**UTILISATION OF WORKBOOKS**

**ABOUT THIS INSTRUMENT:**

This monitoring instrument is designed to elicit information on the use of workbooks for **Grade 3 Home Language, Grade 3 First Additional Language**, Language and Grade 6 Mathematics.

This instrument needs to be completed by the official visiting the school in consultation and collaboration with the school principal and class teacher for the selected subject

**Please adhere to the instructions:**

Explain to the Principal and educators whose classes you will be in that you are conducting a survey on access and utilisation of workbooks.

The officials conducting the monitoring should visit two classes in each school.

It is very important that the classrooms which are visited have been selected randomly. Do not allow selection using any other means.

Ask the school principal to provide you with the school timetable and identify the period when the Language lessons, at the Grade 3 level and Mathematics at Grade 6 level, are taking place.

This instrument needs to be completed by the official visiting the school in consultation and collaboration with the class teacher for the selected subject. One monitor will visit the Grade 3 language class (FAL) and the other the Grade 6 mathematics class. If there is only one DBE official visiting the school, the same official must complete the instrument for the Grade 3 Language class and the Grade 6 Mathematics class.

If you are not fluent in the predominant Language that is used to teach in this class, ask the educator to translate any questions or instructions for the learners.

**Section A: Questions to the school principal - Completed by monitors**

**Section B: Questions to the educator- Completed by monitors**

**Section C: Questions to the learners - Completed by the Monitor**

**Section D: Monitor to check the books and complete by the section**

**MONITORING INSTRUMENT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section A: Background To be completed by Principal/HOD** | | | | | | | | | | | | | | | | | |
| **1** | | **Data collector: First name, Surname** | | | | | | | |  | | | | | | | |
| **2** | | **Date of visit: dd/mm/yyyy** | | | | | | | |  | | | | | | | |
| **3** | | **School name:** | | | | | | | |  | | | | | | | |
| **4** | | **EMIS No. :** | | | | | | | |  | | | | | | | |
| **5** | | **District:** | | | | | | | |  | | | | | | | |
| **6** | | **Province:** | | | | | | | |  | | | | | | | |
| **7** | | **Contact Details for the school:** | | | | | | | |  | | | | | | | |
| **8** | | **Principal’s name & surname:** | | | | | | | |  | | | | | | | |
| **9** | | **Class visited:** | | | | | | | |  | | | | | | | |
| **10** | | **When did the school receive workbooks Volume 1 for 2013 academic year?** | | | | | | | |  | | | | | | | |
| **11** | | **Have all the grades received the relevant workbooks Volume 1 with ALL subjects?** | | | | | | | |  | | | | | | | |
| **12** | | **Are there any Volume 1 shortages?** | | | | | | | |  | | | | | | | |
| **13** | | **If the answer to question 12 is yes, what are the shortages? Please provide the workbook details and numbers** | | | | | | | |  | | | | | | | |
| **14** | | **Were shortages reported to the call Centre no 086 100 4357? OR indicated on the POD form? (Please attach PoD)** | | | | | | | |  | | | | | | | |
| **15** | | **What were reasons for the Volume 1 shortages? (Short supplied/ New or late admissions/ wrong language)** | | | | | | | |  | | | | | | | |
| **16** | | **Has the school received workbooks Volume 2 already and was it checked?** | | | | | | | |  | | | | | | | |
| **17** | | **If Volume 2 workbooks were received, are there any shortages?** | | | | | | | |  | | | | | | | |
| **18** | | **If the answer to question 12 is yes, what are the shortages? Please provide the workbook details and numbers** | | | | | | | |  | | | | | | | |
| **19** | | **Were shortages reported to the call centre no 086 100 4357. OR indicated on the POD form? (Please attach PoD)** | | | | | | | |  | | | | | | | |
| **20** | | **What were reasons for the Volume 2 shortages? (Short supplied/ New or late admissions/ wrong language)** | | | | | | | |  | | | | | | | |
| **Section B: Questions to ask the educator- To be Completed by the Monitor** | | | | | | | | | | | | | | | | | |
| **1.Grade:** | | | | | | | | |  | | | | | | | | |
| **2. Subject:** | | | | | | | | |  | | | | | | | | |
| **3. Class teacher’s name & surname** | | | | | | | | |  | | | | | | | | |
| **4.** | **Information about the Language** | | | | | | | | **What is the Language in which the subject is taught in this class?** [Tick () only one option.] | | | | | | | | |
| Afrikaans | | | English | isiXhosa | isiZulu | Ndebele | Sepedi | | | Sesotho | | | Setswana | siSwati | | Tshivenda | Xitsonga |
| 1 | | | 2 | 3 | 4 | 5 | 6 | | | 7 | | | 8 | 9 | | 10 | 11 |
| **5.** | **At which language level is this Subject being offered?** [Tick () only one option.] | | | | | | | | | | | | | | | | |
| Home Language level | | | | | | | | First Additional Language level | | | | | | | | | |
| 1 | | | | | | | | 2 | | | | | | | | | |
| **6.** | **Count and record the number of learners present in this class** [If it is a multi-grade class, only count the Grade 3 or 6 learners.] | | | | | | | | | | Number | | | | | | |
|  | **Indicate the number of learners that should be in the class, (including absent learners-attach class register)** | | | | | | | | | | Number | | | | | | |
| **7. Which CAPS documents is the teacher using?** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **8. Are the DBE workbooks being used for this subject?** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | No | | | Yes | | |
| **8.1** | Volume 1 Workbook (was it used?) | | | | | | | | | | | 0 | | | 1 | | |
| **8.2** | Volume 2 Workbook | | | | | | | | | | | 0 | | | 1 | | |

