develop assessment tasks and rubrics/marking schemes for the learning indicators for the week.
- 2.2 Review the pedagogical approaches proposed for teaching *week 1* in your learning plan, identify activities that align with those in the Learner Material. Indicate the activity(ies) in your learning plan. (NTS 2a-2f, 3a - 3j).



Note

The selected activities should be included in the teacher/learner activity section of the learning plan

- 2.3 Develop assessment tasks/items based on the learning indicator(s) for the week. This week's recommended mode of assessment is **role playing** (NTS 3k, 3p).

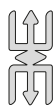
E.g.

- a) *Saluda y despídete de tu profesor.*
- b) *Saluda y despídete de tus amigos, etc.*

Refer to the Teacher Manual pages 13 – 16 and Section 1 of the Learner Material (LM) for more assessment examples.

Hint

Give task on Portfolio to learners to be done individually and submitted in week 22. Refer to Appendix A for sample portfolio.

**Note**

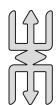
- i. The assessment tasks may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.
- ii. The selected activities should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities in the learning plan.

2.4 Discuss (and agree as a subject group) how you will develop the marking scheme/ rubrics for scoring the assessment task(s)/item(s) for the week's recommended assessment (NTS 3n- 3p).

E.g.

- a) Accuracy in pronunciation of words highlighted in the lesson (*hola, buenos días, buenas tardes, etc.*) (3 marks)
- b) Time of greetings (*por la mañana, por la tarde, por la noche, etc.*) (4 marks)
- c) Use of appropriate politeness markers (*tú vs. usted.*) (3 marks), etc.

Total – 10 marks

**Note**

- i. The marking scheme and rubrics for scoring the assessment tasks/items should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/ learner activities in the learning plan.
- ii. Take into consideration different modes of responses provided by learners.
- iii. Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.

2.5 Discuss how you will administer the assessment task(s)/item(s) as a subject group.

E.g.

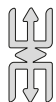
- a) Encourage learners to use the vocabulary they have learnt to complete communicative tasks.
- b) Be mindful of learners who may have difficulty pronouncing some words and give them more time when completing tasks, etc.

Refer to the Teacher Assessment Manual and Toolkit pages 62–65 for more information on how to administer the assessment task.

2.6 Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l–3n).

E.g.

- a) *Comment on the appropriateness and time of the greetings and use of politeness markers during the role-playing.*
- b) *Give immediate feedback to learners on pronunciation, etc.*



Note

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

3.1 Reflect and share your views on the session (NTS 1a, 1b).

3.2 Identify a critical friend to observe your lesson in relation to PLC Session 1 to provide feedback on your lesson (NTS 1f, 3g).

3.3 Remember to:

- a) provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
- b) read PLC Session 2 and related Learner Material (NTS 2b, 2c and 3a).
- c) bring along your Teacher Manual, PLC Handbook and learning plan on *week 2* in preparation for the next session (NTS 3a).



Appendix A: Sample of Portfolio

Task

E.g.

Create a portfolio of your class works and projects to showcase your learning journey throughout the academic year. After your portfolio is complete, write a brief reflection of not more than 200 words, stating some valuable skills that you have learned, the challenges you faced and things you can do to improve upon your academic progress in the next academic year.

Items to be included in the Portfolio:

E.g.

- a) Learner's class exercise and homework book for Spanish
- b) Copy (ies) of class exercise
- c) Individual project(s)
- d) A copy of the group project
- e) A brief reflection (not more than 200 words) on your academic journey for the year, stating what skills you've learned, what challenges you faced on the journey and things you can do to improve upon your achievements in the next academic year, etc.

Structure and organisation of the Portfolio

E.g.

As part of the structure of the portfolio, learners should have the following details:

- a) Cover Page (Title, Student name, Class, Date of submission)
- b) List of Content
- c) Items should be arranged in order in a 'clear bag/file,' such as exercise book, group exercise, individual project, group project, reflection, etc.

How to Administer

E.g.

- a) Explain to the learners the type of portfolio: a collection of assessments done throughout the academic year.
- b) Give learners the portfolio assignment/task in week 1 of the first semester.
- c) Intermittently call for the portfolios for evaluation, ensuring that learners are keeping records/evidence of work done as intended.
- d) By the 20th week, instruct learners to write their reflections and design a cover page for their portfolio.
- e) Portfolio should be submitted in the 22nd week at a time agreed on by both teacher and learners, etc.

Refer to *Teacher Assessment Manual and Toolkit (TAMT)* pages 143–149 for more information on how to use portfolio as an assessment strategy.

Feedback

E.g.

- a) *Inspect portfolio intermittently and provide feedback, pointing out any omissions identified in the portfolio*
- b) *Share the results of the portfolio with the learners and commend their efforts*
- c) *Return the items to the learners unless otherwise decided by the entire class*
- d) *Encourage learners to keep record of their academic works for future reference, etc.*

Rubrics for scoring

E.g.

- | | |
|--|-------------------|
| a) <i>Cover page</i> | <i>[2 marks]</i> |
| b) <i>List of content</i> | <i>[2 marks]</i> |
| c) <i>At least a copy of one group class exercise</i> | <i>[5 marks]</i> |
| d) <i>Individual project work</i> | <i>[5 marks]</i> |
| e) <i>A copy of group project work</i> | <i>[5 marks]</i> |
| f) <i>Learner's reflection for the year</i> | <i>[10 marks]</i> |
| g) <i>Demonstration of creativity and self-directed learning</i> | <i>[1 mark]</i> |

Total – 30 marks

PLC SESSION 2: El Alfabeto: Deletrear los Nombres

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for week 1 delivered last week that:

- a) went well (NTS 1a, 1b and 2e).
- b) you found challenging (NTS 2e, 2f and 3d-3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 1 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for *week 2* by aligning the learning plan with Learner Material and appropriate assessment strategies.

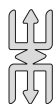
Learning Outcome

Review your learning plan for *week 2* considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
2. Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.

2.2 Review the pedagogical approaches proposed for teaching *week 2* in your learning plan, identify activities that align with these in the Learner Material. Indicate the activity(ies) in your learning plan (NTS 2a-2f, 3a - 3j).



Note

The selected activities should be included in the teacher/learner activity section of the learning plan.

2.3 Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week's recommended mode of assessment is **class exercise** (NTS 3k, 3p).

E.g.

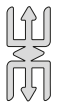
Ask learners to spell their names using knowledge of the Spanish alphabet.

Refer to Teacher Manual week 2, page 19 and Learner Material Section 2 for more task examples.

Hint



*Give group project this week. Teachers are expected to lead learners to form the groups and choose leaders. Group work should be submitted by Week 8. See **Appendix B** for sample group work.*



Note

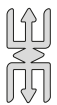
- i. *The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.*
- ii. *The selected activities should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities of the learning plan.*

2.4 Discuss (and agree as a subject group) how you will develop the marking scheme/rubrics for scoring the assessment task(s)/item(s) for the week's recommended assessment (NTS 3n- 3p).

E.g.

- a) *Accuracy in pronunciation of words such as gato, jefe, joven, pero, and perro highlighted in the lesson. (5 marks)*
- b) *Accuracy in perception of speech sounds highlighted in the lesson. (5 marks), etc.*

Total -10 marks



Note

- i. *The marking scheme and rubrics for scoring the assessment tasks/items should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities in the learning plan.*
- ii. *Take into consideration different modes of responses provided by learners.*
- iii. *Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.*

2.5 Discuss how you will administer the assessment task(s)/item(s) as a subject group.

E.g.

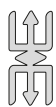
This task should be done individually so the instructor can give specific feedback to learners, etc.

Refer to the Teacher Assessment Manual and Toolkit pages 80–83 for more information on how to administer the assessment task.

2.6 Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l–3n).

E.g.

For effective learning, teachers should give immediate feedback to learners on pronunciation, etc.



Note

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

3.1 Reflect and share your views on the session (NTS 1a, 1b).

3.2 Identify a critical friend to observe your lesson in relation to PLC Session 2 and provide feedback on your lesson (NTS 1f, 3g).

3.3 Remember to:

- a) provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
- b) read PLC Session 3 and related learner material (NTS 2b, 2c and 3a).
- c) bring along your Teacher Manual, PLC Handbook and learning plan on *week 3* in preparation for the next session (NTS 3a).



Appendix B: Sample of Group Project Work

Sample Task

E.g.

Create a fictional community where each member of your group represents a unique character with their name, nationality and profession. Each group should design a poster for their fictional community. The poster should include the following:

- a) Name, nationality and profession of each member of the community. Learners can add more content to the prompt.
- b) A visual representation of nationalities and professions chosen.
- c) A map which shows where your community lives.
- d) A written dialogue where your characters interact with each other in basic Spanish expressions reviewed in class, etc.

Submission: The project should be submitted for scoring by the 8th Week of the first semester. However, depending on its nature, it could be submitted earlier.

How to Administer

E.g.

- a) At the beginning of the lesson for Week 2, inform learners that there will be a group project for them and help the learners to form convenient groups
- b) Share the task with learners and explain it to them
- c) Make resources that will help learners complete the task available
- d) Encourage cooperation among the group members, etc.

For more information on using a project and poster as an assessment strategy, refer to TAMT pages 34–36 and 97.

Feedback

E.g.

- a) Discuss the scoring rubrics with the learners and share the results with them for discussion
- b) Let each group write a reflection about the group project, highlighting their successes and challenges, what they would do differently in a similar task, etc.

Rubrics for Scoring

E.g.

Criteria	Excellent – 5marks	Good – 4 marks	Needs Improvement – 3 marks	Incomplete – 2 marks
Content	<i>The group accurately uses the vocabulary for nationalities and professions, including all the details in the prompt. Content exceeded expectations.</i>	<i>Mostly correct use of vocabulary, with minor errors. Work included all the prompts in the instructions.</i>	<i>Basic use of vocabulary with frequent errors. Some key details are missing in the work.</i>	<i>information in names, nationalities or professions are missing. Very frequent errors in vocabulary use.</i>
Pronunciation	<i>Pronunciation is clear with minimal errors; learners can be understood easily.</i>	<i>Pronunciation is mostly clear with some errors appropriate for their level.</i>	<i>Pronunciation errors are frequent which somewhat impact overall understanding.</i>	<i>Pronunciation errors make it difficult to understand the student.</i>
Creativity & Visual Presentation	<i>Engaging, creative, visually appealing poster.</i>	<i>Good visual representation with some creativity.</i>	<i>Basic or limited visuals.</i>	<i>The poster/map is incomplete or lacks creative elements.</i>
Collaboration & Teamwork	<i>Group works effectively; all members contribute equally and support each other.</i>	<i>Good teamwork; most members contribute.</i>	<i>Some teamwork issues; not all members contribute collaborate.</i>	<i>Little to no teamwork; one or more members did not fully participate.</i>
Dialogue	<i>All characters interact in the dialogue.</i>	<i>Good interaction; basic but clear dialogues.</i>	<i>Limited interaction; simple dialogues with few exchanges.</i>	<i>Dialogue is incomplete; characters do not interact meaningfully.</i>

PLC SESSION 3: Dar/pedir Informaciones

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for *week 2* delivered last week that:

- a) went well (NTS 1a, 1b and 2e).
- b) you found challenging (NTS 2e, 2f and 3d-3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 2 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

2.1. Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for *week 3* by aligning the learning plan with Learner Material and appropriate assessment strategies.

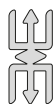
Learning Outcome

Review your learning plan for *week 3* considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
2. Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.

2.2. Review the pedagogical approaches proposed for teaching *week 3* in your learning plan, identify activities that align with these in the Learner Material. Indicate the activity(ies) in your learning plan (NTS 2a-2f, 3a - 3j).



Note

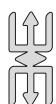
The selected activities should be included in the teacher/learner activity section of the learning plan.

2.3. Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week's recommended mode of assessment is **dramatisation** (NTS 3k, 3p).

E.g.

Introduce yourself in Spanish, etc.

Refer to Teacher Manual Section 3 pages 21-22 and Learner Material Section 3 for more assessment tasks.



Note

- i. *The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.*
- ii. *The selected activities should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities of the learning plan.*

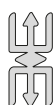
2.4. Discuss (and agree as a subject group) how you will develop the marking scheme/rubrics for scoring the assessment task(s)/item(s) for the week's recommended assessment (NTS 3n- 3p).

E.g.

Allocate the following marks per the prompts:

- a) *Name (5 marks)*
- b) *Age (5 marks)*
- c) *Use of appropriate politeness markers (tú vs. usted) (5 marks), etc.*

Total – 15 marks



Note

- i. *The marking scheme and rubrics for scoring the assessment tasks/items should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities in the learning plan.*
- ii. *Take into consideration different modes of responses provided by learners.*
- iii. *Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.*

2.5. Discuss how you will administer the assessment task(s)/item(s) as a subject group.

E.g.

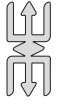
Give specified instructions and prompts to learners on what to do during the dramatisation, etc.

Refer to the Teacher Assessment Manual and Toolkit pages 100-104 for more information on how to administer the assessment task.

- 2.6.** Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l–3n).

E.g.

Highlights strengths and areas of improvement for learner groups, etc.



Note

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

- 3.1** Reflect and share your views on the session (NTS 1a, 1b).
- 3.2** Identify a critical friend to observe your lesson in relation to PLC Session 3 and provide feedback on your lesson (NTS 1f, 3g).
- 3.3** Remember to:
- provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate.
 - read PLC Session 4 and related learner material (NTS 2b, 2c and 3a).
 - bring along your Teacher Manual, PLC Handbook and learning plan on *week 4* in preparation for the next session (NTS 3a).

PLC SESSION 4: Apellidos en el Mundo Hispano y en Ghana

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for *week 3* delivered last week that:

- a) went well (NTS 1a, 1b and 2e).
- b) you found challenging (NTS 2e, 2f and 3d-3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for *week 3* that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for *week 4* by aligning the learning plan with Learner Material and appropriate assessment strategies.

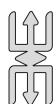
Learning Outcome

Review your learning plan for *week 4* considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
2. Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.

2.2 Review the pedagogical approaches proposed for teaching *week 4* in your learning plan, identify activities that align with these in the Learner Material. Indicate the activity(ies) in your learning plan (NTS: 2a – 2f, 3a – 3j).



Note

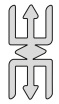
The selected activities should be included in the teacher/learner activity section of the learning plan.

2.3 Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week’s recommended mode of assessment is **discussion** (NTS 3k, 3p).

E.g.

Los aprendices hablan sobre apellidos en el mundo hispano y en Ghana.

Refer to Teacher Manual section 4 page 24 and Learner Material section 4 for more assessment tasks.



Note

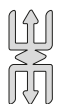
- i. The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.
- ii. The selected activities should be included in the ‘Assessment DoK aligned to Curriculum and TM’ section below teacher/learner activities of the learning plan.

2.4 Discuss (and agree as a subject group) how you will develop the marking scheme/ rubrics for scoring the assessment task(s)/item(s) for the week’s recommended assessment (NTS 3n- 3p).

E.g.

Participation Rubric for Discussion

Criteria	Unsatisfactory	Good	Excellent
Comparison Between the Two Systems	Identification of at least one similarities or differences between the Hispanic and Ghanaian surname systems (1 marks)	Identification of at least two similarities or differences between the Hispanic and Ghanaian surname systems (2 marks)	Identification of at least three similarities or difference between the Hispanic and Ghanaian surname systems (3 marks)
Team Collaboration	The learner did not participate in the class activity (0 mark)	The learner participated in the discussion during whole-class or small-group discussions (1 mark)	The learner participated actively in the whole class activity and led the discussions in the small groups (2 marks)



Note

- i. The marking scheme and rubrics for scoring the assessment tasks/items should be included in the ‘Assessment DoK aligned to Curriculum and TM’ section below teacher/ learner activities in the learning plan.
- ii. Take into consideration different modes of responses provided by learners.
- iii. Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.

- 2.5** Discuss how you will administer the assessment task(s)/item(s) as a subject group.

E.g.

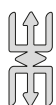
Guide learners to discuss questions on a given text, etc.

Refer to the Teacher Assessment Manual and Toolkit pages 52–54 for more information on how to administer the assessment task.

- 2.6** Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l–3n).

E.g.

The teacher should provide learners with the correct answers after learners have completed the exercise, etc.



Note

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

- 3.1** Reflect and share your views on the session (NTS 1a, 1b).
- 3.2** Identify a critical friend to observe your lesson in relation to PLC Session 4 and provide feedback on your lesson (NTS 1f, 3g).
- 3.3** Remember to:
- provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
 - read PLC Session 5 and related learner material (NTS 2b, 2c and 3a).
 - bring along your Teacher Manual, PLC Handbook and learning plan on week 5 in preparation for the next session (NTS 3a).

PLC SESSION 5: Profesión y Nacionalidad

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for week 4 delivered last week that:

- a) went well (NTS 1a, 1b and 2a-2e).
- b) you found challenging (NTS 2e, 2f and 3d-3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 4 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for week 5 by aligning the learning plan with Learner Material and appropriate assessment strategies.

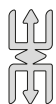
Learning Outcome

Review your learning plan for week 5 considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
2. Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.

2.2 Review the pedagogical approaches proposed for teaching week 5 in your learning plan, identify activities that align with these in the Learner Material. Indicate the activities in your learning plan (NTS 2a-2f, 3a - 3j).



Note

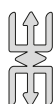
The selected activities should be included in the teacher/learner activity section of the learning plan.

2.3 Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week’s recommended mode of assessment is **presentation** (NTS 3k, 3p).

E.g.

Preséntate a un extraño en un evento de boda.

Refer to Teacher Manual section 5 page 28 and Learner Material section 5 for more assessment tasks.



Note

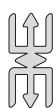
- i. *The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.*
- ii. *The selected activities should be included in the ‘Assessment DoK aligned to Curriculum and TM’ section below teacher/learner activities of the learning plan.*

2.4 Discuss (and agree as a subject group) how you will develop the marking scheme/ rubrics for scoring the assessment task(s)/item(s) for the week’s recommended assessment (NTS 3n- 3p).

E.g.

Criteria	Excellent (4 Marks)	Good (3 Marks)	Fair (2 Marks)	Needs Improvement (1 Mark)
Greeting	<i>Warm greeting, addressing the person appropriately (e.g., “Hola, es un placer conocerte.”)</i>	<i>Polite greeting with minor issues in tone or formality</i>	<i>Basic greeting but may seem slightly awkward or too informal</i>	<i>Lacks an appropriate greeting or sounds too formal or informal</i>
Introduction	<i>Clear and confident introduction of name and relationship to the event (e.g., “Estoy aquí con la novia”.)</i>	<i>Clear introduction, but minor lack of confidence or missing relationship detail</i>	<i>Introduction given but lacks clarity or relevance to the event</i>	<i>No introduction or very unclear, leaving the stranger confused</i>
Conversation Starter	<i>Engages the stranger with a natural conversation starter related to the event (e.g., —¿Cómo conoces a la pareja?)</i>	<i>Starts conversation but with less fluency or relevance to the event</i>	<i>Conversation starter used but slightly awkward or unrelated to the event</i>	<i>No attempt to start a conversation or an unrelated or inappropriate opener</i>

Criteria	Excellent (4 Marks)	Good (3 Marks)	Fair (2 Marks)	Needs Improvement (1 Mark)
<i>Closing the Interaction</i>	<i>Smoothly ends the introduction with a polite phrase, offering further conversation or pleasantries (e.g., “¡Espero que volvamos a charlar más tarde!”)</i>	<i>Ends the interaction politely but without inviting further conversation</i>	<i>Ends the introduction abruptly but politely</i>	<i>Ends awkwardly or without any polite closing</i>

**Note**

- i. *The marking scheme and rubrics for scoring the assessment tasks/items should be included in the ‘Assessment DoK aligned to Curriculum and TM’ section below teacher/learner activities in the learning plan.*
- ii. *Take into consideration different modes of responses provided by learners.*
- iii. *Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.*

2.5 Discuss how you will administer the assessment task(s)/item(s) as a subject group (NTS 3n-3p).

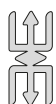
E.g.

Give prompts to learners on what should be included in their presentation, etc.

2.6 Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l-3n).

E.g.

There should be immediate feedback on vocabulary and pronunciation, etc.

**Note**

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

3.1 Reflect and share your views on the session (NTS 1a, 1b).

3.2 Identify a critical friend to observe your lesson in relation to PLC Session 5 and provide feedback on your lesson (NTS 1f, 3g).

3.3 Remember to:

- a) provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
- b) read PLC Session 6 and related learner material (NTS 2b, 2c and 3a).
- c) bring along your Teacher Manual, PLC Handbook and learning plan on week 6 in preparation for the next session (NTS 3a).

PLC SESSION 6: Preparing for Mid-Semester Examination

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for week 5 delivered last week that:

- a) went well (NTS 1a, 1b and 2a-2e).
- b) you found challenging (NTS 2e, 2f and 3d-3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 5 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for week 6 lessons and mid-semester examination by aligning the learning plan with Learner Material and appropriate assessment strategies.

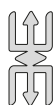
Learning Outcome

Review your learning plan for week 6 and prepare for mid-semester examination considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
2. Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.

2.2 Review the pedagogical approaches proposed for teaching week 6 in your learning plan, identify activities that align with these in the Learner Material. Indicate the activities in your learning plan (NTS 2a-2f, 3a - 3j).



Note

The selected activities should be included in the teacher/learner activity section of the learning plan.

2.3 Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week's recommended mode of assessment is **mid-semester examination** (NTS 3k, 3p).

