**MINIMUM AMOUNT OF WRITTEN WORK**

**SCHEMING AND LESSON DELIVERY**

1. New schemes of work should be drawn up in advance each time.
2. Scheme-cum-planning should indicate a breakdown of the lessons taught each term
3. Teachers must use a variety of teaching methods and aids in order to make their lessons more vivid and exciting, especially the use of computers and internet.
4. They should prepare and use charts, pictures, objects within the school environment, literature from magazines, newspapers, computer software, the internet and textbooks, drama etc and external resource persons must be made use of Above all, teachers must learn to improvise.
5. Educational trips must be organised on relevant subject situations. Local places should be utilized as much as possible.
6. It is mandatory for teacher to supervise all work such as:

* Class and homework exercises done
* Notes given to pupils by teacher
* Notes made by pupils themselves
* Tests and assignments
* Diagrams, maps and projects
* Co-curricular activities.

**MINIMUM WRITTEN WORK EXPECTATIONS**

**ENGLISH AND FOREIGN LANGUAGES**

**ITEM FREQUENCY**

* **Free guided composition one per week**
* **Summary Exercise one per fortnight**
* **Language usage exercises thrice per week**
* **Comprehension exercises one per week**
* **Test once a month (3 per term)**
* **Assignment (Past exams paper questions) Every weekend**
* **EXAMS Midterm & End of term**

**LITERATURE IN ENGLISH (FORM 3-6)**

* **Short answer question once per week**
* **Test once per month**
* **Essay once per fortnight**
* **Assignment(past-exam paper questions) Every weekend**

**SHONA/NDEBELE**

* **Essay(Literature topics inclusive) once per fortnight**

**: Comprehension once per week**

* **Tests once per month**
* **Assignment(past-exam paper questions) every weekend**
* **EXAMS Midterm & End of term**

**SCIENCES**

* **Theoretical exercises once per week**
* **Practical exercises once per week**
* **Tests once per fortnight**
* **Assignments (exam type paper) every weekend**
* **EXAMS Midterm & End of term**

**NB: Science lessons should be activity based, student-centred, experimental and a lot of improvisation is called for.**

**MATHEMATICS**

* **Written exercise daily**
* **Tests at the completion of every unit**
* **EXAMS Midterm & End of term**

**NB: Pupils are expected to do some written work during the lessons which the teacher should mark while the lesson is in progress. The recommended time for class work is 10-15 minutes**

* **Teachers are urged to test pupils on work covered in previous terms and topics in addition to just covered topic.**

**HISTORY**

* **Objective type of written work(form1-4) once per week**
* **Essay once per fortnight**
* **Tests once per month**
* **Assignment(Past exam paper questions) every weekend**
* **EXAMS Midterm & End of term**

**GEOGRAPHY**

* **Short exercise once per week**
* **Major written exercise/essay once per fortnight**
* **Test once per month**
* **Assignment every weekend**
* **EXAMS Midterm & End of term**

**NB: BOTH HISTORY AND GEOGRAPHY PROJECT WORK SHOULD BE ENCOURAGED AT ALL LEVELS.**

**FASHION AND FABRICS**

* **Short exercise once per week**
* **Test once per fortnight**
* **Practical project 2 per year**
* **Practical test once per term**
* **Assignment every weekend**
* **EXAMS Midterm & End of term**

**BUSINESS/COMMERCIAL SUBJECTS**

* **Exercises twice per week**
* **Essay once per week**
* **Test once per month**
* **Assignment(past exam papers questions) Every weekend**
* **EXAMS Midterm & End of term**

**NB: In Accounts there should be one exercise per lesson marked by the teacher and pupils.**

**AGRICULTURE**

* **Exercise twice per week**
* **Essay once per week**
* **Practical test twice per term**
* **Assignment Every weekend**
* **EXAMS Midterm & End of term**

**RELIGIOUS EDUCATION/BIBLE KNOWLEDGE (O’LEVEL)**

* **Short exercise once per week**
* **Essay once per week**
* **Test once per month**
* **EXAMS Midterm & End of term**

**‘A’ LEVEL DIVINITY**

* **Assignment every weekend**
* **Essay once per fortnight**
* **Test 3 per term**
* **Research paper once per term**
* **EXAMS Midterm & End of term**

**NB: Pupils’ notes for all subjects should always be checked once every month with date checked inserted by teacher.**