

CHECKING OF PUPILS' EXERCISE BOOKS

Teacher : _____
 Subject : _____
 No. of Books Checked : _____

T.P.F. : _____
 Class. : _____
 Class Roll : _____
 Date : _____

NO	CRITERIA		
1	Cover and Labels		Neatly covered and labeled
			Fairly clean and tidy
			Untidy and needs a chance
2	General Condition of Book		Neatly kept
			Fairly well kept
			More care to be taken
3	Marking of Work Book		Marking thorough and up to date
			Generally up to date
			Mistakes to be checked thoroughly
4	Corrections		Done regularly
			Some needs to be reminded
			Needs to be emphasized a lot
5	Checking of Corrections		Well checked
			Occasionally checked
			More stressed to be made
6	Layout and Spacing		Neat and clearly written
			Acceptable but needs improvements
			Needs a lot of stressing
7	Standard of Work/ Neatness/ Penmanship		Neat and tidy
			Generally good handwriting
			Writing and neatness needs improvement
8	Usage of Pages/ Wastage of Paper		Pages used wisely
			Fairly well used
			A lot of space left
9	Coverage of Work		Thorough, relevant and sufficient
			Reasonably sufficient
			More written work required

General Remarks and Suggestions:

Class Teacher's Signature		Date: ____/____/____
A /H Teacher's Signature		Date: ____/____/____
Head Teacher's Signature		Date: ____/____/____