

**APPRAISAL FORM**

**(To be used for teaching staff on promotion/ formal appraisal)**

**Teaching**

**Special Duty**

**Name of Appraisee :** \_\_\_\_\_

**Name of Appraiser(s) :** \_\_\_\_\_ **Title:** \_\_\_\_\_  
(Teaching)

\_\_\_\_\_ **Title:** \_\_\_\_\_  
(Special duty)

**Subject Panel :** \_\_\_\_\_

**Appraisal Period :** \_\_\_\_\_

The Appraisal Form itemizes points of appraisal as regards teaching and special duties (if applicable). The teaching part looks into three aspects: (1) general performance (2) subject-related performance and (3) special focus areas for appraisal. The items in (1) are the same for all teachers; those in (2) same across a subject panel (or a section of it); and those in (3) are specific to each appraisee, which may or may not overlap with items in (1) and (2).

Whether the appraisee meets the requirements or not will be judged according to the standard requirements of the particular rank he/ she is in.

**PART I -- TEACHING**

*General*

Appraisal Items	Fails to meet requirements	Meets requirements	Exceeds requirements	Far exceeds requirements
Preparation and planning for lessons				
Knowledge of subject matter				
Use of CL and MT				
Instructional delivery/ IT application				
Resourcefulness				
Effective classroom management				
Creation of favourable classroom learning atmosphere				
Relationship with students during lessons				
Addressing students' diverse needs in learning				
Setting of test and exam papers				
Marking of test and exam papers				
Participation in the work of subject panel				
Support and monitor the students' use of English/Putonghua in class				

*Subject related* (Subject: \_\_\_\_\_ )

Appraisal Items	Fails to meet requirements	Meets requirements	Exceeds requirements	Far exceeds requirements

*Focus area(s)*

Appraisal Items	Fails to meet requirements	Meets requirements	Exceeds requirements	Far exceeds requirements

Additional comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Appraiser (Teaching) : \_\_\_\_\_

Date : \_\_\_\_\_

**PART II -- SPECIAL DUTY**

Duty: \_\_\_\_\_

Appraisal Items	Fails to meet requirements	Meets requirements	Exceeds requirements	Far exceeds requirements

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Appraiser (Special Duty) : \_\_\_\_\_

Date : \_\_\_\_\_