Quality Control Notice

Teacher: _____ Class: _____ Date: ____/____/____ ( )

A Preparing Class □ Come in less than 30 minutes before the class. □ Get in Class without singing the Teaching Schedule. □ Not well prepared before class.	**B Executing Class** □ Late for Class. □ Two more times fast or late for Teaching Schedule build in the class file. □ Break time longer than the normal schedule. □ Nonsense during Class time.
C Quality Control □ Did not fill in the quiz score in the class file for class higher than Stage B. □ Didn't keep the class log. □ Didn't have the quiz without prior notice. □ Didn't run the Final Test Procedure or Quiz Comments. □ School Check not completed.-- ＊ Students didn't hand in homework:_____ ＊ Students didn't finish homework:_____ ＊ Homework that teacher didn't finish marking:_____ (Please improve this within 3 days and hand in the books again.)	**D Parents Communication** □ Words for parents. At least one time on the communication book per week. □ Didn't feedback parent's notice on the communication book. **E Students Need Help:** □ Students who have quiz scores lower than 70 continually for 2times or 3times in one term totally.
Teacher's Feed Back For Improvement: **Teacher's Signature:_____**	

School lady: _____ / Head Teacher: _____ / School Manager: _____

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