



**GOVERNMENT OF THE REPUBLIC OF KENYA**

# **MINISTRY OF EDUCATION**

## **LITERARY ANALYSIS TEXTS SUBMISSION, EVALUATION AND APPROVAL GUIDELINES**

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## DOCUMENT 1

### INVITATION TO SUBMIT PRINT LITERARY TEXTS FOR LITERATURE IN ENGLISH AND FASIHI YA KISWAHILI FOR EVALUATION AND APPROVAL 2021

The Kenya Institute of Curriculum Development wishes to invite Publishers registered or legally represented in Kenya to access the **Literary Texts – Submission, Evaluation and Approval Guidelines 2021**. These Guidelines contain details on what to submit, conditions for and of submission, and the system of assessment.

The **Literary Texts – Submission, Evaluation and Approval Guidelines, 2021** may be downloaded from the Institute website [www.kicd.ac.ke](http://www.kicd.ac.ke)

All submissions should be received at the Institute not later than **16<sup>th</sup> April 2021**, and must be accompanied by the appropriate amount of evaluation fees in **banker's cheque** payable to the **Director KICD**.

The literary texts should be submitted for **Secondary Form Three & Four students, and Teacher Trainees in Teacher Training Colleges**. The Materials presented for Evaluation and granted Approval will be used in Kenyan Educational Institutions.

All enquiries should be directed to:

The Director/ Chief Executive Officer,  
Kenya Institute of Curriculum Development  
Desai Road, Off Murang'a Road  
P O Box 30231 – 00100

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## DOCUMENT 2

### LITERARY TEXT MATERIALS SUBMISSION, EVALUATION VETTING AND APPROVAL 2021

NO	ACTIVITY	PROPOSED DATES	STATUS/ NEW DATE
1.	Formal invitation of Submission Announcement	22 <sup>nd</sup> February 2021	9 <sup>th</sup> April 2021
2.	Preparation of Bids for Submission by Publishers	22 <sup>nd</sup> Feb – 17 <sup>th</sup> March 2021	Done
3.	Final date for each interested Publisher to formally confirm the materials to submit	1 <sup>st</sup> March 2021	Done
4.	Deadline for Submission of Literary analysis Texts	17 <sup>th</sup> March 2021	16 <sup>th</sup> April 2021
5.	Completion of Evaluation process	6 <sup>th</sup> April 2021	16 <sup>th</sup> May 2021
6.	Vetting of Evaluation Report by CTC	13 <sup>th</sup> April 2021	17 <sup>th</sup> May 2021
7.	Formal Approval of CTC's Recommendations by KICD Council	15 <sup>th</sup> April 2021	18 <sup>th</sup> May 2021
8.	Release of Evaluation Results	16 <sup>th</sup> April 2021	21 <sup>st</sup> May 2021
9.	Submission of corrected copies	21 <sup>st</sup> May 2021	23 <sup>rd</sup> July 2021

## DOCUMENT 3

### **SUBMISSION, EVALUATION AND APPROVAL GUIDELINES FOR LITERARY ANALYSIS TEXTS 2021**

The Guidelines below provide detailed procedures for submitting Literary Analysis Texts for Evaluation and Approval. These are materials intended for Secondary School students, Form 3 and 4, and Teacher Trainees in Teacher Training Colleges.

#### **3.1 ELIGIBILITY**

Interested parties should note that submissions will only be accepted from Publishers who are legally incorporated and registered in Kenya, and who can therefore provide, on request, valid certification of such incorporation or company registration and legal operation.

Publishers who wish to submit materials on behalf of firms that are not locally registered should make available a certified copy of the Agency Agreement or Representation Authority.

Membership of the Kenya Publishers Association (KPA) is recommended.

#### **3.2 SUBMISSION AREAS**

Eligible Publishers are invited to submit literary analysis texts in the specified areas provided below:

##### **3.2.1 Curriculum Subjects:**

**1. *English***

Literature; Novel, Play, Anthology

**2. *Kiswahili***

Fasihi ya Kiswahili; Tamthilia, Riwaya na Hadithi Fupi

#### **3.3 PROCESS TIME TABLE**

Document 2 provides the Time Table for the process from Invitation to submit materials to the Submission Deadline, Evaluation and related activities, to Release of Evaluation Results and submission of corrected copies. The Time Table is expected to guide the activities that constitute the process. All parties are required to adhere to the set timelines. In the event of any need for change in any item on the Time Table, consensus will be sought from all concerned.