E.g.

a) **Multiple Choice – 1 mark each**

Elige la respuesta correcta :

1. ¿Cómo estás?
 - a. Estoy mal
 - b. Soy estudiante
 - c. Tengo diez años

b) **Oral examination – 10 marks**

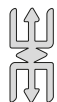
Sample text

¡Hola, amigos! Me llamo Ama y tengo 15 años. Soy de Kumasi, pero vivo en Ho. Estudio historia y literatura. Mis amigos se llaman Mawuena y Amina. Estudian historia también. En el futuro quiero ser abogada, pero Amina quiere ser una maestra de inglés.....

Refer to key assessment in the Teacher Manual (weeks 1 – 5) and review questions in the Learner Material (sections 1-5) for more task examples.

Hint

Refer to **Appendix C** for the Table of Specification and details of mid-semester examination.



Note

- i. The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.
- ii. The selected activities should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities of the learning plan.

2.4 Discuss (and agree as a subject group) how you will develop the marking scheme/ rubrics for scoring the assessment task(s)/item(s) for the week's recommended assessment (NTS 3n- 3p).

E.g.

a) **Multiple Choice**

Elige la respuesta correcta :

1. ¿Cómo estás?
 - a. Estoy mal (1 mark)
 - b. Soy estudiante
 - c. Tengo diez años

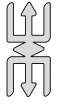
b) Rubrics/Marking Scheme for oral examination: 20 marks

Comprehension of text = 8 marks

Grammar = 3 marks

Vocabulary = 5 marks

Pronunciation = 4 marks, etc.

**Note**

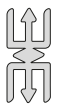
- i. *The marking scheme and rubrics for scoring the assessment tasks/items should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities in the learning plan.*
- ii. *Take into consideration different modes of responses provided by learners.*
- iii. *Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.*

2.5 Discuss how you will administer the assessment task(s)/item(s) as a subject group (NTS 3n-3p).**E.g.**

Get about 5 different short texts adapted to suit the proficiency level of learners to examine learners' oral competencies, etc.

2.6 Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l-3n).**E.g.**

Highlight Give learners the rubric with the scores, etc.

**Note**

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)**3.1** Reflect and share your views on the session (NTS 1a, 1b).**3.2** Identify a critical friend to observe your lesson in relation to PLC Session 6 and provide feedback on your lesson (NTS 1f, 3g).**3.3** Remember to:

- a) provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l-3n).
- b) read PLC Session 7 and related learner material (NTS 2b, 2c and 3a).
- c) bring along your Teacher Manual, PLC Handbook and learning plan on week 7 in preparation for the next session (NTS 3a).



Appendix C: Sample Table of Specification for Mid-Semester Examination

Weeks	Focal Area(s)	Type of Questions	DoK Levels				Total
			1	2	3	4	
1	Los saludos	<i>Multiple Choice</i>	2	2	-	-	4
		<i>Practical (Oral Exam)</i>	1	1	-	-	2
2	El alfabeto; deletrear los nombres.	<i>Multiple Choice</i>	2	2	-	-	4
		<i>Practical (Oral Exam)</i>	-	1	-	-	1
3	Presentarse	<i>Multiple Choice</i>	2	2	-	-	4
		<i>Practical (Oral Exam)</i>		1	-	-	1
4	Los apellidos en el mundo hispánico	<i>Multiple Choice</i>	2	2	-	-	4
		<i>Practical (Oral Exam)</i>	-	1	-	-	1
5	Profesión y Nacionalidad	<i>Multiple Choice</i>	2	2	-	-	4
		<i>Practical (Oral Exam)</i>	-	1	-	-	1
6	Lugar de residencia	<i>Multiple Choice</i>	2	2			4
		<i>Practical (Oral Exam)</i>	-	1	-	-	1
	Total		13	18	-	-	31

PLC SESSION 7 : Presentar a tu Familia

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for week 6 and mid-semester examination that:

- a) went well (NTS 1a, 1b and 2a-2e).
- b) you found challenging (NTS 2e, 2f and 3d-3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 6 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for week 7 by aligning the learning plan with Learner Material and appropriate assessment strategies.

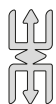
Learning Outcome

Review your learning plan for week 7 considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
2. Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.

2.2 Review the pedagogical approaches proposed for teaching week 7 in your learning plan, identify activities that align with these in the Learner Material. Indicate the activities in your learning plan (NTS 2a – 2f, 3a – 3j).



Note

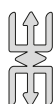
The selected activities should be included in the teacher/learner activity section of the learning plan.

2.3 Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week’s recommended mode of assessment is **homework** (NTS 3k, 3p).

E.g.

Crea un álbum de fotos de tu familia y habla sobre sus profesiones y nacionalidades.

Refer to Teacher Manual section 7 page 35 and Learner Material section 7 for more assessment tasks.



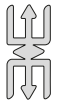
Note

- i. *The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.*
- ii. *The selected activities should be included in the ‘Assessment DoK aligned to Curriculum and TM’ section below teacher/learner activities of the learning plan.*

2.4 Discuss (and agree as a subject group) how you will develop the marking scheme/ rubrics for scoring the assessment task(s)/item(s) for the week’s recommended assessment (NTS 3n- 3p).

E.g.

Criteria	Excellent (5 Marks)	Good (4 Marks)	Needs Improvement (1 Mark)
Content	<p><i>Provides descriptions of family members’ professions and nationalities with relevant information.</i></p> <p><i>Example: Mi madre es doctora y es de España, mientras que mi padre es ingeniero y viene de Argentina.</i></p>	<p><i>Describes professions and nationalities but lacks some minor details.</i></p> <p><i>Example: Mi hermano es profesor y mi hermana es de México.</i></p>	<p><i>Minimal description with missing key details about professions or nationalities.</i></p> <p><i>Example: Mi madre trabaja y es de país extranjero.</i></p>
Use of Vocabulary	<p><i>Uses vocabulary accurately, describing professions and nationalities in detail.</i></p> <p><i>Example: Mi familia es muy diversa, mi tía es abogada en Venezuela y mi primo es piloto en Ecuador.</i></p>	<p><i>Uses vocabulary with minor errors or repetition.</i></p> <p><i>Example: Mi hermana es médica en España, y mi primo es ingeniero.</i></p>	<p><i>Very limited vocabulary with numerous errors.</i></p> <p><i>Example: Mi familia es grande, mi madre trabajo, mi padre también.</i></p>
Presentation	<p><i>Creative and visually appealing presentation of the photo album, with clear labels and descriptions.</i></p> <p><i>Example: Each photo is labelled with the family member’s profession and nationality, such as: “Mi madre – Doctora (España)”.</i></p>	<p><i>Well-presented album but with some minor issues in visual appeal or clarity.</i></p> <p><i>Example: Photos are labelled, but some descriptions are unclear or missing.</i></p>	<p><i>Minimal effort in presentation, with poor organisation or missing labels.</i></p> <p><i>Example: Photos are placed randomly without clear descriptions.</i></p>



Note

- i. *The marking scheme and rubrics for scoring the assessment tasks/items should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities in the learning plan.*
- ii. *Take into consideration different modes of responses provided by learners.*
- iii. *Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.*

2.5 Discuss how you will administer the assessment task(s)/item(s) as a subject group (NTS 3n–3p).

E.g.

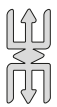
Since family can be a sensitive topic to others, allow learners to create either a real or a fictitious family album, etc.

Refer to the Teacher Assessment Manual and Toolkit pages 57–60 for more information on how to administer the assessment task.

2.6 Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l–3n).

E.g.

Provide structured feedback highlighting strengths and areas for improvement, etc.



Note

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

3.1 Reflect and share your views on the session (NTS 1a, 1b).

3.2 Identify a critical friend to observe your lesson in relation to PLC Session 7 and provide feedback on your lesson (NTS 1f, 3g).

3.3 Remember to:

- a) provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
- b) read PLC Session 8 and related learner material (NTS 2b, 2c and 3a).
- c) bring along your Teacher Manual, PLC Handbook and learning plan on week 8 in preparation for the next session (NTS 3a).

PLC SESSION 8: Hablar de las Profesiones/ Nacionalidades/ Lugar de Residencia

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for week 7 delivered last week that:

- a) went well (NTS 1a, 1b and 2a-2e).
- b) you found challenging (NTS 2e, 2f and 3d-3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 7 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for week 8 by aligning the learning plan with Learner Material and appropriate assessment strategies.

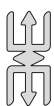
Learning Outcome

Review your learning plan for week 8 considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
2. Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.

2.2 Review the pedagogical approaches proposed for teaching week 8 in your learning plan, identify activities that align with these in the Learner Material. Indicate the activities in your learning plan (NTS 2a – 2f, 3a – 3j).



Note

The selected activities should be included in the teacher/learner activity section of the learning plan.

2.3 Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week’s recommended mode of assessment is **oral group presentation** (NTS 3k, 3p).

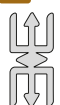
E.g.

¿Dónde vives?

Refer to Teacher Manual section 8 page 38 and Learner Material Section 8 for more assessment tasks.

Hint

Submission of group project work is due this week



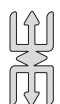
Note

- i. The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.
- ii. The selected activities should be included in the ‘Assessment DoK aligned to Curriculum and TM’ section below teacher/learner activities of the learning plan.

2.4 Discuss (and agree as a subject group) how you will develop the marking scheme/ rubrics for scoring the assessment task(s)/item(s) for the week’s recommended assessment (NTS 3n- 3p).

E.g.

Criteria	Excellent (3 Marks)	Good (2 Marks)	Needs Improvement (1 Mark)
Content	Provides description of the location, environment, and personal feelings about where you live. Example: Vivo en una ciudad muy grande cerca del mar.’	Good description of the location but missing some minor details. Example: Vivo en una ciudad pequeña con muchas montañas.	Minimal description with missing key details about the location. Example: Vivo en un lugar bonito.



Note

- i. The marking scheme and rubrics for scoring the assessment tasks/items should be included in the ‘Assessment DoK aligned to Curriculum and TM’ section below teacher/ learner activities in the learning plan.
- ii. Take into consideration different modes of responses provided by learners.
- iii. Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.

- 2.5** Discuss how you will administer the assessment task(s)/item(s) as a subject group (NTS 3n–3p).

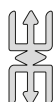
E.g.

Allow learners to present their oral presentations in small groups. Each group should have the opportunity to present their work, etc.

- 2.6** Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l–3n).

E.g.

Highlight strengths and areas of improvement for learner groups, etc.



Note

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

- 3.1** Reflect and share your views on the session (NTS 1a, 1b).
- 3.2** Identify a critical friend to observe your lesson in relation to PLC Session 8 and provide feedback on your lesson (NTS 1f, 3g).
- 3.3** Remember to:
- provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
 - read PLC Session 9 and related learner material (NTS 2b, 2c and 3a).
 - bring along your Teacher Manual, PLC Handbook and learning plan on week 9 in preparation for the next session (NTS 3a).

PLC SESSION 9: Descripciones Físicas y de Carácter

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for week 8 delivered last week that:

- a) went well (NTS 1a, 1b and 2a-2e).
- b) you found challenging (NTS 2e, 2f and 3d-3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 8 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for week 9 by aligning the learning plan with Learner Material and appropriate assessment strategies.

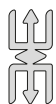
Learning Outcome

Review your learning plan for week 9 considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
2. Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.

2.2 Review the pedagogical approaches proposed for teaching week 9 in your learning plan, identify activities that align with these in the Learner Material. Indicate the activities in your learning plan (NTS 2a – 2f, 3a – 3j).



Note

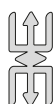
The selected activities should be included in the teacher/learner activity section of the learning plan.

2.3 Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week’s recommended mode of assessment is **class exercise** (NTS 3k, 3p).

E.g.

¿Cómo eres?

Refer to Teacher Manual section 9 page 42 and Learner Material section 9 for more assessment tasks.



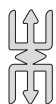
Note

- i. The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.
- ii. The selected activities should be included in the ‘Assessment DoK aligned to Curriculum and TM’ section below teacher/learner activities of the learning plan.

2.4 Discuss (and agree as a subject group) how you will develop the marking scheme/ rubrics for scoring the assessment task(s)/item(s) for the week’s recommended assessment (NTS 3n- 3p).

E.g.

Criteria	Excellent (5 Marks)	Good (4 Marks)	Needs Improvement (1 Mark)
Content	<p>Provides a description of physical appearance, personality traits, and hobbies.</p> <p>Example: Soy alta, tengo el pelo castaño y los ojos verdes. Soy una persona muy amable y me gusta leer libros de ciencia ficción en mi tiempo libre.</p>	<p>Gives a description but lack some details about either personality, physical traits, or hobbies.</p> <p>Example: Soy simpática y me gusta el fútbol, tengo el pelo rubio y los ojos marrones.</p>	<p>Gives an unclear description, lacking key details about personality or appearance.</p> <p>Example: Soy simpático y bajo.</p>
Use of Vocabulary	<p>Uses vocabulary accurately, with minimal repetition or about 30% errors.</p> <p>Example: Soy creativa y extrovertida. Disfruto pasear al aire libre y tengo una gran pasión por la fotografía.</p>	<p>Uses vocabulary, but with some repetition or about 50% errors.</p> <p>Example: Soy simpática y me gusta la música, pero a veces soy tímida.’</p>	<p>Uses very limited vocabulary, with over 70% errors affecting understanding.</p> <p>Example: Yo soy bien y me gusta cosas.</p>

**Note**

- i. *The marking scheme and rubrics for scoring the assessment tasks/items should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities in the learning plan.*
- ii. *Take into consideration different modes of responses provided by learners.*
- iii. *Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.*

2.5 Discuss how you will administer the assessment task(s)/item(s) as a subject group (NTS 3n–3p).

E.g.

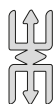
Print worksheets with exercises on the differences between ser and estar and give learners to answer, etc.

Refer to the Teacher Assessment Manual and Toolkit pages 80–83 for more information on how to administer the assessment task.

2.6 Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l–3n).

E.g.

Dedicate time to explain the concept to learners who may obtain lower marks in this activity, etc.

**Note**

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

3.1 Reflect and share your views on the session (NTS 1a, 1b).

3.2 Identify a critical friend to observe your lesson in relation to PLC Session 9 and provide feedback on your lesson (NTS 1f, 3g).

3.3 Remember to:

- a) provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
- b) read PLC Session 10 and related learner material (NTS 2b, 2c and 3a).
- c) bring along your Teacher Manual, PLC Handbook and learning plan on week 10 in preparation for the next session (NTS 3a).

PLC SESSION 10: Descripciones Físicas y de Carácter

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for week 9 delivered last week that:

- a) went well (NTS 1a, 1b and 2a-2e).
- b) you found challenging (NTS 2e, 2f and 3d-3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 9 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for week 10 by aligning the learning plan with Learner Material and appropriate assessment strategies.

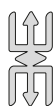
Learning Outcome

Review your learning plan for week 10 considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
2. Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.

2.2 Review the pedagogical approaches proposed for teaching week 10 in your learning plan, identify activities that align with these in the Learner Material. Indicate the activities in your learning plan (NTS 2a – 2f, 3a – 3j).



Note

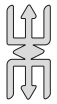
The selected activities should be included in the teacher/learner activity section of the learning plan.

2.3 Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week's recommended mode of assessment is **class test** (NTS 3k, 3p).

E.g.

Escribe sobre un miembro de tu familia. Da detalles sobre su personalidad y su aspecto físico.

Refer to Teacher Manual section 9 page 42 and Learner Material section 9 for more assessment tasks.



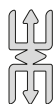
Note

- i. *The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.*
- ii. *The selected activities should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities of the learning plan.*

2.4 Discuss (and agree as a subject group) how you will develop the marking scheme/ rubrics for scoring the assessment task(s)/item(s) for the week's recommended assessment (NTS 3n- 3p).

E.g.

Criteria	Excellent (3 Marks)	Good (2 Marks)	Needs Improvement (1 Mark)
<i>Introduction</i>	<i>Introduces the family member with proper context and relationship (e.g., 'My mother, Rosina, is a very important person in my life.')</i>	<i>Introduction of the family member lacks some context (e.g., 'My mother, Rosina, is a best')</i>	<i>Difficult to understand the relationship with the family member (e.g., Rosina is mother)</i>
<i>Description of Physical Appearance</i>	<i>Provides a detailed description of physical appearance using varied and relevant adjectives (e.g., 'She is tall, with brown hair and green eyes.')</i>	<i>Good description of physical appearance, with less variety in details or adjectives (e.g., 'She is tall.')</i>	<i>No details provided about the family member's physical appearance</i>
<i>Description of Personality</i>	<i>Detailed description of personality with clear examples of behaviour (e.g., 'She is very generous and always helps others.')</i>	<i>Description of personality but lacks specific examples or details (e.g., 'She is very generous')</i>	<i>Personality is not described or is unclear</i>
<i>Use of Vocabulary and Grammar</i>	<i>Excellent use of descriptive vocabulary and correct grammar</i>	<i>Good use of vocabulary and grammar with some minor errors</i>	<i>Very limited vocabulary and multiple grammatical errors that affect understanding</i>

**Note**

- i. *The marking scheme and rubrics for scoring the assessment tasks/items should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities in the learning plan.*
- ii. *Take into consideration different modes of responses provided by learners.*
- iii. *Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.*

2.5 Discuss how you will administer the assessment task(s)/item(s) as a subject group (NTS 3n–3p).

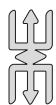
E.g.

Provide learners with an authentic text where descriptive adjectives are used and ask learners in mixed-ability groups to mention examples of descriptive adjectives used in the text, etc.

2.6 Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l–3n).

E.g.

Allow for peer-to-peer feedback by allowing learners to review the responses of their classmates, etc.

**Note**

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

3.1 Reflect and share your views on the session (NTS 1a, 1b).

3.2 Identify a critical friend to observe your lesson in relation to PLC Session 10 and provide feedback on your lesson (NTS 1f, 3g).

3.3 Remember to:

- a) provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
- b) read PLC Session 11 and related learner material (NTS 2b, 2c and 3a).
- c) bring along your Teacher Manual, PLC Handbook and learning plan on week 11 in preparation for the next session (NTS 3a).

PLC SESSION 11: Estado de Ánimo

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for week 10 delivered last week that:

- a) went well (NTS 1a, 1b and 2a-2e).
- b) you found challenging (NTS 2e, 2f and 3d-3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 10 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for week 11 by aligning the learning plan with Learner Material and appropriate assessment strategies.

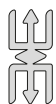
Learning Outcome

Review your learning plan for week 11 considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
2. Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.

2.2 Review the pedagogical approaches proposed for teaching week 11 in your learning plan, identify activities that align with these in the Learner Material. Indicate the activities in your learning plan (NTS 2a – 2f, 3a – 3j).



Note

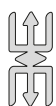
The selected activities should be included in the teacher/learner activity section of the learning plan.

- 2.3** Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week's recommended mode of assessment is **dialogue** (NTS 3k, 3p).

E.g.

¿Cómo estás hoy?

Refer to Teacher Manual section 10 page 45 and Learner Material section 10 for more assessment tasks.



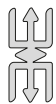
Note

- i. *The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.*
- ii. *The selected activities should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities of the learning plan.*

- 2.4** Discuss (and agree as a subject group) how you will develop the marking scheme/rubrics for scoring the assessment task(s)/item(s) for the week's recommended assessment (NTS 3n- 3p).

E.g.

- a) *Use of vocabulary related to moods (2 marks each)*
- b) *Correct usage of the verb (1 mark)*



Note

- i. *The marking scheme and rubrics for scoring the assessment tasks/items should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities in the learning plan.*
- ii. *Take into consideration different modes of responses provided by learners.*
- iii. *Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.*

- 2.5** Discuss how you will administer the assessment task(s)/item(s) as a subject group (NTS 3n-3p).

E.g.

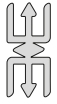
Allow for individual responses and give room for either spoken or written responses.

Refer to the Teacher Assessment Manual and Toolkit pages 46-49 for more information on how to administer the assessment task.

- 2.6** Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l-3n).

E.g.

The teacher should give feedback on individual projects, etc.

**Note**

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

- 3.1** Reflect and share your views on the session (NTS 1a, 1b).
- 3.2** Identify a critical friend to observe your lesson in relation to PLC Session 11 and provide feedback on your lesson (NTS 1f, 3g).
- 3.3** Remember to:
 - a) provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
 - b) read PLC Session 12 and related learner material (NTS 2b, 2c and 3a).
 - c) bring along your Teacher Manual, PLC Handbook and learning plan on week 12 in preparation for the next session (NTS 3a).

PLC SESSION 12: Preparing for End of Semester Examination

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for week 11 delivered last week that:

- went well (NTS 1a, 1b and 2a-2e).
- you found challenging (NTS 2e, 2f and 3d-3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 11 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for week 12 lessons and end of semester examination by aligning the learning plan with Learner Material and appropriate assessment strategies.

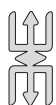
Learning Outcome

Review your learning plan for week 12 and prepare for end of semester examination considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

- Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
- Discuss and develop assessment tasks and rubrics/markingscheme for the learning indicators for the week.

2.2 Review the pedagogical approaches proposed for teaching week 12 in your learning plan, identify activities that align with these in the Learner Material. Indicate the activities in your learning plan (NTS 2a – 2f, 3a – 3j).



Note

The selected activities should be included in the teacher/learner activity section of the learning plan.

2.3 Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week's recommended mode of assessment is **end of semester examination** (NTS 3k, 3p).

E.g.

a) **Multiple Choice**

Elige la respuesta correcta:

1. A Kofi gusta jugar al fútbol.

- a) la
- b) le (1 mark)
- c) les
- d) lo

b) **Essay writing**

Describe al menos dos miembros de tu familia. (20 marks)

Incluye estos detalles:

Edad

Profesión

Descripción física

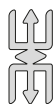
Personalidad

Intereses/pasatiempos, etc.

