

# **Guide for the Academic Master / Academic Teacher Section**

*with a new module dedicated to the critical process of publishing school results*

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## **1. Departmental Dashboard**

This is the central hub for the academic master to manage their department.

- **Departmental Overview:** A high-level summary of the department's performance.
  - **Performance Metrics:** Charts showing aggregated performance for all subjects within the department, categorized by Form (e.g., average scores for Form 1 Mathematics, Form 2 Chemistry).
  - **At-a-Glance Reports:** Quick reports on attendance and performance for the entire department.
  - **Announcements:** Ability to post announcements visible only to teachers within their department.
  - **Teacher Task Tracker:** A list of pending tasks for each teacher in the department, such as pending grade entries or lesson plan submissions.
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## **2. Teacher & Staff Management**

This module provides oversight of the teaching staff within the department.

- **Teacher Roster:** A list of all teachers in the department with their assigned subjects and classes.
  - **Subject & Class Assignment:** The ability to assign, reassign, or remove teachers from specific subjects and classes. This is a crucial administrative function.
  - **Performance Monitoring:** Access to each teacher's individual dashboard, attendance records, and gradebook to monitor their progress and compliance.
  - **Leave Management:** View and approve or deny leave requests from teachers in their department.
  - **Observation & Appraisal:** A dedicated section to log classroom observations and complete performance appraisals for teachers.
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### **3. Academic Oversight & Reporting**

This is the core of the academic master's role in ensuring quality and compliance.

- **Gradebook Auditing:** The ability to view and audit the gradebooks of all teachers within their department. They can check for missing marks and ensure grading scales are being followed.
- **Scheme of Work & Lesson Plan Review:**
  - **Review and Approval:** A queue of submitted schemes of work and lesson plans for review and approval.
  - **Feedback:** The ability to add comments and send lesson plans back to a teacher for revisions.
  - **Central Repository:** Access to all approved schemes of work and lesson plans for the entire department.
- **Curriculum Planning:**
  - **Master Scheme of Work:** The ability to create and share a master scheme of work for a subject that all teachers can copy and adapt.
  - **Curriculum Map:** A visual tool to map topics to competencies in the NECTA curriculum framework.
- **Comprehensive Reporting:**
  - **Cross-Subject Analysis:** Reports that compare the performance of students across different subjects within the department.
  - **Teacher Performance Reports:** Generate reports on a teacher's academic performance based on the students' results in their classes.
  - **Export Functionality:** Export all academic data, including grades, lesson plan statuses, and performance reports, for administrative use.

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### **4. Examination & Assessment Management**

The academic master plays a key role in the examination process.

- **Question Bank Management:**
  - **Shared Question Bank:** A central, managed question bank for the entire department.
  - **Review & Approval:** The ability to review and approve questions submitted by teachers before they are added to the bank.

- **Exam Paper Generation:**

- **Automated Exam Creation:** A tool to generate a full exam paper by pulling questions from the department's question bank based on topic and difficulty.
  - **Finalization:** A module to finalize exam papers and generate print-ready PDFs.
  - **Result Finalization:** The ability to lock and finalize term results for the entire department once all marks have been entered and audited.
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## 5. Results Publication Workflow

This is a critical and sensitive workflow that must be carefully managed. The academic master serves as the final gatekeeper for results release.

- **Database Schema:**

```
term_results table: id, student_id, term, final_grade,  
status (ENUM: 'Draft', 'Teacher Approved', 'HOD  
Approved', 'Published').
```

- **Key Features:**

- **Results Approval Dashboard:** A dashboard that shows the status of results for each class and form.
- **Approval Queue:** A view of all class results that have been approved by the respective class teachers.

- **Result Review:**

- The academic master can view and audit the full report card for any student in the system before publishing.
- They can see a full breakdown of marks and verify the final calculated grade.

- **Bulk Publishing:**

- A single button to **publish** results for a specific Form or the entire school. This button should be disabled until all required results are approved.
- This action updates the status of all relevant records to 'Published' in the database.

- Once published, the results become visible to students and parents on their respective portals.
  - **Undo Functionality:** In case of an error, a high-level administrator (not the academic master) should have the ability to **unpublish** results, reverting their status and making them invisible to the public.
  - **Audit Log:** A log of all result publishing actions, including the user who performed the action and the timestamp.
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## 6. Communication & Collaboration

- **Department-Wide Communication:** A messaging and announcement system specifically for the department.
- **Meeting Scheduler:** A tool to schedule meetings with individual teachers or the entire department.
- **Shared Resource Library:** A central location to upload and share departmental resources, such as past papers, curriculum guides, and reference materials.