SCHOOL AUDIT REPORT : MATHEMATICS(SCHOOL VISIT)			
SCHOOL:			**DATE :**
PRINCIPAL:			**HOD :**
NAMES OF EDUCATORS :			
GRADES TEACHING THIS YEAR:			
CONTACT NO :			**FAX No.**
RESOURCE FILE	**YES**	**NO**	**COMMENTS**
Course material (all handouts and notes)			
List of available teaching aids			
NCS Policy Documents			
Cass Moderation Guideline 2010			
List of textbooks/prescribed literature			
CAPS Document, 2010/2011			
Pilot Papers Grades 10/11 - 2006/2007			
2 X Grade12 Exemplar papers, 2008			
2008/9/10 final exam papers and memos			
Supplementary Exam Papers 2009/2010			
HOD'S , ADMINISTRATION FILE:	**YES**	**NO**	**COMMENTS**
Educators Records/Timetables			
Copies of control sheets for teachers' files			
Agendas and minutes of subject meetings			
Departmental circulars			
Subject – related correspondence			
Promotion requirements, Grades 10 -12			
Textbook/Stationery control forms Grades 10 -12			

TEACHER'S FILE:	**YES**	**NO**	**COMMENTS**
Table of contents			
Personal detail completed			
Control sheets completed			
Teacher's time table			
Subject Policy			
Work schedule			
Lesson plans			
Copies Informal Assessment Question Papers and Memo's and Mark sheets			
Agendas and Minutes of Cluster meetings			
NCS Policy documents			
Subject related correspondence			
TEACHER'S CASS FILE	**YES**	**NO**	**COMMENTS**
Existence (Does the teacher have one)?			
Cover page			
Table of Contents			
Program of Assessment			
Copies of Formal assessment tasks and memo's			
Mark sheets			

Records of Moderation form			
LEARNERS' EVIDENCE	**YES**	**NO**	**COMMENTS**
Existence (Do the learners have these)?			
Consolidation form			
Formal assessment material			
Evidence of moderation?			
LEARNERS' WORK	**YES**	**NO**	**COMMENTS**
Is quality of work acceptable?			
Is quantity of work acceptable?			
Is work regularly controlled by teacher?			
Is work regularly controlled by HOD?			

LEARNERS' EVIDENCE	**YES**	**NO**	**COMMENTS**
Are portfolios available for perusal?			
Table of Contents			
Formal Assessment Material			
Informal Assessment Material			
Portfolios marked?			
Evidence of supportive comments?			
Is internal moderation done?			
Are assessments realistic?			
Are mark totals in accordance with policy?			
Are portfolios neat and systematic?			

PLANNING ***Annual/ Quarterly***	**YES**	**NO**	**COMMENTS**
Done and available on file?			
Up to date with completed work ticked off?			
Up to date with work schedule?			
Learning Activities Planned completely?			
LESSON PREPARATION	**YES**	**NO**	**COMMENTS**
Done for all grades?			
Filed & available for perusal?			
Correct according to policy?			
PRESENTATION	**YES**	**NO**	**COMMENTS**
Transparency assessment			
LTSMs adequate?			
Are LOs & Assessment standards addressed?			
Homework given at least twice per week?			
Learner's work	**YES**	**NO**	**COMMENTS**
Are books neat?			
Is work regularly controlled by teacher?			
Is quality and quantity of work acceptable?			
Professional attitude	**YES**	**NO**	**COMMENTS**
Co-operation with senior staff members			
Participation in cluster activities?			
Attended orientation workshops			
Attended support meetings in Subject			
Sate Date and Nature of Workshop :			