*-If* ***NO*** *to question 8.1* ***or*** *8.2,* ***skip question 9-12*** *and* ***answer question 13*** *and complete the remaining questions.*

-*If* ***YES*** *to question 8.1* ***and*** *8.2, then* ***answer question 9-12*** *and* ***skip question 12*** *and complete the remaining questions.*

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| **9.** | **Are workbooks the primary or secondary or homework book that learners use?** | | | Primary | | | Secondary | Homework |
| **9.1** | **Please indicate the reason for your answer to 9.** | | |  | | | | |
| **10.** | **What additional resources to the workbooks, do teachers use? Please provide details including titles** | | |  | | | | |
| **11.** | **Do learners use the DBE workbooks in class only, at home only, or both?** | | | In class only | | | At home only | In class and at home |
| 1 | | | 2 | 3 |
|  |  |  |  | | |
| **12.** | **If DBE workbook volume 1 is still being used, please indicate why?**  [*Tick* () *the reason given by the educator.* Do not read out the options.] | | | | | | | |
| **12.1** | For remedial purposes, e.g. some learners haven’t mastered the concepts in the first workbook yet. | | | | 1 | | | |
| **12.2** | We have not completed all the exercises in DBE workbook volume 1 because they arrived late. | | | | 2 | | | |
| **12.3** | Other: | | | | 3 | | | |
| **12.4** | Please specify other | | | |  | | | |

***ANSWER ONLY IF NO to******question 8.1 or 8.2***

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| **13.** | **If you are NOT using the DBE workbooks, please indicate why?** [Do not read out the responses below. On the basis of the educator’s response, tick () the reason given by the educator. More than one reason can be given.] | | | | |
| **13.1** | The school did not receive DBE workbook (volume 1) from the DBE. | |  | | |
| **13.2** | The school did not receive DBE workbook (volume 2) from the DBE. | |  | | |
| **13.3** | Some or all of DBE workbook (volume 1) received were in the incorrect language. | |  | | |
| **13.4** | Some or all of DBE workbook (volume 2) received were in the incorrect language. | |  | | |
| **13.5** | The school received either Volume 1 and/or 2 workbooks too late. | |  | | |
| **13.6** | There were not enough Volume 1 and/or 2 workbooks for all learners. | |  | | |
| **13.7** | The DBE workbooks were at the incorrect language level | |  | | |
| **13.8** | The school received the DBE workbooks, but is not using them or any other workbooks. | |  | | |
|  | | | | | |
| **14** | **The school received the DBE workbooks, but is using their own selection resources. Please indicate the type of resources used:** | |  | | |
| **14.1** | Other workbook, please indicate the title: | |  | | |
| **14.2** | Teacher developed exercises | |  | | |
| **14.3** | Textbook exercises | |  | | |
| **14.4** | Other (please specify) | |  | | |
|  | The following questions relate to utility of the workbooks for usage by teachers. Answers should be provided through a Yes/No response as well as provision of motivation for the response provided | | | | |
|  |  | **Yes** | | **No** | **Motivation** |
| **15.** | Has the workbook assisted you in covering the required curriculum? |  | |  |  |
| **16.** | Is the pace of the workbook appropriate to ensure curriculum is covered in a holistic meaningful manner? |  | |  |  |
| **17.** | Have the workbooks assisted in teaching? |  | |  |  |
| **18.** | Have the workbooks assisted in assessing core skills for learners |  | |  |  |
| **19.** | Have the workbooks assisted you in providing learners with feedback? |  | |  |  |