Refer to key assessment in the Teacher Manual weeks 1–12 and review questions in the Learner Material sections 1–11 for more task examples.

Hint

Refer to **Appendix D** for the Table of Specification and details of end of semester examination.



Note

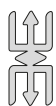
- i. The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.
- ii. The selected activities should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities of the learning plan.

2.4 Discuss (and agree as a subject group) how you will develop the marking scheme/ rubrics for scoring the assessment task(s)/item(s) for the week's recommended assessment (NTS 3n- 3p).

E.g.

Rubric Essay

Total: / 40	Exceptional (10 Puntos)	Good (8 Puntos)	Satisfactory (6 Puntos)	Needs Improvement (4 Puntos)
Content	<i>The content is relevant and covers all the details in the prompt.</i>	<i>The content is relevant and covers most aspects of the prompt.</i>	<i>The content is somewhat relevant, but some aspects of the prompt are missing.</i>	<i>Content is minimally relevant; significant aspects are missing.</i>
Vocabulary	<i>Uses basic vocabulary accurately and appropriately.</i>	<i>Uses basic vocabulary with minor errors.</i>	<i>Uses limited vocabulary with errors.</i>	<i>Uses minimal vocabulary; frequent errors</i>
Grammar	<i>Basic grammar structures are used correctly.</i>	<i>There are a few grammar mistakes, but they do not hinder understanding.</i>	<i>There are a few grammar mistakes, but they do not hinder understanding.</i>	<i>Frequent grammar mistakes hinder understanding.</i>
Organisation	<i>Well-organised, and ideas are logically connected.</i>	<i>Organised and ideas are mostly logically connected.</i>	<i>Organised, but some ideas are disconnected.</i>	<i>Poorly organised; ideas often seem disconnected.</i>



Note

- i. *The marking scheme and rubrics for scoring the assessment tasks/items should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/ learner activities in the learning plan.*
- ii. *Take into consideration different modes of responses provided by learners.*
- iii. *Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.*

2.5 Discuss how you will administer the assessment task(s)/item(s) as a subject group (NTS 3n-3p).

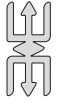
E.g.

Create a pool of questions to test vocabulary, grammar, reading skills, and listening skills for the MCQs, etc.

- 2.6** Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l–3n).

E.g.

Give learners the rubric with feedback and a description of the grading criteria, etc.



Note

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

- 3.1** Reflect and share your views on the session (NTS 1a, 1b).
- 3.2** Identify a critical friend to observe your lesson in relation to PLC Session 12 and provide feedback on your lesson (NTS 1f, 3g).
- 3.3** Remember to:
- provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
 - read PLC Session 13 and related learner material (NTS 2b, 2c and 3a).
 - bring along your Teacher Manual, PLC Handbook and learning plan on week 13 in preparation for the next session (NTS 3a).



Appendix D: Sample Table of Specification for End of Semester Examination

Weeks	Focal Area(s)	Type of Questions	DoK Levels				Total
			1	2	3	4	
1	Los Saludos en Español	Essay		1	1		2
2	El Alfabeto: Deletrear los Nombres	Multiple Choice			1		1
3	Dar/pedir Informaciones	Multiple Choice	1				1
4	Apellidos en el Mundo Hispano y en Ghana	Essay		1	1		2
5	Profesión y Nacionalidad	Multiple Choice	1				1
6	Lugar de residencia	Essay		1	1		2
7	Presentar a tu familia	Multiple Choice	1	1	-	-	2
		Essay	-	-	-	-	-
8	Hablar de las profesiones/ nacionalidades/lugar de residencia	Multiple Choice	1	1		-	2
		Essay	1	1	-	-	2
9	Descripciones físicas y de carácter	Multiple Choice		1	1	-	2
		Essay	1	1	-	-	2
10	Descripciones físicas y de carácter	Multiple Choice	1		1	-	2
		Essay		1	-	-	1
11	Los estados de ánimo	Multiple Choice			1	-	1
		Essay	1	1	1	-	3
12	Hablar de tradiciones familiares	Multiple Choice		1	-	-	1
		Essay	1	1	1	-	3
	Total		9	12	9		30

PLC SESSION 13: El Sistema Familiar en Ghana y los Países Hispánicos

1. Introduction (20 minutes)

- 1.1 Share one thing on the lesson for week 12 and end of semester examination that:
 - a) went well (NTS 1a, 1b and 2a-2e).
 - b) you found challenging (NTS 2e, 2f and 3d-3j).
- 1.2 Share your experience in conducting and/or recording the assessment for previous week.
- 1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 12 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

- 2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

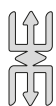
The purpose of the session is to review the learning plan for week 13 by aligning the learning plan with Learner Material and appropriate assessment strategies.

Learning Outcome

Review your learning plan for week 13 considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
 2. Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.
- 2.2 Review the pedagogical approaches proposed for teaching week 13 in your learning plan, identify activities that align with these in the Learner Material. Indicate the activities in your learning plan (NTS 2a – 2f, 3a – 3j).



Note

The selected activities should be included in the teacher/learner activity section of the learning plan.

2.3 Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week’s recommended mode of assessment is **discussion** (NTS 3k, 3p).

E.g.

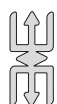
¿Cuáles son las diferencias entre la familia extendida y la familia nuclear?

Refer to Teacher Manual section 12 pages 6–7 and Learner Material section 12 for more assessment tasks.

Hint



Teachers are expected to give individual project learners. Learners are expected to submit them by week 22 for scoring and recording. See **Appendix E** for a sample of the individual project.



Note

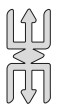
- i. The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.
- ii. The selected activities should be included in the ‘Assessment DoK aligned to Curriculum and TM’ section below teacher/learner activities of the learning plan.

2.4 Discuss (and agree as a subject group) how you will develop the marking scheme/ rubrics for scoring the assessment task(s)/item(s) for the week’s recommended assessment (NTS 3n– 3p).

E.g.

Criteria	Excellent	Good	Needs Improvement
Content (3 Marks)	Provides explanation of both family types, highlighting at least two clear differences with examples. Example: An extended family includes not only parents and children but also grandparents, aunts, and uncles. A nuclear family consists only of parents and their children.	Explains both family types but misses a key difference or example. Example: A nuclear family is smaller than an extended family, which includes more relatives, like grandparents.	Provides a basic or unclear explanation of family types with minimal differences. Example: An extended family has more people than a nuclear family.
Participation (2 Marks)	Actively participates in the discussion, contributing relevant and meaningful ideas.	Participates, but contributions are limited or less meaningful.	Limited participation or minimal contribution to the discussion.

Criteria	Excellent	Good	Needs Improvement
Use of Relevant Vocabulary (3 Marks)	<p>Uses relevant vocabulary to describe the family types and key differences.</p> <p>Example: In extended families, there are intergenerational relationships, whereas nuclear families are typically more independent.</p>	<p>Uses some relevant vocabulary but with limited variety.</p> <p>Example: A nuclear family only has the immediate family, but an extended family includes more relatives.</p>	<p>Minimal use of relevant vocabulary or incorrect terms.</p> <p>Example: Families are big or small.</p>
Evidence of Tolerance of Others (2 Marks)	<p>Listens actively to others' ideas, shows respect for differing opinions, and integrates them into the discussion.</p> <p>Example: That's a good point about extended families being closer, but I think it depends on the culture.</p>	<p>Shows some evidence of listening and tolerance, but not consistently respectful of others' views.</p> <p>Example: I agree with you, but I still think nuclear families are better.</p>	<p>Little to no evidence of listening or respecting others' ideas.</p> <p>Example: Interrupts others or dismisses their ideas without consideration.</p>



Note

- i. The marking scheme and rubrics for scoring the assessment tasks/items should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities in the learning plan.
- ii. Take into consideration different modes of responses provided by learners.
- iii. Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.

2.5 Discuss how you will administer the assessment task(s)/item(s) as a subject group (NTS 3n–3p).

E.g.

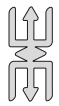
Support learners by providing key vocabulary and key expressions that will facilitate their conversations in small groups, etc.

Refer to the Teacher Assessment Manual and Toolkit pages 66–88 for more information on how to administer the assessment task.

2.6 Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l–3n).

E.g.

Help learners appreciate cultural differences between the Ghanaian society and the Hispanic world by highlighting specific examples, etc.



Note

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

- 3.1** Reflect and share your views on the session (NTS 1a, 1b).
- 3.2** Identify a critical friend to observe your lesson in relation to PLC Session 13 and provide feedback on your lesson (NTS 1f, 3g).
- 3.3** Remember to:
 - a) provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
 - b) read PLC Session 14 and related learner material (NTS 2b, 2c and 3a).
 - c) bring along your Teacher Manual, PLC Handbook and learning plan on week 14 in preparation for the next session (NTS 3a).



Appendix E: Sample Individual Project Work

Task

E.g.

Part 1:

Create an autobiographic booklet (digital or hard copy) in Spanish. The booklet should include:

- a) Name
- b) Age
- c) Nationality
- d) Profession
- e) Place of residence
- f) Favourite colour
- g) Favourite food
- h) Hobbies
- i) A simple drawing or photo of yourself (if desired), etc.

Part 2:

Do an oral presentation of your work in front of your classmates, etc.

Refer to TAMT pages 151–153 for more information on how to use a project as an assessment strategy.

Feedback

E.g.

- a) Provide individual feedback on learners' projects and let them reflect on the outcome of their work
- b) Allow learners to talk about their work and what challenges they faced when working on the individual project; clarify difficulties of learners and give further support where necessary, etc.

Rubrics for scoring

E.g.

- a) Content (20 marks): Details provided in the booklet and use of basic Spanish vocabulary and grammar.
- b) Creativity (15 marks): Visual appeal of the booklet.
- c) Pronunciation (10 marks): Clarity of spoken Spanish during the presentation.
- d) Engagement (5 marks): Participation and interaction during the presentation, etc.

PLC SESSION 14: Actividades de Ocio

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for week 13 delivered last week that:

- a) went well (NTS 1a, 1b and 2a-2e).
- b) you found challenging (NTS 2e, 2f and 3d-3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 13 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for week 14 by aligning the learning plan with Learner Material and appropriate assessment strategies.

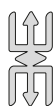
Learning Outcome

Review your learning plan for week 14 considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
2. Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.

2.2 Review the pedagogical approaches proposed for teaching week 14 in your learning plan, identify activities that align with these in the Learner Material. Indicate the activities in your learning plan (NTS 2a – 2f, 3a – 3j).



Note

The selected activities should be included in the teacher/learner activity section of the learning plan.

2.3 Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week's recommended mode of assessment is **dialogue** (NTS 3k, 3p).

E.g.

Entrevista a dos o tres compañeros/compañeras sobre lo que hacen durante su tiempo libre.

Refer to Teacher Manual section 13 page 10 and Learner Material section 13 for more assessment tasks.

Hint

It is recommended that teachers give learners an individual homework to submit in week 17.



Note

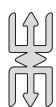
- i. *The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.*
- ii. *The selected activities should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities of the learning plan.*

2.4 Discuss (and agree as a subject group) how you will develop the marking scheme/ rubrics for scoring the assessment task(s)/item(s) for the week's recommended assessment (NTS 3n- 3p).

E.g.

Criteria	Excellent (5 Marks)	Good (4 Marks)	Needs Improvement (1 Mark)
Content	<i>Provides descriptions of family members' professions and nationalities with relevant information. Example: Mi madre es doctora y es de España, mientras que mi padre es ingeniero y viene de Argentina.</i>	<i>Describes professions and nationalities but lacks some minor details. Example: Mi hermano es profesor y mi hermana es de México.</i>	<i>Minimal description with missing key details about professions or nationalities. Example: Mi madre trabaja y es de país extranjero.</i>
Use of Vocabulary	<i>Uses vocabulary accurately, describing professions and nationalities in detail. Example: Mi familia es muy diversa, mi tía es abogada en Venezuela y mi primo es piloto en Ecuador.</i>	<i>Uses vocabulary with minor errors or repetition. Example: Mi hermana es médica en España, y mi primo es ingeniero.</i>	<i>Very limited vocabulary with numerous errors. Example: Mi familia es grande, mi madre trabajo, mi padre también.</i>

Criteria	Excellent (5 Marks)	Good (4 Marks)	Needs Improvement (1 Mark)
Presentation	<p><i>Creative and visually appealing presentation of the photo album, with clear labels and descriptions.</i></p> <p><i>Example: Each photo is labelled with the family member's profession and nationality, such as: "Mi madre – Doctora (España)".</i></p>	<p><i>Well-presented album but with some minor issues in visual appeal or clarity.</i></p> <p><i>Example: Photos are labelled, but some descriptions are unclear or missing.</i></p>	<p><i>Minimal effort in presentation, with poor organisation or missing labels.</i></p> <p><i>Example: Photos are placed randomly without clear descriptions.</i></p>



Note

- i. *The marking scheme and rubrics for scoring the assessment tasks/items should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities in the learning plan.*
- ii. *Take into consideration different modes of responses provided by learners.*
- iii. *Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.*

2.5 Discuss how you will administer the assessment task(s)/item(s) as a subject group (NTS 3n-3p).

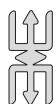
E.g.

Ask learners to interview peers they may have never spoken to before to create a sense of community in the classroom, etc.

2.6 Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l-3n).

E.g.

Let learners understand that leisure time and hobbies vary from person to person, and they should be mindful of comments that may have regarding individual preferences, etc.



Note

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

3.1 Reflect and share your views on the session (NTS 1a, 1b).

3.2 Identify a critical friend to observe your lesson in relation to PLC Session 14 and provide feedback on your lesson (NTS 1f, 3g).

3.3 Remember to:

- a) provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
- b) read PLC Session 15 and related learner material (NTS 2b, 2c and 3a).
- c) bring along your Teacher Manual, PLC Handbook and learning plan on week 15 in preparation for the next session (NTS 3a).

PLC SESSION 15: Actividades de Ocio (Continuation)

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for week 14 delivered last week that:

- a) went well (NTS 1a, 1b and 2a-2e).
- b) you found challenging (NTS 2e, 2f and 3d-3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 14 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for week 15 by aligning the learning plan with Learner Material and appropriate assessment strategies.

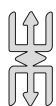
Learning Outcome

Review your learning plan for week 15 considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

- 1 Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
2. Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.

2.2 Review the pedagogical approaches proposed for teaching week 15 in your learning plan, identify activities that align with these in the Learner Material. Indicate the activities in your learning plan (NTS 2a – 2f, 3a – 3j).



Note

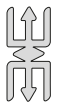
The selected activities should be included in the teacher/learner activity section of the learning plan.

2.3 Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week's recommended mode of assessment is **homework** (NTS 3k, 3p).

E.g.

En grupos, hagan investigaciones sobre actividades de ocio comunes en un país hispanohablante. Luego, tienen que presentar la información delante de la clase la semana próxima.

Refer to Teacher Manual section 14 page 13 and Learner Material section 14 for more assessment tasks.



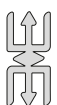
Note

- i. The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.
- ii. The selected activities should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities of the learning plan.

2.4 Discuss (and agree as a subject group) how you will develop the marking scheme/ rubrics for scoring the assessment task(s)/item(s) for the week's recommended assessment (NTS 3n- 3p).

E.g.

Criteria	Excellent (3 marks)	Good (2 marks)	Needs Improvement (1 mark)
Content	Provides information on a variety of leisure activities, including examples Example: In Ghana, popular leisure activities include football, playing ludo and enjoying movies indoors, etc.	Covers key leisure activities with some detail but lacks variety or depth in examples. Example: Football is popular in Ghana, as is going to the beach.	Minimal or inaccurate content with little to no detail or examples. Example: Ghana has leisure activities.
Creativity	Presents the information using visuals and stories, or unique methods to capture attention.	Presents the information using visuals or stories, etc.	Presents the information using no visuals or stories.
Evidence of Teamwork	At least 70% team members contribute to the group works	At least 40% team members contribute to the group works	At least 10% team members contribute to the group works



Note

- i. The marking scheme and rubrics for scoring the assessment tasks/items should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities in the learning plan.

- ii. *Take into consideration different modes of responses provided by learners.*
- iii. *Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.*

2.5 Discuss how you will administer the assessment task(s)/item(s) as a subject group (NTS 3n–3p).

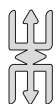
E.g.

Provide learners with materials and resources to be able to carry out this assessment, etc.

2.6 Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l–3n).

E.g.

Emphasise the need for learners to be mindful of the words they use and how they critique their peers, etc.



Note

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

3.1 Reflect and share your views on the session (NTS 1a, 1b).

3.2 Identify a critical friend to observe your lesson in relation to PLC Session 15 and provide feedback on your lesson (NTS 1f, 3g).

3.3 Remember to:

- a) provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
- b) read PLC Session 16 and related learner material (NTS 2b, 2c and 3a).
- c) bring along your Teacher Manual, PLC Handbook and learning plan on week 16 in preparation for the next session (NTS 3a).

PLC SESSION 16: Actividades de Ocio en mi Comunidad

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for week 15 delivered last week that:

- went well (NTS 1a, 1b and 2a–2e).
- you found challenging (NTS 2e, 2f and 3d–3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 15 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for week 16 by aligning the learning plan with Learner Material and appropriate assessment strategies.

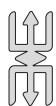
Learning Outcome

Review your learning plan for week 16 considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g–3k and 3o).

Learning Indicators

- Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
- Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.

2.2 Review the pedagogical approaches proposed for teaching week 16 in your learning plan, identify activities that align with these in the Learner Material. Indicate the activities in your learning plan (NTS 2a – 2f, 3a – 3j).



Note

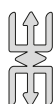
The selected activities should be included in the teacher/learner activity section of the learning plan.

2.3 Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week’s recommended mode of assessment is **oral presentation** (NTS 3k, 3p).

E.g.

En grupos, presenten sobre actividades de ocio comunes en un país hispanohablante.

Refer to Teacher Manual section 15 page 16 and Learner Material section 15 for more assessment tasks.



Note

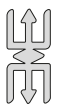
- i. *The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.*
- ii. *The selected activities should be included in the ‘Assessment DoK aligned to Curriculum and TM’ section below teacher/learner activities of the learning plan.*

2.4 Discuss (and agree as a subject group) how you will develop the marking scheme/ rubrics for scoring the assessment task(s)/item(s) for the week’s recommended assessment (NTS 3n- 3p).

E.g.

Criteria	Excellent (3 Marks)	Good (2 Marks)	Needs Improvement (1 Mark)
Gestures	<p><i>Uses gestures to engage the audience and reinforcing the message.</i></p> <p><i>Example: Uses hand movements to point out activities, etc.</i></p>	<p><i>Uses gestures, but they are not fully aligned with the presentation.</i></p> <p><i>Example: Uses Gestures to emphasise key points but could use more variety.</i></p>	<p><i>No use of gestures, leading to a less engaging presentation.</i></p> <p><i>Example: Stands still without any significant movements or gestures.</i></p>
Communication	<p><i>Confidently maintains eye contact and speaking at an appropriate pace.</i></p> <p><i>Example: Speaks directly to the audience with confident delivery, involving everyone in the room.</i></p>	<p><i>Communicates with confidence but lacks consistent eye contact.</i></p> <p><i>Example: Speaks to the audience but occasionally looks down or rushes through parts of the presentation.</i></p>	<p><i>Communication is unclear, with frequent mumbling, lack of eye contact, or awkward pacing.</i></p> <p><i>Example: Reads from notes or screen without engaging the audience.</i></p>
Pronunciation of Words	<p><i>Pronounces Spanish words accurately with 0- 30% error</i></p> <p><i>Example: Words like “toros” and “tapas” were pronounced correctly, etc.</i></p>	<p><i>Pronounces Spanish words with 31-60% error</i></p> <p><i>Example: Words like “toros” and “tapas” were pronounced correctly, etc.</i></p>	<p><i>Poor pronunciation throughout the presentation, making it difficult to understand the key points.</i></p> <p><i>Example: Mispronounced many words, leading to misunderstandings.</i></p>

Criteria	Excellent (3 Marks)	Good (2 Marks)	Needs Improvement (1 Mark)
Controlling the Audience Respectfully	<p>Controls the audience’s attention in a respectful manner, engaging them with questions.</p> <p>Example: Asked the audience engaging questions about their experiences and ensured everyone was paying attention.</p>	<p>Controls the audience respectfully, but with occasional lapses in attention management.</p> <p>Example: Asked questions but didn’t lead the audience to the presentation.</p>	<p>Fails to control the audience, allowing distractions or disengagement.</p> <p>Example: Does not interact with the audience, leading to distractions and loss of focus.</p>



Note

- i. The marking scheme and rubrics for scoring the assessment tasks/items should be included in the ‘Assessment DoK aligned to Curriculum and TM’ section below teacher/ learner activities in the learning plan.
- ii. Take into consideration different modes of responses provided by learners.
- iii. Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.

2.5 Discuss how you will administer the assessment task(s)/item(s) as a subject group (NTS 3n–3p).

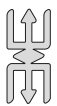
E.g.

Allocate and monitor the time each group/ learner uses to present, etc.

2.6 Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l–3n).

E.g.

Give feedback individually, group or whole class, depending on the nature of the feedback, the learner’s needs and the class size, etc.



Note

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

3.1 Reflect and share your views on the session (NTS 1a, 1b).

3.2 Identify a critical friend to observe your lesson in relation to PLC Session 16 and provide feedback on your lesson (NTS 1f, 3g).

