**ASSESSMENT PLAN**

**School year:**

**Term:**

**Sector:**

**Trade:**

**Level:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NO** | **Module**  **(Code&name)** | **Type of module** | **LO** | **Type of assessment** | **Responsible**  **Trainer** | **Number of candidates** | **Number of Invigilators/ Assessors** | **Date** | **Resources** | **Place** | **Time for Publication of Assessment results** | **Observation** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| n |  |  |  |  |  |  |  |  |  |  |  |  |

Note: This tool is filled by the trainer

Done by:

Signature:

Date: …/…../…..

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Trainer portfolio checklist** | | | | |
| **No** | **Criteria** | **Indicator** | **Available (Yes/No)** | **Comments** |
|  | Preliminary component | Cover page |  |  |
| Trainer profile |  |  |
| Class Profile |  |  |
| Flowcharts |  |  |
| Chronogram |  |  |
| Timetable |  |  |
|  | Training component | Curriculum |  |  |
| Mapping of Leaning Outcomes |  |  |
| Hand-out |  |  |
| Schemes of work |  |  |
| Session plan –appendices: task sheet, Material, PPT, Quiz |  |  |
|  | Assessment component | Trainer’s assessment plan |  |  |
| Trainer’s overall assessment report |  |  |
| Assessment tools/evidences |  |  |
|  | Daily work record documents | Class diary |  |  |
| Attendance register |  |  |
| List/Notebook marks |  |  |

**OVERALL ASSESSMENT PLAN**

**School year:**

**Term:**

**Sector:**

**Trade:**

**Level:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NO** | **Module**  **(Code&name)** | **Type of module** | **LO** | **Type of assessment** | **Responsible**  **Trainer** | **Number of candidates** | **Number of Invigilators/ Assessors** | **Date** | **Resources** | **Place** | **Time for Publication of Assessment results** | **Observation** |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |
| n |  |  |  |  |  |  |  |  |  |  |  |  |

Note: This tools is filled by Deputy Head-teacher

Done by:

Signature:

Date: …/…../…..