**Section C: Questions for learners -To be completed by the Monitor**

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| --- | --- | --- | --- |
| **1** | **For learners who have their workbooks on the day of the visit count the number of learners who are able to show you the DBE workbooks?**  [Only count the DBE workbooks. Do NOT count workbooks that were published by an organisation other than the DBE, that were photocopied, that are in a language other than the one specified above, or that are used by learners not currently present in the class.] | Volume 1 | Volume 2 |
| # | # |

***Note: If workbooks are kept by the educator, please count the number of workbooks (Volume 2) available****.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2.** | **For learners who DO NOT have their DBE workbooks present on the day of the visit, ask them to stand up and count the number of learners that say YES by show of hands for each of the questions listed below.** | | | |
|  | | | **Volume 1** | **Volume 2** |
| **2.1** | Did you receive the DBE workbook? | | # | # |
| **2.2** | Did you leave the DBE workbook at home? | | # | # |
| **2.3** | Did you lose the DBE workbook? | | # | # |
| **2.4** | Are you sharing a DBE workbook with anybody else? | | # | # |
| **2.5** | Any other reasons? | | # | # |
| **2.6** | Please specify other | Specify | | |

**SECTION D: TO BE COMPLETED BY THE MONITOR**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **1**. **Identify the first and last date for which written exercises have been recorded.** | | | | | | | | | | | | | | | |
| Note:   * In order to respond to the questions below the monitor is required to request 4 workbooks from the teacher; 2 of the best learners, 2 from the worst performing learners. * When recording the date of the first exercise, look at all the books that you have been given for the learner and record the earliest date when work was done. This should be at the beginning of the book/s. * When recording the date of the last exercise, look at all the books that you have been given for the learner and record the date of the last (or most recent) exercise. * If work is not dated, use the date given by the teacher when signing. If this is not evident, specify that no date was provided. | | | | | | | | | | | | | | | |
| **Date of first exercise** | | | | | | | | | **Date of last exercise** | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| **2. Number of exercises covered each month in the DBE workbooks** | | | | | | | | | | | | | | | |
| **Note:**   * Page through the DBE workbook/s and record the number of written exercises that of 1 of the best learners and 1 of the weaker learners completed in each month. An exercise or task in this case is defined as any work covered on a given date in a workbook (refer to the guideline on exercises) * If more than one exercise is done on a particular day, do not count each exercise as a new exercise for that day. Count this only once. * If no evidence of a particular exercise was seen in a month, record the month as zero. | | | | | | | | | | | | | | | |
|  | | Jan | Feb | March | April | May | June | | | July | Aug | Sept | Oct | Nov | Undated |
| Total no. of exercises (best learner) | |  |  |  |  |  |  | | |  |  |  |  |  |  |
|  | | Jan | Feb | March | April | May | June | | | July | Aug | Sept | Oct | Nov | Undated |
| Total no. of exercises (weaker learner) | |  |  |  |  |  |  | | |  |  |  |  |  |  |
| **2.1** | **Does the teacher provide any feedback in the books?** | | | | | | | | | | | | | | |
| No | | | | | | | | Yes | | | | | | | |
| **2.2** | **If yes to 2.1; how often** | | | | | | | Always | | | Sometimes | | | | |

**If YES, to question 2.1, complete question 3. If NO, leave blank**.

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| --- | --- | --- | --- |
| **3.** | **What kind of feedback is provided?** | | |
| Only indicates correct and incorrect  (i.e. ticks and crosses only) | | | Indicates with ticks and crosses as well as comments |
| 1 | | | 2 |
| **4.** | | **Any comments** or recommendations on usage and assessment? | |
|  | |  | |
| **4.1** | | Additional comments | |

**Name of Educator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of DBE Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SCHOOL STAMP**