



A Sample Assessment Conducting Process for Hiring Teachers at High School Level

Mr. R Murali

¹Assistant Professor in English, S.A. Engineering College, Chennai,
windsorpark.murali@gmail.com

Dr J John Sunil Manoah

²Subject Expert, Equitas Development Initiatives Trust, Anna Salai, Chennai,
jjsmanoah@gmail.com

Dr Jagan Babu K

³Assistant Professor in English, SRM Institute of Science and Technology, Chengalpattu
jaganbak@srmist.edu.in

Abstract

Assessment has become mandatory in every recruitment process nowadays, as most institutions prefer hiring candidates those not only those who are qualified and eligible but also who are high in subject competency and excel in other essential skills for teaching. It is also designed to ensure drafting the correct form of assessment and asking the right form of questions. This article gives an outline and detailed description of the assessment format which can be conducted for hiring teachers at the high school level.

Keywords: Assessment, Format

Abbreviations:

Introduction

The process of assessing someone to know their capabilities of doing it in a way according to the vision and the mission of management is called assessment. It cannot be conducted to someone without a prescribed format and without proper instructions. Thence, instructions are the highest priority when it comes to conducting assessments which need to be very clear and crisp for the candidates who are undertaking it. Here in this article, we shall discuss a sample format and instructions to design the format of the assessment.

TCA: Teacher Competency Assessment:

- i. TCA consists of 2 parts: – 1 & 2.
- ii. Part 1- is a Communication Skill paper focused on assessing candidates' teaching aptitude & English language skills as expected for the block.
- iii. Part 2 is a paper to assess the candidate's subject knowledge and hence is prepared separately for blocks 1,2,3 &4 as KG, MT- Std I-II, B2- Std III-IV, B3-Std V-VIII, B4- Std IX-X and B4-Std XI & XII.
- iv. For a candidate to be appointed in a particular block he/she should clear the respective subject paper in that block only.
- v. Hence care shall be taken while giving the TCA QP to candidates.
- vi. Important: Candidates considered for teaching in Kindergarten should write the KG TCA only.
- vii. Candidates who have not qualified in B2 or B3 or B4 if interested, have to go through complete KG-TCA (paper 1,2 & demo & subject interview) of the lower block. They cannot be moved to the lower block directly.
- viii. The time together for both papers: 1 hour 30 minutes for Block 1 & 2 while 2 hours for blocks 3 & 4 for Mathematics & Science that involves calculation. Please allow for 30 min more in B4 if the candidate requests.
- ix. Examination decorum to be maintained during TCA. The candidate's mobile shall be collected by the examiner. There should be one teaching staff to invigilate the candidate.

About TCA (Teacher Competency Assessment):

- a. No separate top sheet. The candidate has to write their name on both papers.
- b. Candidate has to write the answers in full in the answer sheet/response sheet.
- c. All questions that require calculations to arrive at the best option need to be solved and shown adjacent to the question or in the answer script. If there are no calculations shown as per the question, marks may not be awarded.
- d. For Mathematics & Science, it is critical to understand how the candidate has arrived at the answer. Hence, candidates are to be guided to show calculations.

- e. Schools shall provide extra sheets & time if required.
- f. Candidates shall write in blue pen only. Schools to ensure that the candidate does not first write in pencil and then change it to pen. They have a choice to strike out their answers and rewrite if they wish but to a maximum of 3 questions only in each part.
- g. The teacher who corrects the paper has to write his/ her name & duly sign with the date in the space provided.
- h. Principal shall endorse both TCA part 1 & 2 papers.
- i. Final candidate assessment sheet shall be filled in by the Principal only.

Demo class:

- a. Candidates who qualify for TCA shall be asked to take a demo class in front of the committee.
- b. Topic and subject will be given on the spot.
- c. The candidate can be given 15-30 minutes time to prepare for the class.
- d. Candidate will prepare a lesson plan and submit it to the observer.
- e. Demo class will be observed by the Principal along with the coordinator or a senior teacher who is good in the said subject, for IX-XII class teachers. For the lower class Principal shall observe along with the block coordinator.
- f. The candidate has to take a demo class for 15- 20 minutes.
- g. The principal should capture the feedback of the demo class.