3.3 Remember to:

- a) provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
- b) read PLC Session 17 and related learner material (NTS 2b, 2c and 3a).
- c) bring along your Teacher Manual, PLC Handbook and learning plan on week 17 in preparation for the next session (NTS 3a).

PLC SESSION 17: Objetos en el Aula

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for week 16 delivered last week that:

- a) went well (NTS 1a, 1b and 2a-2e).
- b) you found challenging (NTS 2e, 2f and 3d-3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 16 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for week 17 by aligning the learning plan with Learner Material and appropriate assessment strategies.

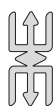
Learning Outcome

Review your learning plan for week 17 considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
2. Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.

2.2 Review the pedagogical approaches proposed for teaching week 17 in your learning plan, identify activities that align with these in the Learner Material. Indicate the activities in your learning plan (NTS 2a – 2f, 3a – 3j).



Note

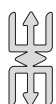
The selected activities should be included in the teacher/learner activity section of the learning plan.

- 2.3** Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week's recommended mode of assessment is **class exercise** (NTS 3k, 3p).

E.g.

Escribe diez objetos que se encuentran en tu mochila.

Refer to Teacher Manual section 16 page 22 and Learner Material section 16 for more assessment tasks.



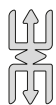
Note

- i. *The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.*
- ii. *The selected activities should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities of the learning plan.*

- 2.4** Discuss (and agree as a subject group) how you will develop the marking scheme/rubrics for scoring the assessment task(s)/item(s) for the week's recommended assessment (NTS 3n- 3p).

E.g.

Every item that the learner mentions should carry 1 mark, etc.



Note

- i. *The marking scheme and rubrics for scoring the assessment tasks/items should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities in the learning plan.*
- ii. *Take into consideration different modes of responses provided by learners.*
- iii. *Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.*

- 2.5** Discuss how you will administer the assessment task(s)/item(s) as a subject group (NTS 3n-3p).

E.g.

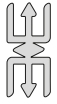
Design exercises using simple and clear language, etc.

Refer to the Teacher Assessment Manual and Toolkit pages 80–83 for more information on how to use class exercise as an assessment strategy.

- 2.6** Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l-3n).

E.g.

Give feedback on pronunciation and orthographic errors, etc.

**Note**

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

- 3.1** Reflect and share your views on the session (NTS 1a, 1b).
- 3.2** Identify a critical friend to observe your lesson in relation to PLC Session 17 and provide feedback on your lesson (NTS 1f, 3g).
- 3.3** Remember to:
 - a) provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
 - b) read PLC Session 18 and related learner material (NTS 2b, 2c and 3a).
 - c) bring along your Teacher Manual, PLC Handbook and learning plan on week 18 in preparation for the next session (NTS 3a).

PLC SESSION 18: Preparing for Mid-Semester Examination

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for week 17 delivered last week that:

- a) went well (NTS 1a, 1b and 2a-2e).
- b) you found challenging (NTS 2e, 2f and 3d-3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 17 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for week 18 lessons and mid-semester examination by aligning the learning plan with Learner Material and appropriate assessment strategies.

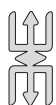
Learning Outcome

Review your learning plan for week 18 and prepare for mid-semester examination considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
2. Discuss and develop assessment tasks and rubrics/markingscheme for the learning indicators for the week.

2.2 Review the pedagogical approaches proposed for teaching week 18 in your learning plan, identify activities that align with these in the Learner Material. Indicate the activities in your learning plan (NTS 2a – 2f, 3a – 3j).



Note

The selected activities should be included in the teacher/learner activity section of the learning plan.

2.3 Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week's recommended mode of assessment is **mid-semester examination** (NTS 3k, 3p).

E.g.

- a) *Escribe diez ejemplos de instalaciones que se encuentran en tu escuela.*
- b) *Scenario*

Yo estudio en una escuela en Accra. Es una escuela pequeña, pero tiene aulas muy bien bonitas. En mi aula, tenemos escritorios y sillas donde nos sentamos a trabajar. Cada uno lleva su mochila con libros, cuadernos y plumas. Hay una pizarra blanca al frente y un proyector para ver presentaciones. También hay una estantería con más libros. En un rincón, hay una pequeña biblioteca con libros para leer. Me gusta mucho mi aula porque es un lugar cómodo para aprender y compartir ideas con mis compañeros. Además, cerca de la escuela hay tiendas donde podemos comprar galletas.

Llena el espacio en blanco con la respuesta correcta basada en el texto.

- i. *En un rincón del aula, hay una pequeña _____,*

Refer to the Teacher Manual weeks 13–17, Book 2 pages 6– 20 and Learners Material Section 12–16 for more task examples.

Hint

Refer to **Appendix F** for the Table of Specification and details of mid-semester examination



Note

- i. *The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.*
- ii. *The selected activities should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities of the learning plan.*

2.4 Discuss (and agree as a subject group) how you will develop the marking scheme/rubrics for scoring the assessment task(s)/item(s) for the week's recommended assessment (NTS 3n– 3p).

E.g.

- a) *Every answer that the learner writes correctly should take 1 mark, etc.*
- b) *En un rincón del aula, hay una pequeña **biblioteca**, (2 marks), etc.*

Note

- i. *The marking scheme and rubrics for scoring the assessment tasks/items should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities in the learning plan.*
- ii. *Take into consideration different modes of responses provided by learners.*

iii. *Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.*

2.5 Discuss how you will administer the assessment task(s)/item(s) as a subject group (NTS 3n–3p).

E.g.

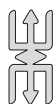
Topics can include actividades de ocio, objetos en el aula, lugares en la escuela, etc.

Refer to TAMT pages 74–76 for more information on how to use mid-semester examination as an assessment strategy.

2.6 Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l–3n).

E.g.

Give feedback to learners within a week of this assessment, etc.



Note

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

3.1 Reflect and share your views on the session (NTS 1a, 1b).

3.2 Identify a critical friend to observe your lesson in relation to PLC Session 18 and provide feedback on your lesson (NTS 1f, 3g).

3.3 Remember to:

- a) provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
- b) read PLC Session 19 and related learner material (NTS 2b, 2c and 3a).
- c) bring along your Teacher Manual, PLC Handbook and learning plan on week 19 in preparation for the next session (NTS 3a).



Appendix F: Sample Table of Specification for Mid-Semester Examination

Weeks	Focal Area(s)	Type of Questions	DoK Levels				Total
			1	2	3	4	
13	El sistema familiar en Ghana y los países hispánicos	<i>Multiple Choice</i>	1	1	-	-	2
		<i>Essay</i>	1	1	1	-	3
14	Actividades de ocio	<i>Multiple Choice</i>	2	2	-	-	4
		<i>Essay</i>	1	1	1	-	3
15	Actividad de ocio (continuation)	<i>Multiple Choice</i>	2	2	2	-	6
		<i>Essay</i>	1	1	-	-	2
16	Actividades de ocio en mi comunidad	<i>Multiple Choice</i>	2	2	-	-	4
		<i>Essay</i>	1	2	-	-	3
17	Objetos en el aula	<i>Multiple Choice</i>	2	2	-	-	4
		<i>Essay</i>	1	1	-	-	2
		Total	14	15	4	-	36

PLC SESSION 19: *Descripción de la Escuela*

1. Introduction (20 minutes)

- 1.1 Share one thing on the lesson for week 18 and mid-semester examination that:
 - a) went well (NTS 1a, 1b and 2a-2e).
 - b) you found challenging (NTS 2e, 2f and 3d-3j).
- 1.2 Share your experience in conducting and/or recording the assessment for previous week.
- 1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 18 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

- 2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

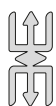
The purpose of the session is to review the learning plan for week 19 by aligning the learning plan with Learner Material and appropriate assessment strategies.

Learning Outcome

Review your learning plan for week 19 considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
 2. Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.
- 2.2 Review the pedagogical approaches proposed for teaching week 19 in your learning plan, identify activities that align with these in the Learner Material. Indicate the activities in your learning plan (NTS 2a – 2f, 3a – 3j).



Note

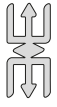
The selected activities should be included in the teacher/learner activity section of the learning plan.

- 2.3 Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week's recommended mode of assessment is **essay writing** (NTS 3k, 3p).

E.g.

Escribe un ensayo sobre tu escuela.

Refer to Teacher Manual section 18 page 29 and Learner Material section 18 for more assessment tasks.

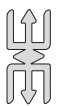
**Note**

- i. *The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.*
- ii. *The selected activities should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities of the learning plan.*

- 2.4** Discuss (and agree as a subject group) how you will develop the marking scheme/ rubrics for scoring the assessment task(s)/item(s) for the week's recommended assessment (NTS 3n- 3p).

E.g.

Criteria	Excellent (5 Marks)	Good (4 Marks)	Needs Improvement (1 Mark)
Content	<p><i>Provides description of the school, including facilities, staff, and special features.</i></p> <p><i>Example: Mi escuela tiene una biblioteca grande, un laboratorio de ciencias moderno y profesores muy capacitados.</i></p>	<p><i>Describes the school with relevant details but lacks some minor elements like talking about the security</i></p> <p><i>Example: Mi escuela tiene un gimnasio y un campo de fútbol donde practicamos deportes.</i></p>	<p><i>Least description with very few details about the school.</i></p> <p><i>Example: Mi escuela es grande.</i></p>
Organisation and Structure	<p><i>Essay has introduction, body, and conclusion.</i></p> <p><i>Example: En primer lugar, hablaré sobre las instalaciones de mi escuela, luego de los profesores y estudiantes.</i></p>	<p><i>Essay has introduction and body.</i></p> <p><i>Example: Mi escuela tiene muchas instalaciones, y los profesores son muy buenos. También hay actividades extracurriculares.</i></p>	<p><i>Essay has introduction or body only, etc.</i></p> <p><i>Example: Mi escuela tiene profesores, biblioteca, y campo de deportes.</i></p>

**Note**

- i. *The marking scheme and rubrics for scoring the assessment tasks/items should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities in the learning plan.*
- ii. *Take into consideration different modes of responses provided by learners.*
- iii. *Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.*

- 2.5** Discuss how you will administer the assessment task(s)/item(s) as a subject group (NTS 3n–3p).

E.g.

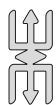
Clearly state the learning outcome to be assessed with the essay, etc.

Refer to the Teacher Assessment Manual and Toolkit pages 94–96 for more information on how to administer the assessment task.

- 2.6** Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l–3n).

E.g.

Grade the essays using a rubric, etc.



Note

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

- 3.1** Reflect and share your views on the session (NTS 1a, 1b).
- 3.2** Identify a critical friend to observe your lesson in relation to PLC Session 19 and provide feedback on your lesson (NTS 1f, 3g).
- 3.3** Remember to:
- provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
 - read PLC Session 20 and related learner material (NTS 2b, 2c and 3a).
 - bring along your Teacher Manual, PLC Handbook and learning plan on week 20 in preparation for the next session (NTS 3a).

PLC SESSION 20 : Los Días de la Semana

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for week 19 delivered last week that:

- a) went well (NTS 1a, 1b and 2a-2e).
- b) you found challenging (NTS 2e, 2f and 3d-3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 19 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for week 20 by aligning the learning plan with Learner Material and appropriate assessment strategies.

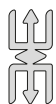
Learning Outcome

Review your learning plan for week 20 considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
2. Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.

2.2 Review the pedagogical approaches proposed for teaching week 20 in your learning plan, identify activities that align with these in the Learner Material. Indicate the activities in your learning plan (NTS 2a – 2f, 3a – 3j).



Note

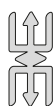
The selected activities should be included in the teacher/learner activity section of the learning plan.

2.3 Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week's recommended mode of assessment is **dialogue** (NTS 3k, 3p).

E.g.

¿Cuándo es tu cumpleaños?

Refer to Teacher Manual section 19 page 35 and Learner Material section for more assessment tasks.



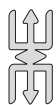
Note

- i. *The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.*
- ii. *The selected activities should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities of the learning plan.*

2.4 Discuss (and agree as a subject group) how you will develop the marking scheme/rubrics for scoring the assessment task(s)/item(s) for the week's recommended assessment (NTS 3n- 3p).

E.g.

Give 1 mark to learners who answer the prompt question correctly, etc.



Note

- i. *The marking scheme and rubrics for scoring the assessment tasks/items should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities in the learning plan.*
- ii. *Take into consideration different modes of responses provided by learners.*
- iii. *Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.*

2.5 Discuss how you will administer the assessment task(s)/item(s) as a subject group (NTS 3n-3p).

E.g.

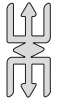
Put learners in convenient groups, etc.

Refer to the Teacher Assessment Manual and Toolkit pages 46-49 for more information on how to administer the assessment task.

2.6 Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l-3n).

E.g.

Give feedback on pronunciation and orthographic errors, etc.

**Note**

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3 Reflection (10 minutes)

- 3.1** Reflect and share your views on the session (NTS 1a, 1b).
- 3.2** Identify a critical friend to observe your lesson in relation to PLC Session 20 and provide feedback on your lesson (NTS 1f, 3g).
- 3.3** Remember to:
 - a) provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
 - b) read PLC Session 21 and related learner material (NTS 2b, 2c and 3a).
 - c) bring along your Teacher Manual, PLC Handbook and learning plan on week 21 in preparation for the next session (NTS 3a).

PLC SESSION 21: La hora en Español

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for week 20 delivered last week that:

- a) went well (NTS 1a, 1b and 2a-2e).
- b) you found challenging (NTS 2e, 2f and 3d-3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 20 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for week 21 by aligning the learning plan with Learner Material and appropriate assessment strategies.

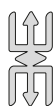
Learning Outcome

Review your learning plan for week 21 considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
2. Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.

2.2 Review the pedagogical approaches proposed for teaching week 21 in your learning plan, identify activities that align with these in the Learner Material. Indicate the activities in your learning plan (NTS 2a – 2f, 3a – 3j).



Note

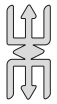
The selected activities should be included in the teacher/learner activity section of the learning plan.

2.3 Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week's recommended mode of assessment is **class exercise** (NTS 3k, 3p).

E.g.

¿Qué hora es en Ghana?

Refer to Teacher Manual section 20 page 38 and Learner Material section 20 for more assessment tasks.



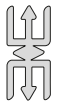
Note

- i. *The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.*
- ii. *The selected activities should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities of the learning plan.*

2.4 Discuss (and agree as a subject group) how you will develop the marking scheme/rubrics for scoring the assessment task(s)/item(s) for the week's recommended assessment (NTS 3n- 3p).

E.g.

A correct response with regards to telling the time should be 1 mark, etc.



Note

- i. *The marking scheme and rubrics for scoring the assessment tasks/items should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities in the learning plan.*
- ii. *Take into consideration different modes of responses provided by learners.*
- iii. *Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.*

2.5 Discuss how you will administer the assessment task(s)/item(s) as a subject group (NTS 3n-3p).

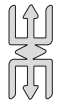
E.g.

Get question sheets with pictures of clocks and ask learners to tell the time in some cities around the world, etc.

2.6 Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l-3n).

E.g.

Allows learners to give their peers feedback, etc.



Note

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

- 3.1** Reflect and share your views on the session (NTS 1a, 1b).
- 3.2** Identify a critical friend to observe your lesson in relation to PLC Session 21 and provide feedback on your lesson (NTS 1f, 3g).
- 3.3** Remember to:
 - a) provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
 - b) read PLC Session 22 and related learner material (NTS 2b, 2c and 3a).
 - c) bring along your Teacher Manual, PLC Handbook and learning plan on week 22 in preparation for the next session (NTS 3a).

PLC SESSION 22: Mi Rutina Diaria

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for week 21 delivered last week that:

- a) went well (NTS 1a, 1b and 2a-2e).
- b) you found challenging (NTS 2e, 2f and 3d-3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 21 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for week 22 by aligning the learning plan with Learner Material and appropriate assessment strategies.

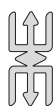
Learning Outcome

Review your learning plan for week 22 considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
2. Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.

2.2 Review the pedagogical approaches proposed for teaching week 22 in your learning plan, identify activities that align with these in the Learner Material. Indicate the activities in your learning plan (NTS 2a – 2f, 3a – 3j).



Note

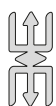
The selected activities should be included in the teacher/learner activity section of the learning plan.

2.3 Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week’s recommended mode of assessment is **role playing** (NTS 3k, 3p).

E.g.

¿Qué haces en un día típico?

Refer to Teacher Manual section 21 page 42 and Learner Material section 22 for more assessment tasks.



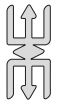
Note

- i. The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.
- ii. The selected activities should be included in the ‘Assessment DoK aligned to Curriculum and TM’ section below teacher/learner activities of the learning plan.

2.4 Discuss (and agree as a subject group) how you will develop the marking scheme/ rubrics for scoring the assessment task(s)/item(s) for the week’s recommended assessment (NTS 3n- 3p).

E.g.

Criteria	Excellent (5 Marks)	Good (4 Marks)	Needs Improvement (1 Mark)
Content	<p><i>Provides daily routine, including specific details about morning, afternoon, and evening activities.</i></p> <p><i>Example: Me levanto a las 7 de la mañana, desayuno, y luego voy al colegio. Por la tarde, hago mis deberes y por la noche veo la tele.</i></p>	<p><i>Describes daily routine but lacks some specific details or misses one part of the day.</i></p> <p><i>Example: Me levanto, desayuno y voy al colegio. Después hago mis deberes y me acuesto.</i></p>	<p><i>Gives unclear description of daily activities.</i></p> <p><i>Example: ‘Me levanto y hago cosas.’</i></p>
Use of Vocabulary	<p><i>Uses vocabulary to describe daily activities, with 0–30% errors.</i></p> <p><i>Example: ‘Desayuno, almuerzo, hago los deberes, y después juego al fútbol por la tarde.’</i></p>	<p><i>Uses vocabulary but with occasional repetition and 31–60% errors.</i></p> <p><i>Example: ‘Desayuno, voy a clase, y luego hago mis deberes.’</i></p>	<p><i>Uses vocabulary with 61–100% errors that affect understanding.</i></p> <p><i>Example: Me hacer cosas todo día.</i></p>
Organisation (5 Marks)	<p><i>Organises the description logically, presenting activities in a sequence.</i></p> <p><i>Example: Primero me despierto, luego desayuno y después voy al colegio. Por la tarde, hago mis deberes.</i></p>	<p><i>Organises the description well but with minor issues in the sequence.</i></p> <p><i>Example: Desayuno, luego voy al colegio, después me despierto.</i></p>	<p><i>The description is disorganised, making it difficult to follow.</i></p> <p><i>Example: Yo hago cosas en día, colegio y más cosas.</i></p>

**Note**

- i. *The marking scheme and rubrics for scoring the assessment tasks/items should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities in the learning plan.*
- ii. *Take into consideration different modes of responses provided by learners.*
- iii. *Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.*

2.5 Discuss how you will administer the assessment task(s)/item(s) as a subject group (NTS 3n–3p).

E.g.

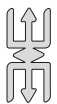
Allow learners to simulate real-life situations where greetings are required through role-playing (encourage learners to use the vocabulary they have learnt to complete communicative tasks), etc.

Refer to the Teacher Assessment Manual and Toolkit pages 62–65 for more information on how to administer the assessment task.

2.6 Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l–3n).

E.g.

Highlight areas of improvement and discuss with learners suggested approaches to improve, etc.

**Note**

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

3.1 Reflect and share your views on the session (NTS 1a, 1b).

3.2 Identify a critical friend to observe your lesson in relation to PLC Session 22 and provide feedback on your lesson (NTS 1f, 3g).

3.3 Remember to:

- a) provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
- b) read PLC Session 23 and related learner material (NTS 2b, 2c and 3a).
- c) bring along your Teacher Manual, PLC Handbook and learning plan on week 23 in preparation for the next session (NTS 3a).

PLC SESSION 23: Mi Rutina Diaria

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for week 22 delivered last week that:

- a) went well (NTS 1a, 1b and 2a-2e).
- b) you found challenging (NTS 2e, 2f and 3d-3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 22 that supported learning (NTS 3l).

2. Review of Learning Plans (60 minutes)

2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for week 23 by aligning the learning plan with Learner Material and appropriate assessment strategies.

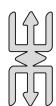
Learning Outcome

Review your learning plan for week 23 considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g-3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
2. Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.

2.2 Review the pedagogical approaches proposed for teaching week 23 in your learning plan, identify activities that align with these in the Learner Material. Indicate the activities in your learning plan (NTS 2a – 2f, 3a – 3j).



Note

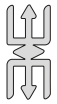
The selected activities should be included in the teacher/learner activity section of the learning plan.

2.3 Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week's recommended mode of assessment is **essay writing** (NTS 3k, 3p).

E.g.

Escribe un breve ensayo sobre lo que a ti y a tu familia les gusta hacer durante el fin de semana.

Refer to Teacher Manual section 22 page 45 and Learner Material section 22 for more assessment tasks.



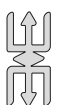
Note

- i. The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.
- ii. The selected activities should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities of the learning plan.

2.4 Discuss (and agree as a subject group) how you will develop the marking scheme/rubrics for scoring the assessment task(s)/item(s) for the week's recommended assessment (NTS 3n- 3p).

E.g.

