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| **#** | **Task** | **0** | **1** | **2** | **3** | **4** | **5** |
| 1 | Creating class lists |  |  |  |  |  |  |
| 2 | Setting Up and Keeping Class Mark Book |  |  |  |  |  |  |
| 3 | Doing Absentee Checks |  |  |  |  |  |  |
| 4 | Circulating Memos to Staff |  |  |  |  |  |  |
| 5 | Chasing up Students to Submit Late Work |  |  |  |  |  |  |
| 6 | Drawing up New and Revising Worksheets & Student Notes |  |  |  |  |  |  |
| 7 | Setting Tests and Examinations |  |  |  |  |  |  |
| 8 | Marking Examination/Test Scripts |  |  |  |  |  |  |
| 9 | Writing Reports |  |  |  |  |  |  |
| 10 | Preparing Ministry Schedules of Student Promotions |  |  |  |  |  |  |
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