Interview with Principal

If the candidate gets qualified in both TCA& Demo, then the candidate will be interviewed by the principal. Key assessment areas during the interview:

- i. Passion for teaching
- ii. Verbal communication in English.
- iii. Child friendliness
- iv. Cultural fitment

The principal will assign a score out of 5 in each of the above 4 parameters & present the total in percentage. The Principal shall submit the candidate assessment sheet along with the KYC documents to HR.

Subject Competency Matrix

S.NO	Aspects	Assessment	Rating out of 5
1	Subject Knowledge	The number of questions answered correctly / Number of questions asked.	5- 90-99% correct 4- 80-85% correct 3-70-75% correct 2- 60-69% correct 1- Less than 60% correct
2	Skill-Teaching Method	Based on the discussion of the various methods to be adopted to teach a particular topic. We can ask the candidate the following: 1. To explain the various methods. 2. Can give a topic and ask them how they will explain. What method? 3. Give examples of case studies for the topic. 4. Give examples relevant to student school & home life regards the topic. 5. Teaching topics with mathematical concepts- methods	5- Can approach through multiple ways – at least 3 types innovatively giving a lot of relevance to life examples & case studies. 4- At least 2 3- At least 1 innovative way other than the lecture method. 2- Is aware of methods but could not connect 1- lecture method only (Can use the rating metrics of 1 also.
3	Desire	Is passionate, and enthusiastic while answering and displays a very keen interest to communicate well with the interviewer and prove	Rating is discretionary. Comments can be added to support the rating by the interviewer.

		<p>his mettle.</p> <p>Listens well to feedback or suggestions given by the interviewer.</p> <p>Can provide methods of specialized training for low achievers and gifted children during extended school hours.</p>	
4	English Language Communication	<p>Excellent</p> <p>Very good</p> <p>Good. Can learn.</p> <p>Not suitable</p>	<p>5- Excellent</p> <p>4- Very good</p> <p>3- meets requirement</p> <p>2- not suitable</p> <p>Candidates below 2 can't be considered.</p>
5	Overall impression	<p>Excellent</p> <p>Very good</p> <p>Good. Can learn.</p> <p>Not suitable</p>	
Interviewer's special comments if any			

Candidate assessment sheet: (to be filled by Principal ONLY)

Key information to be collected and documented on the review sheet: (Dash board)

A	B	C
<ul style="list-style-type: none"> • Post applied for • Years of experience • Reasons for leaving the current school • Married/single/children • Family- joint/nuclear 	<ul style="list-style-type: none"> • Class managing skills- ask a couple of questions related to common classroom scenarios and check their responses whether they align or can be made to align with our system. 	<ul style="list-style-type: none"> • Check for which class the candidate will be suitable • Check if the candidate accepts the class we can offer. • Last drawn salary

<ul style="list-style-type: none">• Commuting to school – distance & mode• Family plans if married• For block 4, check for stability, service longevity.	<ul style="list-style-type: none">• English communication skills<ul style="list-style-type: none">• Any 2 high performances in the candidate's career or life as narrated by the candidate & how they achieved. (Can use this to understand the candidate's passion & commitment. Also as an indicator of culture fitment as we set goals & talk about the right efforts to get the results).	<ul style="list-style-type: none">• Expected salary• Notice period – Whether they can join on the staff reopening day for the new session (if selected)
--	---	--

Conclusion

The above-prescribed policy is drafted for the benefit of institutions that are looking to standardize the assessment policy while hiring candidates and I hope that the format will help the start-up institutions to establish themselves to a greater extent.

References

- 1) Manoah, J John. "Formulas for being expertise in classroom and students handling." *IRA International Journal of Education and Multidisciplinary Studies* (ISSN 2455-2526) [Online], 3.1 (2016): n. page. Web. 4 Oct. 2016
- 2) Manoah, John Sunil. "The scheme of implementing Active Learning Methodologies for the students of rural areas." *IJAR Indian Journal of Applied Research* (ISSN 2249-555X) Vol 1, Issue 10 Oct. 2016
- 3) Manoah, J. J. S., & John, J. (2015). *Formulas for Effective Teaching and Classroom Management*. *Language in India*, 15(2).