Criteria	Excellent (5 Marks)	Good (4 Marks)	Needs Improvement (1 Mark)
Content	<p><i>Provides a description of weekend activities about the family, using specific examples.</i></p> <p><i>Example:</i></p> <p><i>A mí me gusta ir al cine con mis amigos, mientras que a mi familia le gusta hacer barbacoas los sábados.</i></p>	<p><i>Describes weekend activities for about the family but lacks some specific details.</i></p> <p><i>Example:</i></p> <p><i>Nos gusta salir al parque los domingos.</i></p>	<p><i>unclear description of weekend activities, about the family examples.</i></p> <p><i>Example:</i></p> <p><i>Hacemos cosas los fines de semana.</i></p>
Grammar and Sentence Structure	<p><i>Demonstrates control of grammar and sentence structure, with few or no mistakes.</i></p> <p><i>Example: Durante el fin de semana, me gusta ir de compras y después salimos a cenar en familia.</i></p>	<p><i>Uses correct grammar and sentence structure, but with occasional errors.</i></p> <p><i>Example: Mi familia salimos al parque todos los sábados, pero a veces me gusta descansar.</i></p>	<p><i>Frequent grammatical errors that make the text difficult to understand.</i></p> <p><i>Example: Me familia salimos sábado y descansar.</i></p>



Note

- i. The marking scheme and rubrics for scoring the assessment tasks/items should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities in the learning plan.

- ii. *Take into consideration different modes of responses provided by learners.*
- iii. *Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.*

2.5 Discuss how you will administer the assessment task(s)/item(s) as a subject group (NTS 3n–3p).

E.g.

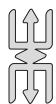
Clearly state the learning outcome to be assessed with the essay, etc.

2.6 Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l–3n).

E.g.

Let learners exchange their essays and allow them to peer-review them, etc.

Refer to the Teacher Assessment Manual and Toolkit pages 94–96 for more information on how to administer the assessment task.



Note

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

3.1 Reflect and share your views on the session (NTS 1a, 1b).

3.2 Identify a critical friend to observe your lesson in relation to PLC Session 23 and provide feedback on your lesson (NTS 1f, 3g).

3.3 Remember to:

- a) provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).
- b) read PLC Session 24 and related learner material (NTS 2b, 2c and 3a).
- c) bring along your Teacher Manual, PLC Handbook and learning plan on week 24 in preparation for the next session (NTS 3a).

PLC SESSION 24: Preparing for End of Semester Examination

1. Introduction (20 minutes)

1.1 Share one thing on the lesson for week 23 delivered last week that:

- a) went well (NTS 1a, 1b and 2a–2e).
- b) you found challenging (NTS 2e, 2f and 3d–3j).

1.2 Share your experience in conducting and/or recording the assessment for previous week.

1.3 Share your observation on what a colleague did by way of application of lessons learned from the previous session for week 23 that supported learning (NTS 2e, 2f and 3d–3j).

2. Review of Learning Plans (60 minutes)

2.1 Read the purpose, learning outcome and learning indicators for the session:

Purpose

The purpose of the session is to review the learning plan for week 24 lessons and end of semester examination by aligning the learning plan with Learner Material and appropriate assessment strategies.

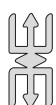
Learning Outcome

Review your learning plan for week 24 and prepare for end of semester examination considering the cross-cutting issues (NTS 2b, 2c, 2e, 2f, 3a, 3d, 3e, 3g–3k and 3o).

Learning Indicators

1. Review the activities in the Learner Material and identify appropriate activities based on the pedagogical approaches in the Teacher Manual that can support your lesson for the week.
2. Discuss and develop assessment tasks and rubrics/marking scheme for the learning indicators for the week.

2.2 Review the pedagogical approaches proposed for teaching week 24 in your learning plan, identify activities that align with these in the Learner Material. Indicate the activities in your learning plan (NTS 2a – 2f, 3a – 3j).



Note

The selected activities should be included in the teacher/learner activity section of the learning plan.

- 2.3** Develop assessment tasks/items based on the learning indicator(s) on assessment for the week. This week's recommended mode of assessment is **end of semester examination** (NTS 3k, 3p).

E.g.

a) **Multiple Choice**

Reading comprehension sample text

Me llamo Edudzi y tengo diecinueve años. Vivo ahora en North Kaneshie, pero mi familia vive en Cape Coast. Soy estudiante en una escuela secundaria en Accra. Estudio español y geografía. Te cuento ahora mi rutina semanal.

De lunes a jueves me levanto a las cinco y media, desayuno y salgo para la escuela. Mis clases empiezan normalmente a las ocho de la mañana y terminan a las dos de la tarde.

A las tres de la tarde, regreso a casa para almorzar y ver la televisión. Por la tarde, estudio hasta las siete y después salgo con mis amigos.

Yo no tengo clase los viernes por la tarde así que limpio mi cuarto y lavo la ropa. Los viernes por la noche mis amigos y yo vamos a la discoteca para bailar. Todos los sábados visito a mi familia en Cape Coast y regreso los domingos por la noche.

¡Tengo una vida feliz!

Instrucción: Elige la respuesta correcta.

1. *¿Dónde vive Edudzi actualmente?*

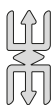
- A. Accra
- B. Cape Coast
- C. North Kaneshie
- D. Tamale

b) **Essay writing (20 marks)**

1. *Escribe una autobiografía e incluye estos detalles:*Nombre

- i. *Edad*
- ii. *Nacionalidad*
- iii. *Profesión*
- iv. *Familia*
- v. *Intereses y pasatiempos.*

*Refer to **Appendix G** for the Table of Specification*



Note

- i. *The assessment tasks/items may cover levels 1 to 4 where appropriate to ensure that assessment is differentiated for all.*
- ii. *The selected activities should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/learner activities of the learning plan.*

2.4 Discuss (and agree as a subject group) how you will develop the marking scheme/ rubrics for scoring the assessment task(s)/item(s) for the week's recommended assessment (NTS 3n- 3p).

E.g.

a) **Multiple Choice**

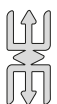
1. ¿Dónde vive Edudzi actualmente?

- A. Accra
- B. Cape Coast
- C. **North Kaneshie (1 mark)**
- D. Tamale

b) **Essay Writing**

Rubric – Essay

Total: / 40	Exceptional (10 puntos)	Good (8 puntos)	Satisfactory (6 puntos)	Needs Improvement (4 puntos)
Content	Relevant content which covers all the details in the prompt.	Relevant content which covers most aspects of the prompt.	The content is somewhat relevant, but some aspects of the prompt are missing.	Content is minimally relevant; significant aspects are missing.
Vocabulary	Uses basic vocabulary accurately and appropriately.	Uses basic vocabulary with minor errors.	Uses limited vocabulary with errors.	Uses minimal vocabulary; frequent errors
Grammar	Basic grammar structures are used correctly.	There are a few grammatical mistakes, but they do not hinder understanding.	There are a few grammatical mistakes, but they do not hinder understanding.	Frequent grammatical mistakes hinder understanding.
Organisation	Well-organised, and ideas are connected.	Organised and ideas are mostly connected.	Organised, but some ideas are disconnected.	Poorly organised; ideas often seem disconnected.



Note

- i. The marking scheme and rubrics for scoring the assessment tasks/items should be included in the 'Assessment DoK aligned to Curriculum and TM' section below teacher/ learner activities in the learning plan.
- ii. Take into consideration different modes of responses provided by learners.

iii. *Discuss how you will observe and integrate character qualities, national values and 21st century skills that align with the lesson for the week and include these in your scoring.*

2.5 Discuss how you will administer the assessment task(s)/item(s) as a subject group (NTS 3n–3p).

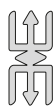
E.g.

Provide time allocation for the completion of the essay and assign marks to questions (give additional time for learners with SEN), etc.

2.6 Discuss how to provide feedback, and where appropriate, record and submit the assessment scores for each learner in the class (NTS 3l–3n).

E.g.

Record the scores and submit via the online portal, etc.



Note

In giving feedback on assessment tasks/items, guide learners to make the necessary corrections that will improve learning.

3. Reflection (10 minutes)

3.1 Reflect and share your views on the session (NTS 1a, 1b).

3.2 Identify a critical friend to observe your lesson in relation to PLC Session 24 and provide feedback on your lesson (NTS 1f, 3g).

3.3 Remember to provide constructive feedback to learners and record their assessment scores in the required format and document where appropriate (NTS 3l–3n).



Appendix G: Sample Table of Specification for End of Semester Examination

Weeks	Focal Area(s)	Type of Questions	DoK Levels				Total
			1	2	3	4	
13	El sistema familiar en Ghana y los países hispánicos	<i>Multiple Choice</i>	1	1	1	-	3
		<i>Essay</i>	-	1			1
14	Actividades de ocio	<i>Multiple Choice</i>	1	-	1	-	2
		<i>Essay</i>					
15	Actividad de ocio (continuation)	<i>Multiple Choice</i>	1	-	1	-	2
		<i>Essay</i>					
16	Actividades de ocio en mi comunidad	<i>Multiple Choice</i>	1	1	-	1	3
		<i>Essay</i>					
17	Objetos en el aula	<i>Multiple Choice</i>			1	1	2
		<i>Essay</i>					
		<i>Practical</i>		1			1
18	Lugares importantes en la escuela	<i>Multiple Choice</i>			2	1	3
		<i>Essay</i>			1		1
		<i>Practical</i>			1		1
19	Descripción de la escuela	<i>Multiple Choice</i>	1		1		2
		<i>Essay</i>					
		<i>Practical</i>			1		1
20	Los días de la semana	<i>Multiple Choice</i>	2	1		1	4
		<i>Essay</i>					
21	Decir la hora en español	<i>Multiple Choice</i>	2	1		1	4
		<i>Essay</i>		1			1
22	Mi rutina diaria	<i>Multiple Choice</i>	1	2		1	4
		<i>Essay</i>				1	1
23	Mi rutina diaria	<i>Multiple Choice</i>	2	1	1	1	5
		<i>Essay</i>				1	1
24	Mi rutina diaria	<i>Multiple Choice</i>	3	1		2	6
		<i>Essay</i>		1			1
Total			15	12	11	11	49

Appendix 1: Structure of The Senior High School Internal Assessment and Transcript System

Introduction

This document provides details on the structure of the internal assessment and transcript system for effective implementation of the standards-based curriculum at the SHS level. The structure of the internal assessment involves a comprehensive and systematic approach to evaluating learners' performance and learning progress. The frequency of assessment is carefully planned to ensure regular and consistent monitoring, typically occurring at multiple points throughout the academic term. It is crucial to capture learner assessment scores promptly and accurately for the transcript. Therefore, guidance has been provided to ensure that each assessment is recorded in a timely manner. Effective management of the transcript system requires meticulous organisation and updated technology to handle and store data efficiently. Capacity building and training on effective internal assessment are essential for teachers, heads, assessments officers, providing them with the skills and knowledge to conduct assessments that are fair, ethical and align with learning outcomes for valid results. Engaging learners in internal school assessments fosters a sense of responsibility and self-awareness, encouraging them to take an active role in their educational journey through prompt and effective feedback.

A. Structure

Formative Assessment

This assessment may be conducted during a class period, after completing or during a practical activity, or after a teacher completes a sub-strand, strand, or a learning indicator(s). Distinct types of assessment tools can be used for Formative Assessment. These include:

- Observation during in-class activities
- Standard homework exercise for class discussion
- Question and answer sessions (formal and informal)
- Quizzes (e.g. class pop-ups)
- In-class activities and presentations (individuals and groups)
- Project work (individuals and groups)
- Practical assessments
- Field trips/Presentation of Reports

- Class assignments/Self/Peer Assessments
- Class tests
- Portfolios
- Performance assessments (roleplay, demonstration oral/aural)

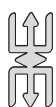
Summative Assessment

Summative Assessment is conducted at the end of the learning sequence (end of semester). It records the learners' overall achievement/performance at the end of the learning sequence. The type of tools used may include:

- Mid-semester examination
- End of semester examination
- Project work/Portfolio/Research/Practical assessments

TABLE 1: Proposed Structure, assessment activities and marks distribution

	Mode of Assessment	Contribution/ Weight	Submission per Year
1	Class Assessments (e.g., Classwork, Quizzes, Homework, Debate, Presentation, Drama & Roleplay, Case Study)	10 %	2
2	Mid-Semester Examination (Assessment/Project/Research)	10%	2
3	Practical or Portfolio or Performance Assessment (Individual)	10 %	1
4	Group Projects, Research, or Case Studies, Practical/Lab work, Workshops, Performances, Presentations (Out of Class)	10 %	1
5	Individual Projects, Research, or Case Studies, Practical/Lab work, Workshops, Performances, Presentations (Out of Class)	20%	1
6	Supervised Individual Semester Assessment/Project/Research/ End of Semester Examination	40 %	2
	Total	100 %	9



Note

Character Qualities/National, Values, 21st Century Skills: Teachers should make a conscious effort to observe these soft skills as learners go about their activities in the class, take notes, and award marks appropriately. Assessment of these skills should be deliberately embedded in the various modes of assessment outlined in the table above.

B. Frequency of Assessment

Table 2 provides a suggested schedule of internal assessment for SHS. It is important to note that whilst assessments should comply with the specific learning outcomes of the subject area, they should cover the 21st century skills and competencies, GESI, SEL and National values as espoused in the TAMT using diversity in assessment modes as suggested in Table 1. Teachers may increase the frequency of assessments using other assessment strategies. The schedules presented should serve as **milestones** for schools to comply with.

Table 2: Suggested schedules of internal assessment for SHS

Semester One															
SN	Modes of Assessment	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	Individual Class Assessment(s)				→										
2	Practical or Portfolio** or Performance Assessments (Individual)					→	→	→	→	→	→				
3	Group Projects, Research or Case Studies (out of class)	→	→	→	→	→	→	→	→	→	→				
4	Supervised Individual Semester Assessment													→	→
Semester Two															
SN	Modes of Assessment	15	16	17	18	19	20	21	22	23	24	25	26	27	28
5	Individual Class Assessment(s)				→										
6	Group work or Exercises						→	→	→	→					
7	Practical or Portfolio or Performance Assessments (Individual)	→	→	→	→	→	→	→	→	→					
8	Individual Project work or Research or Case Study		→	→	→	→	→	→	→	→	→				
9	Supervised Individual Semester Assessment													→	→

Note: How and when to capture learner assessment scores for the Transcript.

1. **Individual Class Assessment:** This can include individual classwork. This assessment can begin before week 4, but the evaluation scores should be ready by weeks 4 and 18.
2. **Individual Practical/Performance Assessment:** This form of assessment should include orientation of learners at the beginning to provide enough information

concerning the deliverables, progress review, and feedback processes. The assessment score should be ready by the end of weeks 5 through 10, and 15 through 22.

3. **Group Projects/ Research/Case Studies:** Learners should be grouped to work on a common project, case study or research-based problem. The learners should be given orientation concerning the rubrics and ethical or professional conduct concerning the assessment. The problems, projects, research assignments, or case studies should be related to the learners' environment. The assessment score should be ready by week 10.
4. **Supervised Individual Semester Assessment:** This may be a written examination or project work. It must be noted that regardless of the mode of assessment, there should be supervision throughout. This assessment should be completed by weeks 13/14 and 27/28.
5. **Individual Project Work/Research/Case Study:** This can include mini-design assignments, investigative or case studies or research-based assignments. The assessment score should be ready by week 24.

Assessments should cover the scope of the 21st century skills and competencies, GESI, SEL and national values espoused in the TAMT. Table 3 gives examples of the scope. Refer to the TAMT for a comprehensive list of the scope.

Table 3: Examples of 21st Century skills and competencies, GESI, SEL and National Values to be covered by scope of assessment

21 st Century Skills & Competencies	GESI & SEL	National Values
<ul style="list-style-type: none"> • Critical Thinking and Problem Solving • Creativity • Innovation • Collaboration • Communication • Global and Local Citizenship • Learning for life • Leadership • Analytic skills • Digital Literacy 	<ul style="list-style-type: none"> • Gender Equality and Social Inclusion • Self-Awareness • Self-Management • Social Awareness • Relationship Skills • Responsible Decision Making • Tolerance 	<ul style="list-style-type: none"> • Respect • Truth and Integrity • Tolerance • Respect • Equity • Communalism • Appreciation • Stewardship • Time Management

Table 4 shows the recommended assessment strategies for the scope in Table 3.

Table 4: Recommended assessment strategies for 21st century skills and competencies

21 st Century Skills & Competencies	Assessment Strategies
Critical Thinking, Problem Solving, Analytical skills	<ul style="list-style-type: none"> • Debates • Analysis of Case Studies based on learners' environment. • Research & Project work. • Objective and Essay type questions/items
Creativity and Innovation	<ul style="list-style-type: none"> • Individual and group projects • Analysis of Case Studies based on learners' environment. • Design & product creation to solve societal problems
Communication and Collaboration	<ul style="list-style-type: none"> • Debates • Group projects. • Presentations • Drama & Role play
Global and Local Citizenship	<ul style="list-style-type: none"> • Research & Project work. • Analysis of Case Studies based on cultural and global issues
Leadership and learning for life	<ul style="list-style-type: none"> • Individual and Group projects • Presentations
Digital Literacy	<ul style="list-style-type: none"> • Research & Project work. • Presentations using ICT tools. • Individual and group projects

The TAMT details the rubrics for the assessment strategies suggested in Table 3. A combination of the assessment strategies could provide diversity and ensure that the assessment scope is effectively covered during formative and summative assessments. It is important to note that the GESI, SEL and National values espoused in the TAMT should be incorporated into the assessment strategies.

C. Learner Involvement

What should learners contribute?

Learners' involvement in the internal assessment processes in schools offers valuable insights into how the learner perceives and experiences of the assessment process. This engagement process grants learners the opportunity to explain areas of confusion, frustration, or unfairness, and these help teachers refine their assessment approaches.

Again, learner involvement fosters communication between teachers and students. This can help clarify expectations, address concerns, and create a more positive learning environment.

When to involve learners

As part of the initial needs assessment for teacher training, gather learner input on areas needing improvement in the Internal Assessment Score (IAS) process. This helps to incorporate learner feedback in developing appropriate teacher training materials.

How should learners be involved?

Teachers should organise focus group sessions, to gather learner feedback on past assessments. This feedback can be used to inform future training sessions for teachers. e.g., Mock assessments and Co-creation of rubric.

Guide learners on the learning outcome expected. Involve them in the development of the assessment rubrics, and checklists to evaluate their progress and identify areas for improvement. Learners would demonstrate respect for diverse perspectives and the ability to work cooperatively with others.

Reflection

Integrate reflective activities such as journaling or discussions where students can analyse their learning experiences and identify areas for growth.

By actively involving teachers and learners in the SBA process, we create a dynamic learning environment. This empowers students to take ownership of their learning journey while equipping teachers with the tools to effectively guide and assess student progress.

Transparency and Setting Goals

At the beginning of a lesson, communicate clearly, the assessment criteria to the learners using appropriate language and structure. Present the information in an organised and coherent manner.

Self-assessment

Incorporate opportunities for self-assessment throughout the learning process. Learners can use rubrics or checklists to evaluate their progress and identify areas for improvement. Learners would demonstrate respect for diverse perspectives and the ability to work cooperatively with others.

Goal Setting

Encourage learners to set achievable learning goals aligned with the assessment criteria. This empowers them to take ownership of their learning journey.

Peer Assessment

Strategically incorporate peer assessment activities where students evaluate each other's work based on established criteria. This fosters critical thinking and collaboration skills.

Student-led presentations or projects

Provide opportunities for students to display their learning through presentations or projects. This allows them to develop communication and presentation skills.

By actively involving teachers and learners in the SBA process, we create a dynamic learning environment. This empowers students to take ownership of their learning journey while equipping teachers with the tools to effectively guide and assess student progress.

D. Feedback Mechanism

A feedback mechanism is a systematic approach for providing learners with information about their performance. This information helps them understand their strengths, identify areas for improvement, and achieve their learning goals. In the multi-subject environment of senior high school, timely and constructive feedback is crucial.

Timely means that feedback is provided soon enough for learners to act upon it after each assessment. Here are suggested general timelines to consider for the following types of assessments:

Type of Assessment	Expected Timeline for Feedback
Individual class assessments (mostly written)	1-3 days
Group assignments	1 week, with interim check-ins for assignments over extended periods of time.
Project work/Semester paper/End of Semester examinations	after key milestones and a final comprehensive review upon completion

For feedback to be constructive, it should focus on the task and not the learner’s personality. It should be specific, actionable, and delivered in a way that motivates improvement.

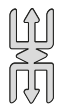
In providing feedback, use the sandwich method (CCC), which starts with a positive aspect of the work (*compliment*), followed by constructive criticism (*correction*), and concludes with another positive note (*compliment*). To set the stage for effective feedback, clearly communicate the learning objectives, expectations, and scoring rubrics before any assessment.

Learners must maintain an “assessment portfolio” where they compile all their assignments, reports, and feedback. Parents and other stakeholders review this portfolio during open days, parent-teacher meetings, or monitoring activities.

Feedback can be delivered using different methods after the assessment is done and marked. The choice of delivery should be guided by best practices and constraints that may exist, such as available time and class sizes. The following are some delivery methods to consider:

- Whole Class Feedback:** The teacher facilitates a discussion about the assessment with all the learners. During the discussion, the teacher should highlight common strengths and weaknesses, provide clarifications, and share best practices.

- **Individual Feedback:** The teacher gives learners personalised (one-on-one) guidance or written comments. Provide *prompts to guide learners* to self-correct their wrong responses.



Note

Provide checklists or rubrics that learners can use to assess their own work before submitting it. This helps them independently identify errors and make the necessary adjustments.

- **Group Feedback:** The teacher groups learners facing similar challenges for targeted instruction and provides them with feedback.
- **Peer Review Feedback:** The teacher allows learners to learn from one another by giving constructive feedback to peers.
- **Self-Reflection:** After receiving feedback, the teacher should encourage learners to analyse their work, identify areas for improvement, and set goals using rubrics as a guide.
- **External Feedback:** In specific cases, the teacher should consider feedback from subject experts, teachers from other institutions, parents, and other stakeholders.

Regardless of the chosen feedback mechanism, note that self-reflection is essential. This allows learners to internalise feedback, set personal targets for improvement, and develop a growth mindset. Following the feedback, teachers are to provide opportunities for learners to correct mistakes through targeted exercises and reassessments.

By implementing these feedback strategies, teachers can empower senior high school learners to become active participants in their learning journey.

E. Transcript System

Effective data management is crucial for informed decision-making in today's dynamic educational landscape. The computerised transcript system achieves this purpose by offering second-cycle institutions with a comprehensive record of learner performance. The transcript system is a centralised repository for learner information. It gathers key details such as learner profiles, semester information, subjects taken with their respective scores (including continuous assessments and end of semester examination), credits, grades, semester, and overall Grade Point Averages (GPAs). Additionally, a dedicated section captures brief descriptions of learners' character qualities at the end of each semester.

There should be at least three individual class assessments, at least one group work and at least one project work.

Appendix 2: Excerpts from The Teacher Assessment Manual and Toolkit

A. Principles of Effective Assessment

As a process of determining the nature and extent of learning and development among learners, it is important to ensure that the assessment process meets the following principles:

1. Validity
2. Reliability
3. Fairness and ethics
4. Transparency
5. Inclusivity
6. Practicability
7. Assessment utility

Developing a valid assessment (Validity of Assessment Results)

To ensure that assessment scores or results are useful and interpreted appropriately, the teacher should:

- i. Clearly state the purpose of the assessment (e.g., what the test will be used for).
- ii. Create a learning and assessment plan (i.e., table of test specification tots)
- iii. Write assessment items or tasks that measure important learning outcomes of the curriculum (e.g., Skills, competencies, collaborative efforts, and lifelong learning).
- iv. Clearly define the performance criteria or standards/schemes/rubrics (i.e., define the specific knowledge, skill or behaviour that learners should demonstrate)
- v. Score or grade assessment task based on the performance criteria to avoid biases, stereotyping, among others.
- vi. Ensure that the content of the assessment aligns closely with the defined criteria (thus, the assessment questions, tasks, or activities should directly measure what they want to assess).
- vii. Interpret the assessment results based on the purpose and the performance criteria.

Reliability (Consistency of Assessment Results)

In assessment, consistent standards of teacher assessment and fairness are important goals to aim for. The ‘connoisseur’ approach to assessment; that is, ‘I know it when I see it, but I can’t put it into words’ is not acceptable. Reliable results must be dependable for decision making.

For an Assessment result to be reliable, the teacher should:

- i. Clearly identify the learning outcomes to be assessed.
- ii. Give learners work or completed assessment tasks and activities to other teacher(s) to review.
- iii. Use multiple assessment strategies to measure the same or similar learning outcomes (e.g., giving the tasks or items of a class exercise as another class exercise or homework or group project) or using different item formats to assess learning outcomes.
- iv. Prepare scoring rubrics or marking schemes with specific weighting (marks)
- v. allocated to the items and use it consistently.
- vi. Give rubrics of tasks/activities in the case of performance or practical assessment ahead of time.
- vii. Ensure that the load or the length of the tasks are appropriate to the level of the learner (e.g., 25 minutes for 20 items; a project for a week or the term/ semester).
- viii. Administer assessment in a conducive environment that minimise disruption (e.g., noise, lightening, ventilation, among others) and devoid of any cheating.

Fairness and Ethics

Assessment strategies should give learners equitable opportunity to demonstrate what they know and can do taking into consideration their ability, learning styles, gender, special educational needs (SEN), among others. The teacher should:

- i. Ensure that the assessment tasks/activities align with the learning outcomes and content covered in class.
- ii. Use different forms of assessment tasks to assess learning outcomes (e.g., oral assessment, class exercises, class tests, homework, assignments, written tests, projects, and practical demonstrations as well as the end-of-term/ semester assessment).
- iii. Provide clear and detailed instructions to learners about the assessment's format, expectations, and criteria for evaluation.
- iv. Identify learners with SEN and make the necessary adaptation by providing extra time, alternative formats and other necessary accommodations.
- v. Avoid using culturally biased or discriminatory content, unfamiliar words, questioning, or examples in assessments.
- vi. Communicate the assessment plan in advance. For example, date, time, location, and any other relevant logistics.

Transparency

Transparency in assessment refers to making the assessment process and criteria clear and understandable to learners. The teacher should:

- i. Make learners aware of the demand of the assessment tasks.
- ii. Share performance criteria and indicate what will constitute the pass mark.
- iii. Readily share assessment results with the appropriate stakeholders (learners, parents/guidance, teachers).
- iv. Provide opportunity for learners to seek review and redress.
- v. Share the learning outcomes the assessment is designed to measure with learners.
- vi. be ready to share assessment criteria or rubrics when the need arises.

Inclusivity

Inclusivity in assessment will allow teachers to create assessment practices that are fair and accessible to ALL learners (GESI, SEL and SEN).

The teacher should:

- i. Familiarise with the section of inclusivity on the national pre-tertiary learning and assessment framework (NPLAF, page 32).
- ii. Select assessment strategies that are appropriate for different learning needs.
- iii. Assign workload in connection with the developmental and learning needs of learners.
- iv. Work with special education experts in the school system to adapt and accommodate assessment to the needs of all learners (i.e., extra time, alternative formats, or other necessary accommodations should be available).
- v. Make use of different formats (braille, oral translation, text-to-speech, ai, sign language interpretation and other assistive technology forms).
- vi. Develop rubrics that are inclusive (taking into consideration grammar, vocabulary, handwriting, presentation of ideas).

Practicability

For assessment strategies or processes to be feasible, convenient, efficient and successful.

The teacher should:

- i. Ensure that appropriate and adequate assessment materials, resources and security are available.
- ii. Consider appropriate assessment format to match the learning outcome(s), class size, age and ability levels.
- iii. Consider the time available to develop, administer, score and give constructive feedback.

Assessment Utility (utilisation and benefits)

To enhance the usefulness and practical value of assessment tasks/activities, the teacher should:

- i. Clearly state the intended use of the assessment results.
- ii. Identify the essential learning outcome(s) to be covered in the assessment.
- iii. Construct assessment tasks/activities that are well aligned to real-life situations.
- iv. Select and allocate the appropriate resources for the assessment activities.
- v. Provide constructive feedback to learners on their performances.
- vi. Provide credible information that are useful to learners and other stakeholders (teachers, parent/guardians).
- vii. Weigh and indicate the benefits and the cost of the assessment strategies
- viii. to be used.
- ix. Justify the selection of a particular assessment format over the others (objective-type, essay, project, portfolio, demonstration, etc.).

B. Ethical considerations in Assessment

1. Designing and Developing the Assessment

- i. Identify the specific learning outcome(s) to be assessed.
- ii. State clearly the purpose of the assessment(s).
- iii. Specify the content area (i.e. Content Standards and/or Indicators) to be assessed and align them to the learning outcome(s).
- iv. Select appropriate format or strategy that should be in line with the learner's characteristics, learning outcome(s) and resources.
- v. Design different versions (differentiated assessment) of the assessment including the use of alternative strategies of assessment.
- vi. Avoid biased assessment tasks (e.g., task favouring a group of learners such as males among others).
- vii. Avoid using unfamiliar language and materials in writing the assessment tasks.
- viii. Adapt different versions to suit the needs of all learners. For example, make provision for learners with visual impairment by enlarging the font sizes of the assessment instrument and providing braille versions.
- ix. Develop the marking scheme/ scoring rubrics when developing the assessment task.
- x. Include mark allocation on the individual questions that are given when necessary.
- xi. Ensure that the assessment task is stored securely.
- xii. Provide clear direction for administration of the assessments.
- xiii. Consider logistics.

2. Administering the Assessment

- i. Communicate the assessment nature/structure/format, time, content coverage and location of the assessment tasks clearly to learners.
- ii. Ensure the setting is suitable and conducive for the assessment (e.g., lighting, ventilation, less noise among others).
- iii. For learners with SEN establish rapport and communicate in simple and clear language. Provide alternative settings for learners with SEN to meet their specific needs. (e.g., providing individualised accommodations such as writing the assessment in a separate room).
- iv. Provide needed logistics (e.g., answer booklets, first aid, pens and pencils among others) for the assessment task.
- v. For learners with SEN make room for the use of translators, assistive devices such as hearing aids, braille, computers, recorders, and other technologies that are relevant to their needs.
- vi. Administer assessments within appropriate time limits to enhance validity and to minimise the chance for cheating. Provide additional time for learners with SEN.
- vii. For learners with SEN, make room for varied modes such as oral, written, the use of a computer (text-to-speech and speech-to-text) among others.
- viii. Avoid anxiety, intimidating language, and unnecessary announcements.
- ix. Provide learners with anonymous identifiers and codes instead of names to enhance reliability and validity.
- x. In the case of practical/performance assessments, share rubrics and marking schemes with learners.
- xi. Ensure controlled and supervised distribution of assessment materials to avoid leaks or unauthorised sharing.

3. Scoring the Assessment

- i. Consistently make use of the marking scheme/ scoring rubrics.
- ii. Ensure multiple ratings or scoring/grading are done where necessary (e.g., for essay-type questions, practical/performance assessment).
- iii. Focus on the content (i.e., what is being assessed) instead of handwriting, spelling, punctuations, concord, and vocabulary when scoring.
- iv. For learners with SEN considerations should be made for vocabulary, spelling, and grammar especially in the English language.
- v. Provide opportunity for remarking, review, or redress where necessary.
- vi. Record the actual scores/grades of learners as a reflection of their performance. Do not add or subtract marks based on personal influences.
- vii. Keep assessment results of the learners safe (either manually or digitally).

- viii. Consider the use of professional scorers, judges, or raters in the case of External Assessments.

4. Reporting and Feedback in Assessment

- i. Ensure that the learner is aware of those who will be receiving the report.
- ii. Communicate results to authorised persons such as parents/guardians and other teachers.
- iii. Seek permission (informed consent) from the learner or parent/guardian if a third party may be involved.
- iv. Ensure that the true performance of the learner is reported (do not manipulate or distort the results).
- v. Present assessment results without stereotyping or biases.
- vi. Use language and terminology that is respectful and GESI responsive when reporting reports.
- vii. Provide clear and meaningful interpretation of the assessment results.
- viii. Adhere to legal requirements, ethical guidelines and institutional policies governing the reporting of assessment results.

5. Feedback

- i. Provide constructive feedback timely and promptly.
- ii. Emphasise the learner's strengths and opportunities for improvement rather than focusing solely on weaknesses.
- iii. Ensure that the feedback given to the learner, parents/guardians and other teachers reflects the performance of the learner.
- iv. Consider and adjust the mode of providing feedback to suit the needs of learners (consider GESI and SEN issues).
- v. Provide feedback based on the assessment criteria and not on personal influence.
- vi. Avoid displaying and announcing learners' performance unofficially.
- vii. Create opportunities for learners to readily access their results through creation of portals, portfolios and files for individual learners and other stakeholders.
- viii. Ensure collaborative assessment by sharing and taking the learner's information.
- ix. Create opportunities for learners to reflect on their own assessment results and learning.
- x. Give written comments to learners in formative assessment to help the learner track their errors and make the necessary corrections.

6. Interpreting and Using the Assessment Results

- i. Provide clear and detailed criteria including criterion/pass mark for interpreting the assessment results.
- ii. Avoid biases in interpreting the assessment results. Ensure result interpretation is not influenced by gender, religion, ethnicity, personal liking among others.
- iii. Use simple and clear language in the interpretation of the assessment results.
- iv. Interpret assessment results based on evidence and sound assessment practices.
- v. Ensure that the interpretation of the results accurately reflects the learner's ability, skills, competencies and knowledge.
- vi. Ensure the learner is aware of the assessment process and the consequence of the results.
- vii. Ensure assessment results are used for their INTENDED PURPOSE, aligning with the learning outcomes.
- viii. Seek the consent of the learner and parents/guardians before using the assessment results for any purpose.
- ix. Ensure that assessment informs the teaching and learning process in a fair and unbiased manner and provide remediation where necessary.
- x. Ensure that assessment results are confidentially kept and only shared with relevant stakeholders, such as the learner, parents/guardians, and school administrators.
- xi. Avoid using assessment results to label (name-calling), stereotype and discriminate among learners.
- xii. Ensure that results are stored and used in a secured manner.
- xiii. Avoid discussing the learner's results and performance unofficially with others (e.g., with other teachers, staff, learners and among others).

C. Differentiated Assessment

Differentiated assessment adapts strategies to diverse learning needs, strengths, and interests of all learners. Teachers tailor assessments to accommodate varying levels of readiness, learning styles, and preferences that ensure that all learners have equitable opportunities to demonstrate their understanding and skills.

To implement differentiated assessment, teachers should consider the following:

- i. *Varied assessment formats*: provide a range of assessment options, such as written assignments, oral presentations, projects, or multimedia presentations. This allows learners to exhibit their knowledge and skills using formats that align with their abilities and strengths.
- ii. *Flexible deadlines*: give learners the opportunity to complete assessments within a flexible timeframe. This considers different learning paces and allows learners to manage their time appropriately.

- iii. *Varying tasks*: Vary levels of difficulty for assessment tasks, allowing learners to choose the one that best suits their needs and challenges them appropriately.
- iv. *Accommodations*: Provide necessary accommodations for learners with unique learning needs, such as extended time, modified formats, or additional resources to support their assessment process.
- v. *Individualised feedback*: Provide individualised and constructive feedback that addresses the learner-specific needs and areas for improvement. Tailoring feedback to specific standards and learning outcomes can help learners understand their strengths and areas for improvement.
- vi. *Learner involvement*: Involve learners in the assessment process by encouraging self-reflection, self-assessment, and goal setting. Engaging learners in dialogue about their learning and assessment promotes

D. Guidelines on how to Construct Multiple Choice Questions (attachment)

1. Clearly define the purpose of the test/assessment
2. Define the learning outcome (i.e. knowledge, comprehension, skills, or competencies) you want learners to demonstrate through MCQs.
3. Prepare a table of test specifications or blueprints.
 - i. List topics and subtopics covered during the instructional period
 - ii. Distribute the number of test items among course content and instructional objectives or behaviours.
4. Write the test items (note: it should match the content and DoK levels stated in the table of test specification).
 - i. The central issue of the items should be in the question statement (stem).
 - ii. The options should be plausible and homogeneous in content.
 - iii. All options must follow syntax and punctuation rules.
 - iv. Repetition of words in the options should be avoided.
 - v. Vary the placement of the correct option (appropriately, arrange options in alphabetical order, ascending or descending or in order of magnitude if using numbers or dates).
 - vi. Stems and options should be stated positively. However, a negative stem could be used sparingly, and the word should be emphasized either by underlining it or writing it in capital form (e.g. **not**, **NOT**, not; **except**, **EXCEPT**, except).
5. Write clear directions/instructions. (e.g. Answer All Questions. All questions carry equal marks, Select/Choose from the alternative lettered A-D the correct answer).
6. Review the test items (go through items again after construction i.e. after a few days to week).

7. Prepare scoring key (scoring keys should be prepared concurrently with item construction).

E. Common Assessment Used in the Classroom

Class Exercise As An Assessment Strategy

Description: Class exercise as an assessment strategy are tasks designed to evaluate learner's understanding, knowledge, and skills related to a particular subject to gauge how well learners are grasping a content being taught.

Teachers should mainly use class exercises for formative purposes to assess learners across all subject areas, which can take various forms, such as quizzes, problem-solving tasks, group discussions, reflective questions, case studies, question and answer and practical activities, performance, observation, checklist/rubrics and demonstration providing valuable insights into the learning process.

Purpose: Class exercises can be used to:

- i. Help identify learning gaps in comprehension, retention, application of knowledge, values and attitudes.
- ii. Allow for immediate feedback and clarification of concepts.
- iii. Encourage active participation of learners for deeper understanding.
- iv. Modify teaching and learning techniques, strategies, and resources based on learning outcomes.
- v. Gradually build learners performance in a lesson over time to reduce summative test anxiety.
- vi. Help identify learners who may require special educational support.
- vii. Accommodate different learning styles and abilities, including group work and multiple representations for learners with special educational needs.

Settings

- i. Classroom
- ii. Laboratory/Workshops/Resource Centres/Libraries
- iii. Studios
- iv. Field (school park/garden or community spaces)
- v. Online learning platforms/Virtual classrooms e.g. Zoom, Class WhatsApp pages, Google classrooms.

Time frame: Class exercises often take place in a lesson and may be conducted before, during and after a lesson depending on the learning outcome and the duration of the lesson.

Class size: Class exercises may be conducted for learners either individually, as a group or whole class.

Steps

Before

The teacher should:

- i. Define the learning outcomes.
- ii. Design exercises using simple and clear language.
- iii. Select relevant exercises based on nature of the class exercise and desired skills/knowledge to be attained. E.g. quizzes, case studies etc.
- iv. Develop and discuss assessment criteria with learners.
- v. Set a reasonable time frame for completion of exercises to maintain focus and efficiency.
- vi. Clearly communicate instructions, including format, length, and resources.

The learner should:

- i. Read and understand instructions to ensure a thorough understanding of the exercise provided.
- ii. Collect all available required resources and tools for the task/exercise.

During

The teacher should:

- i. Assign task/exercise based on the learning outcome as well as learners with special needs.
- ii. Walk around the classroom and observe learners as they work on the exercise.

The learner should:

- i. Organise and set up their work area to facilitate a smooth workflow.
- ii. Plan how to approach the exercise, considering instructions and steps or techniques to employ.
- iii. Commence class exercise timely and promptly to work within the given time for completion of the task.

After

The teacher should:

- i. Evaluate the assessment outcome based on the assessment criteria with the learners.
- ii. Provide constructive feedback for learners' performance for discussions.

NB: Teachers should pay attention to learners with special educational needs.

Reflect and modify teaching and learning strategies and resources based on feedback received.

The learner should:

- i. Reflect, self and peer assess their exercises and provide constructive feedback.
- ii. Use the feedback to improve on their work/exercises.

Homework As An Assessment Strategy

Description: Homework or assignments as an assessment strategy involve the use of structured tasks or projects that learners complete outside of regular class time to evaluate their understanding, knowledge and skills gained in a specific learning outcome. This assessment strategy can take various forms, such as written assignments, projects, research papers, problem sets, essays, or creative tasks.

Some concepts that can be assessed using homework/ assignments include menu planning and recipe development, problem solving exercises in mathematics, hands-on experiments and observations, creative writing assignments and art projects, map development and application of GIS in locating places.

Purpose: The key purposes of using homework/assignment as an assessment strategy by the teacher include:

- i. Assessment of Understanding
- ii. Application of Knowledge
- iii. Reinforcement of Learning
- iv. Independent Study
- v. Provision of valuable feedback
- vi. Skill Development
- vii. Assessment of Diverse Abilities

Settings

- i. Classroom
- ii. Field work
- iii. Online platforms
- iv. Home

Class Size: Depending on the intended learning outcomes, assignments/ homework can be structured for either:

- i. Small class sizes
- ii. Large class sizes

Time Frame: The time frame for conducting assignments can be adjusted based on the desired learning outcomes and the complexity of the task.

- i. Short-term Assignments (Daily or nightly homework and weekly assignments)
- ii. Medium-term Assignments (Bi-weekly or monthly assignments)

- iii. Long-term Assignments (Semester/ term-long assignments)

Steps

Before

The teachers should:

- i. Clearly define the learning outcomes intended to be achieved
- ii. Design/ Create a well-structured assignment with clear instructions and expectations.
- iii. Adapt to the needs of diverse learners especially those with special needs
- iv. Provide Resources such as textbooks, online materials, or reference materials, to support learners in completing the assignment successfully.

During

The teachers should:

- i. Keep track of learners' progress on the assignment.
- ii. Be available to answer questions and provide clarification during the assignment phase.
- iii. Provide formative feedback and guidance to help students improve their work.
- iv. Teach learners how to properly cite sources and use information ethically/ avoid plagiarism.

The learner should:

- i. Seek clarification about the task from teachers or peers where necessary
- ii. Actively work on the homework, focusing on comprehension
- iii. Manage their time effectively
- iv. Learners can reach out to their parents/guardians, peers, or online resources for guidance and clarification in responding to the tasks

After

The teacher should:

- i. Evaluate the completed assignments using clear and consistent grading criteria
- ii. Analyse student performance to identify common strengths and areas for improvement.
- iii. Discuss feedback with learners
- iv. Reflect on the outcomes of the assignment.
- v. Share the results of the assignment with learners
- vi. Acknowledge and celebrate learners' achievements to boost motivation and self-esteem.

The learner should:

- i. Review their work to identify errors or areas for improvement.
- ii. Reflect on what they have learned
- iii. Bring up questions that were confusing for class discussion.
- iv. Use feedback to learn from their mistakes and improve performance.

Discussion As An Assessment Strategy

Description: Discussion is a formative assessment strategy that involves using verbal communication and group interaction to assess learners' understanding, knowledge, and skills. The teacher is to observe and assess learners' contributions, ability to analyse and synthesise information, and provide feedback based on their performance. It can be used for both formative and summative assessments.

Discussion can be used in all subject areas of the secondary education curriculum depending on the purpose of the assessment and learning outcomes under consideration.

Purpose: The following are the purposes of discussion as an assessment strategy:

- i. Build knowledge and develop a learner's critical and creative thinking.
- ii. Develop learners' communication skills.
- iii. Increase the depth of the learner's understanding and eliminate misconceptions.
- iv. Engage learners in active participation in the lesson.

Setting

- i. A classroom
- ii. Small groups
- iii. Seminars
- iv. Online learning platforms (virtual classroom and discussion forum)
- v. Fieldwork

Time frame: Appropriately, discussion as an assessment strategy can last for a lesson depending on the learning outcomes and learning indicator.

Class size: The class sizes appropriate for discussion as an assessment strategy can vary from small class to large/whole class.

Steps

Before

The teacher should:

- i. Determine the learning outcomes to be assessed.
- ii. Specify the content to be learnt that aligns with the learning outcome.
- iii. Give prepared questions to guide the discussion (i.e., make use of open-ended questions, adaptive to the diverse/abilities of learners)

- iv. Establish discussion guidelines or rules (let learners know what is expected of them, the content of the discussion and the format of the discussion i.e., individual, small or whole class)

The learner should:

- i. Read any assigned readings, watch videos, or engage with other course materials related to the discussion topic.
- ii. Take notes while reviewing the materials on important concepts, arguments, or evidence.
- iii. Reflect on their own experiences, prior knowledge, or relevant examples that relate to the discussion topic.
- iv. Seek clarification if needed.

During

The teacher should:

- i. Start and facilitate the discussion (ensure that all learners could participate and encourage learners to engage in critical thinking and reflective thinking).
- ii. Monitor and assess learner's participation (encourage self and peer assessment).
- iii. Provide constructive feedback on learners' responses and contributions. NB. Teachers are advised to manage all learners' responses and accommodate them but must be fair and ethical.

The learner should:

- i. Pay attention, maintain eye contact, and be open to different viewpoints and contributions from mates.
- ii. Share their own unique perspectives, insights, and experiences related to the discussion topic.
- iii. Take notes during the discussion to capture key points, new understanding, or questions that arise.
- iv. Ask follow-up questions, seek clarification, or offer alternatives or suggestions respectfully.

After

The teacher and the learners reflect on the discussion in relationship to the expected learning outcomes to check whether the learning outcomes have been achieved.

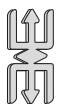
Case Study As An Assessment Strategy

Description: A case study can be used as an assessment and or pedagogical strategy. Usually, it is used as an assessment strategy to examine a learner's ability to apply acquired knowledge, skills and experiences by carefully investigating a particular circumstance or scenario to provide solutions to real-life situations. Usually, it will have the following components:

1. Theme
2. Case description
3. Study of the case
4. Class Discussions
5. Conclusion and reflection

Types of case studies

- i. Descriptive case studies: The teacher should ask learners to analyse and explain the key features and characteristics of the case.
- ii. Explanatory case studies: The teacher should ask learners to give detailed information on the case by identifying and explaining the factors that contributed to the situation.
- iii. Exploratory case reports: The teacher should ask learners to gather information, analyse data, and draw conclusions about a topic where limited information is available
- iv. Cumulative case studies: The teacher should encourage learners to synthesise and integrate their learning across different subjects



Note

Any of these can be done individually or as a group depending on the class size. For large class sizes, a group of 3 to 5 members should be used.

Purpose: The purpose of a case study is for learners to apply acquired knowledge, concepts and theories to solve real-life situations. What should the teacher consider before using a case study as an assessment strategy?

- i. The complexity of the content standard
- ii. The availability of resources
- iii. Ability level of learners
- iv. Time
- v. Class size

Steps: To ensure a well-structured and quality case study, it is important for the teacher to consider the following:

Before

The teacher should:

- i. Clearly define the learning outcomes to be assessed.
- ii. Identify appropriate issues or cases to be investigated.
- iii. Determine the format of the case study (e.g., written document, a multimedia presentation, a video, or a combination of these), depending on the resources available.

- iv. Inform the learner on what to do, time frame, and expectations.
- v. Provide materials (i.e., text, videos, pictures etc.) for the case study discussion.
- vi. Develop and provide a clear scoring rubric that outlines or defines quality
- vii. work to learners.

During

The teacher should:

- i. Create and maintain a sound environment for the case study discussion.
- ii. Bring the whole class together and invite each group to share their findings, solutions, or recommendations.
- iii. Ask open-ended questions on the issue of discussion to clarify any misconception.
- iv. Incorporate peer assessment or peer grading as part of the process.

After

The teacher should:

- i. Provide constructive feedback on learners' responses.
- ii. Ask the learners to reflect on their learning process, such as what they learned, what they found difficult, or what they would do differently.
- iii. Summarise the main points and lessons learned from the case study and link them to the learning outcomes and content.

Ethical Considerations: In the use of case study as an assessment strategy, the teacher should:

- i. Discuss ethical considerations with learners, especially in cases that involve sensitive or potentially controversial topics (e.g., gender, cultural, social, emotional, political and religious issues) when selecting and discussing a case.

Documentation and Record-Keeping: The teacher should keep records of assessments and learners' submissions to maintain transparency and fairness (e.g., portfolio)

Portfolio Assessment- General

Description: A portfolio assessment is an evaluative tool to measure learners' understanding in a comprehensive manner, looking at the overall progress instead of individual marks from tests and quizzes.

Purpose: Portfolio assessment is used to establish various cognitive achievements as well as practical competencies. Portfolio assessment could be used for the different levels of Depth of Knowledge (Levels 1 – 4). It helps teachers identify areas where the learner may need additional support or resources to improve learning and provide a wide variety of learners' mastery of a particular standard and growth over a defined time.

Types of Portfolio Assessments: A portfolio is a systematic collection of learners' work that represents learner's activities, actions, and achievements over a specific period in one or more areas of the curriculum. There are three main types of portfolios:

1. Assessment Portfolios
2. Teaching and Learning or Working portfolios
3. Showcase portfolios

Assessment Portfolios

Assessment portfolios, also known as evaluative portfolios, contain work that has been evaluated according to set standards or criteria. These portfolios demonstrate a learner's ability to meet specific learning standards. They often contain rubrics, test results, learner reflections, teacher's notes, and graded assignments. For instance, in a science class, an assessment portfolio may contain lab reports, results from class tests, assessed projects, and the learner's reflection on their learning throughout the term/semester/year.

Teaching and Learning or Working Portfolios

Teaching and learning or working portfolios are formative in nature. They allow a learner to demonstrate his or her ability to perform a particular skill. For example, a working portfolio may include a collection of lab reports during a semester (term) that highlight a learner's improving ability to create hypotheses.

Showcase Portfolios

Showcase portfolios are summative in nature. They include samples of a learner's best work to demonstrate mastery at the end of a unit of study, semester or school year. The showcase portfolio allows the learner to select their most outstanding work, hence demonstrating their highest level of learning and achievement. It can contain final drafts of assignments, projects, or any piece of work that the learner is particularly proud of, demonstrating the learner's mastery of the relevant skills.

What is in a Portfolio?

A portfolio contains the following:

1. Completed assignments and evaluations (e.g., Self-Assessment, Peer- Assessment)
2. Journal writings (daily report – Date, Time and Activities)
3. Reflections on discussions
4. Photos, sketches, and other visuals
5. A summary statement made at different points regarding what has been learned/ achieved.

Setting: The portfolio assessment strategy can be used in the following settings:

1. Project-Based Learning
2. Independent Study and Research Projects
3. Classroom-based assessment
4. Field Work

5. Exhibitions/ Fairs
6. Problem-based Learning
7. Laboratory environment
8. Studio
9. Resource Centres

For all approaches, the portfolio must demonstrate clear and close adherence to specific learning outcomes in the curriculum.

Steps

Before

The Teacher should:

- i. Determine the purpose of the portfolio. Decide how the results of a portfolio evaluation will be used to inform the subject.
- ii. Identify the learning outcomes the portfolio will address.
- iii. Decide what learners will include in their portfolio. Portfolios can contain a range of items—plans, reports, essays, resumes, checklists, self-assessments, references from employers or supervisors, and audio and video clips. Limit the portfolio to 3-4 pieces of learner’s work and one reflective essay/memo.
- iv. Identify or develop the scoring criteria (e.g., a rubric) to judge the quality of the portfolio.
- v. Establish standards of performance and examples (e.g., examples of a high, medium, and low-scoring portfolio).
- vi. Create learner instructions that specify how learners collect, select, reflect, format, and submit.
- vii. It is the teacher’s responsibility to help learners by explicitly tying subject assignments to portfolio requirements.

During

The learner should:

- i. Collect evidence related to the outcomes being assessed.
- ii. Select the best and appropriate evidence and label each piece of evidence according to the learning outcome being demonstrated.
- iii. Be guided on how to write a one or two-page reflective essay/memo that explains why they selected the particular examples, how the pieces demonstrate their achievement of the program outcomes, and/or how their knowledge/ability/attitude changed.
- iv. Be guided on how to format requirements (e.g., type of binder, font and style guide requirements, online submission requirements).
- v. Be given submission (and pickup) dates and instructions.

After

The teacher should:

- i. Clearly establish the criteria for evaluating/scoring in a consistent manner
- ii. Mark and record learners' performances
- iii. Reflect on the activity and learner performances
- iv. Provide constructive feedback to the learner
- v. Identify learners with SEN who may need extra support

The learner should:

- i. Reflect on the feedback received
- ii. Revise their work for final submission

Time Frame: Deciding on a time frame for Portfolio assessment depends on and includes the following:

- i. Nature of project/problem or assignment
- ii. Class size
- iii. Resources

However, based on the learning outcome(s) the appropriate time frame for this portfolio is a week for minor activity and a term for extended projects, especially in Art and Design or Performing Arts.

Form

- i. Individual learner's portfolios when the class size is relatively small.
- ii. Group portfolio when the size is relatively large.
- iii. Whole class/ school

Research As An Assessment Strategy

Description: Research as an assessment strategy is a systematic process of inquiry and investigation that aligns with a particular learning outcome to develop knowledge and understand a phenomenon. It involves identifying an issue in need of investigation, collecting and analysing data, conducting experiments, and drawing conclusions based on the findings. Once learners have completed their research work, they will write a report and do a presentation on their findings.

Purpose: Research as an assessment strategy is used to assess learner's ability to:

- i. Identify a problem and gather information (data) from a variety of sources.
- ii. Evaluate the credibility and accuracy of information.
- iii. Analyse and synthesise information from multiple sources.
- iv. Communicate their findings clearly and concisely.

Setting

- i. Classrooms
- ii. Factories/ Industries
- iii. School farms
- iv. School communities
- v. Libraries
- vi. Homes.
- vii. Fieldwork
- viii. Workshops

Class Size: As a teacher, depending on the number of learners in your class, individual or group research-based assessment can be used. However, teachers can create large groups for complex research, where different members can focus on specific aspects of the research.

Time Frame: The time frame for conducting a research-based assessment can vary depending on the complexity of the learning outcomes (skill to be achieved) may be:

- i. Short-term
- ii. Medium-term
- iii. Long term

Steps

Before

The teacher should:

- i. Define the learning outcomes.
- ii. Develop a theme in line with learning outcomes.
- iii. Design the research work and provide a description that is in line with learning outcomes.
- iv. Define specific tasks to be undertaken in developing the research.
- v. create a timeline.
- vi. Select resources and materials needed.
- vii. Provide guidance and support for learners.
- viii. Develop clear assessment rubrics.
- ix. Provide feedback and revisions.

During

The teacher should:

- i. Provide clear guidelines for developing the research and how to assess it.
- ii. Design and plan the research work to align with the learning outcomes.

- iii. Provide necessary resources, materials, and support to help learners succeed in their research work.
- iv. Guide learners in reflecting on their research-based assessments and help them develop metacognitive skills.

After

The teacher should:

- i. *Alignment with learning outcomes:* The research work should be aligned with the learning outcomes of the content standards. This means that the research work should allow learners to demonstrate their understanding of the course material and to develop the skills that are being taught.
- ii. *Originality:* The research work should be original and not simply a rehash of existing information. Learners should be encouraged to develop their ideas and to come up with their conclusions.
- iii. *Critical thinking:* The research work should demonstrate that learners can conceptualise, apply, analyse, synthesise and evaluate the information they have gathered and come out with an action plan.
- iv. *Communication skills:* The research work should be well-written and well-organised. Learners should be able to communicate their findings clearly and concisely.

Practical Assessments

Description: Practical assessment gauges a student's capacity to use their knowledge and abilities in practical and hands-on settings. It involves evaluating learners' ability to perform specific tasks and demonstrate practical skills. It includes laboratory experiments, simulations, demonstrations or projects.

The exact nature of the assessment will depend on the subject or area a teacher is interested in.

Purpose: The purpose of conducting a practical assessment is to:

- i. Evaluate learners' proficiency, problem-solving capacity, and aptitude for carrying out tasks.
- ii. Create and deliver tests that ask learners to complete real-world assignments, experiments, or demonstrations.

Setting: Teachers can use practical assessment in the following settings:

- i. Classroom
- ii. Laboratory
- iii. Field
- iv. School farms/gardens/community
- v. Technical workshops
- vi. Science fair

- vii. Virtual/Digital/Remote
- viii. Co-curricular activities and clubs
- ix. Outdoor spaces
- x. Workplace
- xi. Team project

Time Frame: Based on the learning outcome and the skills to be acquired, a Practical assessment can be done in a week, at the end of a term or year depending on the project.

Class size: Class size suitable for practical assessment can be individual, group or whole class

Steps

Before

Learners can understand the content and theory being used by;

- i. Reviewing the theoretical concept
- ii. Familiarising themselves with the concept under assessment

Choosing experimental design, learners are required to;

- i. Design an experiment using the theoretical concept.
- ii. Outline the stages/process for the experiment and formulate hypotheses.

Gathering materials

- i. Make a list of the tools and supplies you will need.
- ii. Ensure that the necessary materials are available

During

Choosing experimental procedure:

- i. Learners are required describe the step-by-step process in detail including how to control extraneous factors, along with any safety precautions.

Gathering and analysing data

With support from teachers, learners are required to:

- i. Measure the dependent variable appropriately at various factor values to collect data.
- ii. Analyse the data meaningfully.
- iii. Sort, examine, and derive conclusions from the data analysis

After

Display of findings

- i. Give a concise visual summary of the results.

- ii. Address any restrictions or mistakes.

Reflection and improvement

- i. Consider your advantages and disadvantages.
- ii. Improve the design of upcoming experiments.
- iii. Throughout the process, place a strong emphasis on ethics, integrity, and seeking advice as appropriate.
- iv. Encourage a critical and inquisitive outlook on learning.

Debate As An Assessment Strategy

Description: Debate as an assessment strategy involves structured arguments and discussions to evaluate learners' knowledge and understanding of issues/ideas. It encourages research and articulation of views; it can be used for formative or summative assessments. Types of debates include formal debates with rules and roles and informal debates, which are more flexible.

Purpose: Using debate as an assessment strategy offers a comprehensive evaluation of learners' ability to generate ideas based on their knowledge and understanding of concepts and confidence in supporting their own ideas.

Settings

- i. Classroom
- ii. Performance spaces (e.g. dining hall, assembly hall, laboratory)
- iii. Electronic platforms
- iv. Music and drama theatre

Class Size: Depending on the learning outcomes to be achieved debates can be organised in:

- i. Small classes
- ii. Large classes

Time frame: The teacher can conduct a debate within a single class session, it can also span over several class sessions or weeks.

Steps

Before

The teacher should:

- i. Select appropriate motion/ topic, ensuring it is relevant to the learning outcome
- ii. Offer resources and materials to support learners
- iii. Assign roles /create teams or pairings
- iv. Establish rules and procedures

The learner should:

- i. Undertake research regarding the debate's topic or motion
- ii. Play an active role as a team member (in team-based debates)

During

The teacher should:

- i. Host the debate
- ii. Ensure effective time management
- iii. Monitor and take notes

The learner should:

- i. Participate in the debate
- ii. Listen and take notes
- iii. Counter argue when necessary

After

The teacher should:

- i. Facilitate a debriefing session (Teachers should utilise the debriefing sessions to address any misunderstandings or questions that come up from the debate. They should also highlight the key concepts and important lessons based on the learning outcome)
- ii. Implement peer assessments.
- iii. Organise follow-up activities as necessary.

The learners should:

- i. Reflect on their performance and the debate as a whole.
- ii. Assess their peers' performances based on established criteria.

The Test of Practical Knowledge (TPK) Assessment Strategy

Description: This assessment is tailored to evaluate a learner's capacity to apply acquired knowledge in real-life situations by engaging in hands-on tasks or simulations that mirror real-world scenarios, assessing practical skills, problem-solving abilities, and the application of practical knowledge theoretically. It aims to gauge how effectively learners can employ their knowledge to solve problems or accomplish tasks.

Purposes: The general purpose of the test of practical knowledge is to assess learners' ability to apply practical knowledge in theory to:

- i. Evaluate their application-based understanding.
- ii. Assess their problem-solving skills.
- iii. Measure the learner's practical knowledge and its use in real-life situations.
- iv. Provide insights into a learner's ability to transfer practical knowledge into theoretical actions.

Setting: The Test of Practical Knowledge is conducted in environments that simulate real-life situations relevant to the learning outcome and the context being assessed. This could be a

- i. Classroom
- ii. Laboratory
- iii. Field
- iv. School farms/gardens/community
- v. Technical workshops
- vi. Science fair
- vii. Virtual/Digital/Remote
- viii. Outdoor spaces
- ix. Workplace
- x. Team Project

Class Size: The size of the class can vary based on resources and the nature of the practical tasks. It could be individual, smaller groups, or whole class.

Time Frame: The timing for assessing the Test of Practical Knowledge can range from a single session to multiple sessions, depending on the complexity of tasks and skills being assessed.

Steps

Before

The teacher should:

Provide clear instructions and resources needed for the tasks.

Clarify any doubts about the assessment task.

The learner should:

- i. Seek clarification from the teacher or other relevant persons before starting the assessment.
- ii. Familiarise themselves with theoretical concepts beforehand.

During

The teacher should encourage teamwork and effective communication if tasks involve group work.

The learner should

- i. Focus on applying learned concepts to solve problems or complete tasks accurately within the given context.
- ii. Manage time efficiently to complete tasks within allocated timeframes.

After

The teacher should encourage learners to reflect on their performance, review their work, and identify areas for improvement.

Performance Assessment Strategy

Description: In its simplest terms, a performance assessment is one which requires learners to demonstrate that they have mastered specific skills and competencies by performing or producing something. It is important that the task be meaningful and engaging to learners. When learners perform tasks that are meaningful and engaging to them, they can take ownership of their learning and effectively work, either independently or in collaboration, depending on the requirement of the task. Performance assessment can be used as either formative or summative tool.

Purpose: The main purpose of this assessment strategy is to provide learners with the opportunity to demonstrate their knowledge and understanding about a concept and communicate that understanding through a performance task.

Setting: Performance assessment can be used in the following settings:

- i. Classroom
- ii. Laboratory/workshops
- iii. Field
- iv. Theatre

Time Frame: Teachers should note that the learning outcome and learners' achievement expectations may inform the appropriate time frame for the use of performance assessment. However, the designated time of completion of the assessment task should not be too short or too long.

Class Size: Performance assessment works best for all forms of class size. Teachers should, however, be strategic in making learners work individually or in moderate/large groups depending on the unique situation.

Steps: To develop and implement performance assessment, teachers should:

Before

The teacher should:

- i. State the purpose of the assessment.
- ii. Specify the learning outcome to be assessed using the performance assessment strategy.
- iii. Make learners aware whether they will work individually or as groups (e.g., group of 2-5).
- iv. Design a performance task which requires the learners to demonstrate the intended skills and knowledge required of them.
- v. Discuss with learners the rules of engagement which includes the performance criteria that specifies the extent to which learners have mastered the skills and knowledge.

- vi. Discuss with learners the available resources to be used.

The learner should:

- i. Make ready the available resources that will help them perform the assessment task.
- ii. Seek for clarification on the performance task to be performed when necessary.

During:

The teacher should:

- i. Monitor and ensure serenity of the environment for learners to work effectively as individuals or groups as in the case of a laboratory/field/workshop exercise.
- ii. Guide learners to complete the assigned task(s) within the stipulated time.

The learner should:

- i. Design the artifact or the idea using the available resources.
- ii. Should submit the performance product to class at the stimulated time for evaluation.

After:

The teacher should:

- i. Collaborate with learners to evaluate the performance task(s) outcome.
- ii. Communicate constructive feedback of the assessment to the learners.
- iii. Provide information on how the assessment feedback would be used.

The learner(s) should:

- i. Offer constructive feedback on their colleague's work.
- ii. Self-reflect and make use of constructive feedback to shape his/her work.

Demonstration As An Assessment Strategy

Description: Demonstration as an assessment strategy offers a practical and effective way to evaluate learners' knowledge, skills, and abilities by observing their performance in a real or simulated context. This may include a presentation, a practical experiment, a role-play, a performance, or a project.

Purpose: The main purpose of using demonstration as an assessment strategy is to allow learners to showcase their skills and competencies through practical application. Some of the areas in which learners can demonstrate their proficiencies are:

- i. Problem-solving skills
- ii. Critical thinking abilities
- iii. Communication

Settings

- i. Classroom
- ii. Laboratory/ Workshop /Studio
- iii. Simulation studio/environment
- iv. Field or real-world settings (e.g., field trips, community projects, or internships)
- v. Performance spaces (e.g., theatre, music room, or sports field/studio/rooms)
- vi. Online/remote/virtual platform

Time Frame: The time frame for conducting demonstration as an assessment strategy depends on the following:

- i. Learning outcome(s)
- ii. Complexity of the task to be performed
- iii. Resources

NB: The teacher should provide the learner enough time to demonstrate their abilities and ensure the assessment process is managed within the constraints of the learning environment.

Class size: Demonstration can be used for individuals or groups (large or small groups) for the reasons of attention, support, and prompt feedback on factors such as assessors, resources and equipment, learning outcome and the assessment environment.

Steps

Before

The teacher should

- i. Set clear expectations of the learning outcomes, specific skills, knowledge and competencies.
- ii. Provide instructions for the demonstration to include safety precautions, criteria for assessment and time.
- iii. Provide learners the opportunity to rehearse the task or the activity to be demonstrated.
- iv. Provide the needed materials and resources to be used for the demonstration.
- v. Address the concerns of the learners raised after the rehearsals.
- vi. Distribute the task to the learner(s) considering Special Education Needs - SEN)

The learner should:

- i. Understand the learning outcomes, specific skills, knowledge, and competencies expected of them.
- ii. Take the necessary steps to prepare for the demonstration by reviewing the instructions and rehearsing the expected knowledge, skills, and competencies.

- iii. Seek clarification about the instructions and materials to be used for the demonstration.
- iv. Take the opportunity to practice and refine their skills or knowledge before the demonstration.
- v. Reflect on their previous learning and experiences related to the skills or knowledge being assessed.

During

The teacher should:

- i. Observe the learner's performance of the task demonstrated.
- ii. Provide continuous guidance to learner(s) on the task especially when they are working with or in hazardous situations.
- iii. Monitor the progress of the learner(s) on the task.
- iv. Pace the timing of the demonstration such that differentiation is considered.
- v. Assess the performance of the learners on the task.
- vi. Take notes of critical issues such as learners' strengths and areas for improvement

The learner should:

- i. Focus on the demonstration and actively listen to the instructions and explanations provided.
- ii. Carefully watch the demonstration, noting the steps, techniques, and key details being shown.
- iii. Take notes of important points, steps, or tips during the demonstration to refer to later.
- iv. Request feedback from the demonstrator or peers to ensure they are on the right track and identify areas for improvement.

After

The teacher should:

- i. Provide constructive feedback to the learners based on observations highlighting areas of improvement, reinforcing correct techniques, and encouraging further practice.
- ii. Review notes to consider where learners have performed well and areas that need improvement
- iii. Provide support to learners who may be struggling with the demonstrated skills. This can involve additional explanations, demonstrations, or one-on-one assistance.

The learner should:

- i. Reflect on their own performance during the demonstration and assess their understanding and execution of the demonstrated skills or techniques.

- ii. Share their performance and ask for feedback to improve their learning.
- iii. Identify specific areas where they need further assistance or practice; they can seek out additional resources such as tutorials, online courses, or books to support their learning and assessment.

Questioning As An Assessment Strategy

Description: Questioning as an assessment strategy is the practice of engaging learners in an interactive dialogue or a series of carefully crafted questions to evaluate their understanding, knowledge, skills, and critical thinking abilities. Teachers can use questioning as an assessment strategy in all learning areas or subjects.

Purpose: Questioning as an assessment strategy can be used by the teacher to:

1. Identify learning gaps through the assessment of the level of comprehension, retention and application of knowledge, and skills gained by learners in achieving a learning outcome of a given content.
2. Actively engage learners in the teaching and learning process.
3. Assess if a concept taught has been well grasped as learners' feedback provides valuable feedback to them and the teacher.
4. Clarify concepts leading to deeper understanding or seek additional information in solving real-world or imaginary issues.
5. Promote the acquisition of critical thinking and problem-solving skills.
6. Encourage immediate or real-time feedback from learners leading to deeper thinking.
7. Investigate misconceptions for clarification.
8. Accommodate diverse learning styles to achieve a specific learning outcome.

Types: The following are various types of questioning techniques based on the Depth of Knowledge (DoK) levels that the teacher can use in assessment:

- i. Closed-ended questions – DoK 1: have a limited number of predetermined answers and are designed to gather specific information requiring “yes” or “no”, “True or False”
- ii. Open-ended Questions - DoK 2 and 3: allow for a more detailed and
- iii. Comprehensive response, which begins with words like “what,” “why,” or “how.”
- iv. Funnel Questions- DoK 2 and 3: used to gradually narrow down a topic, starting with broader questions and proceeding to more specific ones. This technique helps gather information in a logical and structured manner.
- v. Probing Questions - DoK 2 and 3: used to explore a topic in more detail or to gain deeper insights. They are often used to dig deeper into a previous response or to uncover hidden information,
- vi. Leading Questions - DoK 2 and 3: used to steer learners towards a particular answer or viewpoint. They may imply an expected or desired response.

- vii. Hypothetical Questions- DoK 3 and 4: These questions often involve speculative or creative thinking. They require learners to make connections, apply knowledge, and think beyond the immediate context.

Settings

- i. Classroom
- ii. Co-curricular activities, e.g. School Clubs and Games
- iii. Field trips/work, e.g., Factories/industries, school farms/gardens/ pantries(kitchen)
- iv. Laboratory/Resource Centre
- v. Workshops/studios/theatres

Time Frame: Teachers can use questioning in their daily teaching and learning activities. However, it should be used based on the learning outcome of the subject matter under consideration. It can specifically be used:

- i. Throughout the teaching and learning process (Formative Assessment): before, during and after the teaching of a lesson.
- ii. In summative assessment, questioning can be used together with other forms of assessment such as oral/aural(listening) assessment at the end of a unit or content and programme.

Class size: Individual, small group or whole class

Steps: In using questioning as an assessment strategy, the teacher and learner can employ the following steps:

Before

The teacher should:

- i. Define the Learning Outcomes to be achieved and develop key questions before class based on the outcomes.
- ii. Select appropriate question type(s) that align with the content standard/ indicators to be taught and the DoK levels to be achieved. The questions to be asked should be clear, relevant, concise, and free from ambiguity and biases.
- iii. Design valid questions that will suit the type of questioning strategy to be used to achieve the learning outcomes.

NB: Avoid or minimise the use of questions that will yield Yes/No or True/False responses but make more use of questions that allow for explanatory responses.

Plan question sequence and adapt questioning techniques to meet the diverse learning needs and abilities of their learners to promote active participation.

During

The Teacher should:

- i. Select the context and provide relevant information to give learners the basis for the questions.

- ii. Vary the form of questions: those that gauge knowledge, require diagnosis, or challenge conclusions considering the learner's background characteristics to promote inclusivity.
- iii. Ask one question at a time and wait for responses from learners to allow time to think through responses critically.
- iv. Encourage active engagement of all learners.
- v. Monitor learners' performance and learning process to identify areas where learners may need additional support or clarification or to plan appropriate remediation where appropriate.
- vi. Acknowledge all responses/answers- repeat so the class can hear and/or write them on the board.
- vii. Provide constructive and timely feedback; teachers are advised to accommodate learners' varied responses as well as be fair and ethical.
- viii. Use assessment data to modify their teaching techniques, strategies and resources.
- ix. Move around the classroom or learning centre

The learner should:

- i. Ensure they gain an understanding of the learning outcomes and work towards achieving them through self and peer assessment.
- ii. Actively participate in the questioning process by listening carefully to the questions, thinking critically about their responses, and providing thoughtful answers.
- iii. Self and peer assess themselves using a questioning assessment strategy when learning to enable them to reflect on their learning.
- iv. Own their learning by adapting strategies to improve their learning outcomes, skills and competencies.

After

The teacher should:

- i. Analyse responses
- ii. Provide constructive feedback
- iii. Modify teaching and learning processes
- iv. Document assessment data
- v. Reflect and adapt questioning techniques, strategies and resources to check if expected learning outcomes have been achieved.
- vi. Teachers and learners reflect on responses to check if expected learning outcomes have been achieved.

Peer/Self Assessment Strategy

Description: Peer/self-assessment is a type of performance monitoring and evaluation related to a learning outcome done by or among learners under the supervision of a teacher to track their learning progress. It can be used as both formative and summative assessment. However, it is predominately used for formative assessment purposes.

Purpose: Peer/self-assessment provides an opportunity for learners to reflect and provides insight, leading to meaningful feedback on their or other learners' work (behaviours, competencies and experiences). Peer/self-assessment enhances deep learning and understanding among learners and trains learners to track their progress and areas for improvement.

Setting

- i. Classroom-based environment
- ii. Fieldwork
- iii. Laboratory i.e., Science Resources Centres
- iv. Studio
- v. Workshop

Class size: Peer assessment strategy can be done in small groups or whole class.

Time Frame: The time frame depends on the complexity of the assignment, the estimated period of the lesson stated in the curriculum and how learners have been adequately prepared. However, the time should neither be too short nor too long.

Steps

Before

The teacher should:

- i. Set clear expectations of the learning outcome, skills and competencies
- ii. Decide the structure and format of the assessment e.g.: written or oral
- iii. Introduce the learners to the assignment to be assessed
- iv. Develop the assessment criteria and scoring rubrics with learners.

During

The teacher should

- i. Model peer/self-assessment by letting learners assess or review what he has taught to open them up to the assessment to be conducted.
- ii. For peer assessment, lead the pairing or grouping for the assessment. in doing this, the teacher should consider mixed groupings, and avoid inter- pairing and pairing amongst friends. (fairness and transparency)
- iii. In self-assessment, the teacher should guide learners with special educational needs in their assessment through questioning
- iv. Provide constructive feedback to learners after the assessment

The learner should:

- i. Work and submit assignments
- ii. Assess their assignments or that of other learners and give constructive feedback
- iii. Reflect on the feedback received and revise the work for final submission

After

The teacher should:

- i. Grade the assignments (summative)
- ii. Reflect on the activity with learners
- iii. Offer help or intervention in areas learners need help
- iv. Work on areas that need improvement

NB: The teacher should be a mediator between arguing learners and should also consider and guide learners in their approach to providing feedback. (Be conscious of gender, cultural, social and religious sensitive comments and issues)

Teacher should also provide multiple opportunities or formats for learners to assess to accommodate all learn.

Appendix 3: Teacher Lesson Observation Form

Name of School:

Subject being observed:

Class

Year 1

Year 2

Year 3

Sex of the teacher

Male

Female

1. Is the purpose of the lesson clearly stated in the lesson plan and focused on learners achieving the lesson learning outcomes?

Yes

In Part

No

NA

1b. Please provide an explanation to your answer in Q1 above

.....

2. Are the unique needs of female learners, male learners, and learners with special education needs adequately catered for in the lesson plan? For example, the choice of teaching methods and learning activities reflects/does not reflect the learning needs of all learners.

For example, the choice of teaching methods, and learning activities.

Yes

In Part

No

NA

2b. Please provide an explanation to your answer in Q2 above

.....

3. Does the teacher manage behaviour well, maintaining a positive and non-threatening learning environment throughout the lesson?

Yes

In Part

No

NA

3b. Please provide an explanation to your answer in Q3 above

.....

4. Are appropriate teaching and learning materials and other resources (including ICT, books, desks) available, accessible and being used to support learning of all females, males and learners with special education needs?

Yes

In Part

No

NA

4b. Please provide an explanation to your answer in Q4 above

.....

5. Are learners engaged on tasks that challenge them in line with the content standards?
Does the teacher take into consideration the uniqueness of learners?

Yes In Part No NA

5b. Please provide an explanation to your answer in Q5 above

6. Is there evidence that students are learning?

Yes In Part No NA

6b. Please provide an explanation to your answer in Q6 above

7. Is teaching differentiated to cater for the varied needs of all learners (i.e., male learners, female learners, learners with special education needs) and those with poor literacy and/ or numeracy proficiency?

Yes In Part No NA

7b. Please provide an explanation to your answer in Q7 above

.....

8. Does the teacher use real life examples which are familiar to learners to explain concepts?

Yes In Part No NA

8b. Please provide an explanation to your answer in Q8 above

.....

9. Does the teacher point out or question traditional gender roles when they come up during the lessons as appropriate?

Yes In Part No NA

9b. Please provide an explanation to your answer in Q9 above

.....

10. Does the lesson include appropriate interactive and creative approaches e.g., group work, role play, storytelling to support learners achieving the learning outcomes?

If yes, give examples of the issues and skills that have been so integrated.

Yes In Part No NA

10b. Please provide an explanation to your answer in Q10 above

.....

11. Have cross-cutting issues and /or 21st century skills been integrated into the lesson to support learners in achieving the learning outcomes e.g., problem-solving, critical thinking, communication? If yes, give examples of the issues and skills that have been so integrated.

Yes In Part No NA

11b. If yes, give examples of the issues and skills that have been so integrated.

.....

12. Does the teacher incorporate ICT into their practice to support learning?

Yes In Part No NA

12b. Please provide an explanation to your answer in Q12 above

.....

13. Does the teacher encourage all female male and male learners (including those who may be shy or afraid to speak) to ask questions, answer questions, participate in group work, etc. during the lesson?

Yes In Part No NA

13b. Please provide an explanation to your answer in Q13 above

.....

14. Is assessment evident in the lesson? If yes, does it include assessment as, for or of learning and go beyond recall?

If yes, did it include assessment of, for or as learning and go beyond recall?

Yes In Part No NA

14b. Please provide an explanation to your answer in Q14 above

.....

15. Do learners make use of feedback from teacher and peers?

Yes In Part No NA

15b. Please provide an explanation to your answer in Q15 above

.....

16. Does the teacher sum up the lesson and evaluate the lesson against the learning outcomes with the learners?

Yes In Part No NA

16b. Please provide an explanation to your answer in Q16 above

.....

17. Does the teachers' planning of lessons taught before the one observed show how they plan for learning over time, considering individual and group needs?

Yes In Part No NA

17b. Please provide an explanation to your answer in Q17 above

.....

18. Does the teacher pay attention to the composition of females and males during group work and assigns females leadership roles.

Yes In Part No NA

18b. Please provide an explanation to your answer in Q18 above

.....

19. Does the teacher provide constructive verbal feedback to both females and males and learners with special education needs?

Yes In Part No NA

19b. Please provide an explanation to your answer in Q19 above

.....

20. Does the teacher provide constructive written feedback to both females and males and learners with special education needs in their exercise book?

Yes In Part No NA

20b. Please provide an explanation to your answer in Q20 above

.....

21. Key strengths in the lesson

.....

22. Areas for development

.....

23. Next steps for teacher

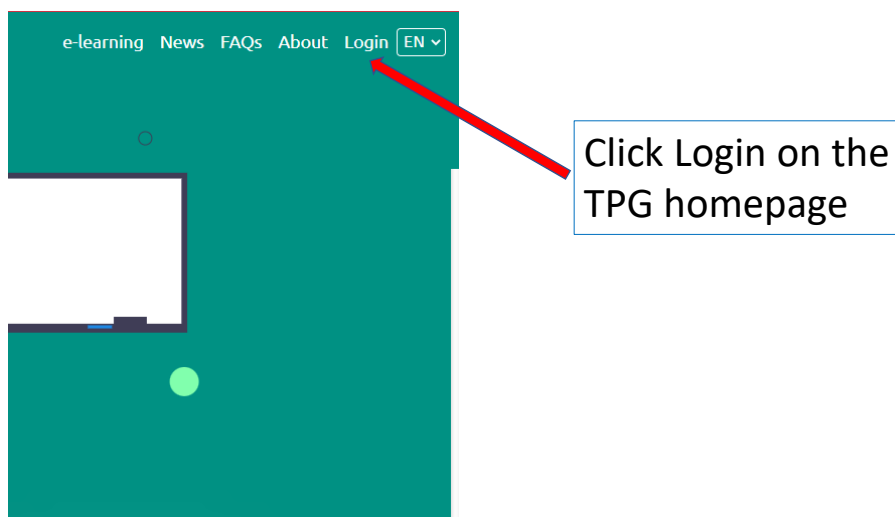
.....

24. Additional Notes (on teacher's actions, the flow of activities, etc.)

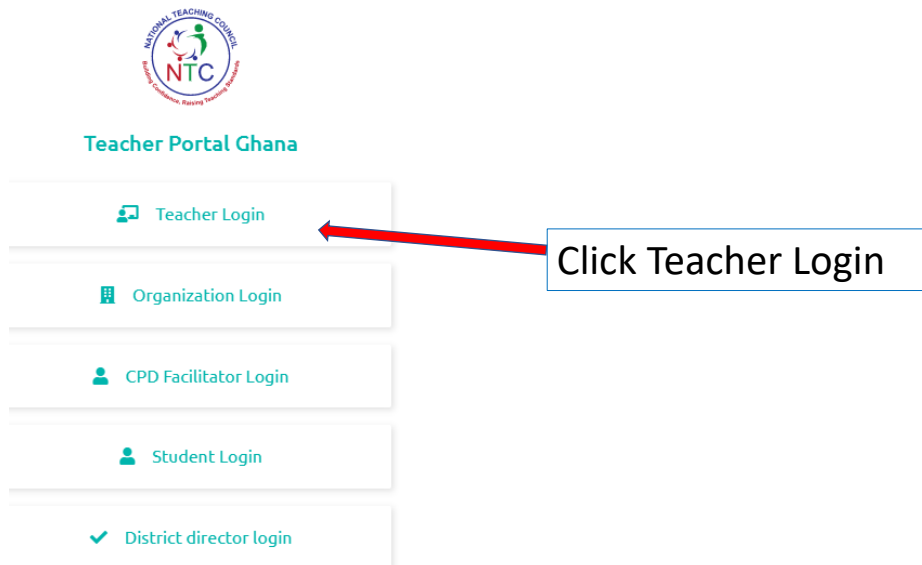
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Appendix 4: How to Check CPD Points and Training Records on Teacher Portal Ghana

1. Visit *tpg.ntc.gov.gh* and click Login



2. On the Login page, click Teacher Login



3. On the Teacher Login page enter your email address and password and then click Login

The screenshot shows the 'Teacher Login' page with the following elements and annotations:

- Email address or telephone:** A text input field with a red arrow pointing to it from a box that says "Enter your email address".
- Password:** A password input field with a red arrow pointing to it from a box that says "Enter your password".
- I'm not a robot:** A checkbox with a green checkmark and a red arrow pointing to it from a box that says "Check I'm not a robot".
- Login:** A teal button with a red arrow pointing to it from a box that says "Click Login".
- Additional elements:** A reCAPTCHA logo, a link "I have forgotten my email/password", and a "Back" link.

4. After a successful login you will get access to your TPG account (Check image below)

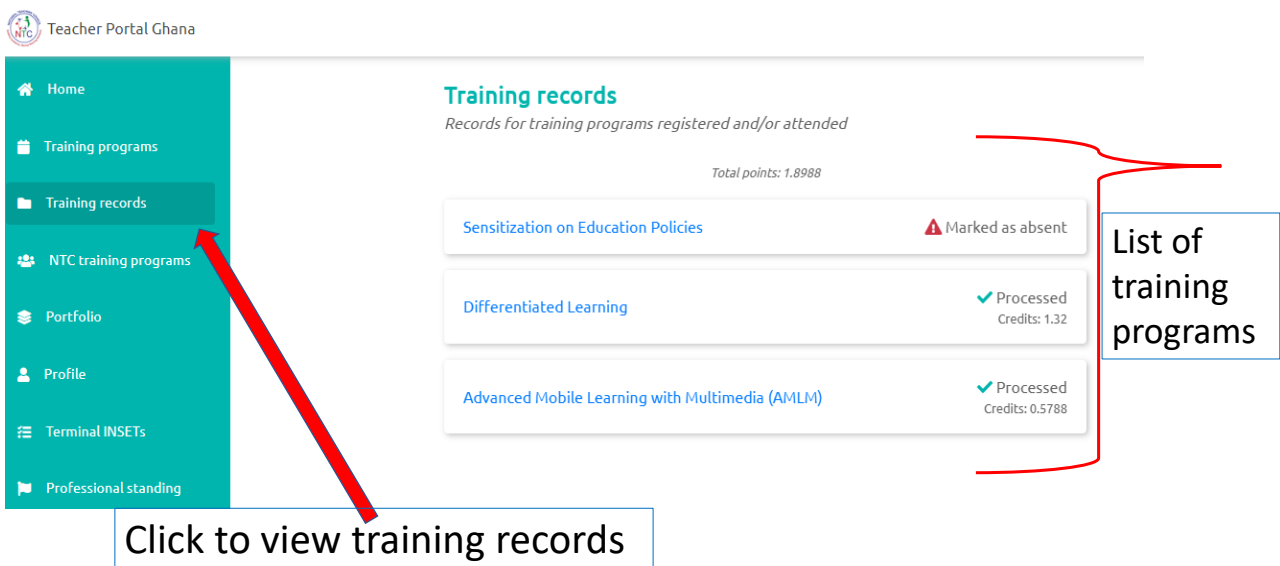
The screenshot shows the 'Teacher Portal Ghana' dashboard for a user named Samuel. The interface includes a sidebar menu and a main content area with the following sections:

- Sidebar Menu:** Home, Training programs, Training records, NTC training programs, Portfolio, Profile, Terminal INSETs, Professional standing.
- Header:** "Hello Samuel"
- Current license:** A teal card displaying:
 - Name: Samuel
 - Number: PT/001
 - From: 25th May 2021
 - To: 25th May 2024
- Training Programs:** A dashed box containing a warning icon and the text "No upcoming training program" with a link to "Training programs".
- Rank progression:** A teal header with a progress bar showing "10.5% Completed" between "Current rank" and "Next rank".

5. To check CPD points, scroll down to **Rank progression**. You will see the CPD points progress bar and actual points accrued (Check image below)



6. To view training records, from the side menu tap on **Training records** (Check image below)



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