#### **3.4 EVALUATION AND APPROVAL METHODOLOGY AND CRITERIA**

The Evaluation stages and Approval Methodology are provided in **Doc. 4**. The Criteria for Evaluation are presented as **Docs 5** for the information of the interested or participating Publisher.

#### **3.5 CATEGORIES FOR SUBMISSION**

The choice of subject area and category of material (s) to submit is entirely at the discretion and judgment of the interested or submitting Publisher. A Publisher can submit in as many subjects and categories as possible. Each Submission will be evaluated solely in terms of its relevance and suitability for the requirements of the specific curriculum area and categorization as outlined in the Evaluation Criteria.

### **3.6 SUBMISSION REQUIREMENTS**

#### **3.6.1 Status of Materials**

Materials to be submitted for Evaluation and consideration for Approval should strictly be finished products demonstrating the format, extent and proposed physical technical production specifications. **THEY MUST BE WITHOUT MARKINGS OR LABELS THAT CAN IDENTIFY THE AUTHOR, EDITOR OR PUBLISHER**

#### **3.6.2 Relevance to the Curriculum**

- The Content in the Materials to be submitted should be;
  - relevant to the curriculum needs
  - of good quality
  - compliant with the Kenyan education policies
- Generally, whatever the category, the materials being encouraged for submission are those that:
  - feature Kenyan content and examples wherever relevant, and appropriate according to the curriculum subject.
  - are sensitive to societal values and therefore exhibit effort at featuring contemporary and emerging issues.
  - represent the Kenyan cultural, ethnic and environmental diversity in text, illustrations and examples, wherever it is considered appropriate and relevant.

#### **3.6.3 Submission Quantities**

- The interested Publisher is not limited as to category or subject. Thus, the Publisher may submit materials in all the categories and subjects, and as many different titles as the Publisher may wish.
- Each book title should be submitted in six (6) Copies.

#### **3.6.4 Submission Packaging, Labeling Requirements and Presentation**

Publishers will necessarily provide the following:

- A covering letter on the firm's letterhead giving a summary of the categories and quantities submitted.
- A detailed profile of each submission, featuring;
  - Category
  - Title
  - Full list of Author(s) or Producer(s)

**Note:**

The Publisher will be required to provide the full and actual names of **each** Author or producer. Where pen-names are used on the Materials, the Publisher or Producer shall be required to supply the true identity of such author(s)/producers under Confidential Cover.

Further, it will be mandatory for the Publisher to confidentially provide the full list of all those who participated in the development of materials under plural bodies such as Life Skills Promoters, etc.

- Publisher's name (Submitting and Actual Publisher, as necessary)
- Year of Publication or Production
- Extent (Number of Pages)
- Maximum retail Price

**Note:**

For all the Materials where the Publisher is playing an agency role, the maximum retail Price for each of the foreign firm Submission should be converted to Kenya Shillings and presented as such.

- The Correct amount of Evaluation Fees (Section 3.8) should be paid in Banker's Cheque, payable to the Director, KICD.
- Each set of materials should be packaged separately by category, subject and clearly labeled. Each packet or package must bear the Publisher's identity.
- Any Publisher(s) representing non-locally based firms should handle the packing for self and partner's separately, being careful to clearly indicate category and subject for each submission.
- Each Publisher will present their materials as follows:
  - A large envelope containing the Covering Letter and Other Supporting Documentation as outlined under **Section 3.6.5**.

**Note:**

Publishers submitting for other firms must ensure that documentation from each of the firms is presented separately.

The Covering Letter should be addressed to the Director, KICD. The large envelop should bear the Publisher's details

- Large Carton(s) containing the items of Submission for Evaluation. Each category should be packaged separately by subject and clearly labeled.

**Note:**

In the case of Publishers representing foreign firms, the materials from different firms must be packaged separately by category, subject and labeled accordingly.

### **3.6.5 Supporting Documents**

Supporting Documentation should be presented in a separate envelop, which will be clearly labeled on the outside **SUPPORTING DOCUMENTATION**. This envelop should contain:

- The Submission Covering Letter

- Evidence of official registration and incorporation in Kenya
- Evidence of Agency Agreement or Representation Authority, for Publishers acting on behalf of foreign firms
- Proof of operational premises
- Profile(s) of the Material(s) being submitted, featuring the information outlined under **Section 3.6.4**

### **3.7 MINIMUM PHYSICAL TECHNICAL SPECIFICATIONS AND TYPE REQUIREMENTS**

All materials presented for Evaluation and Approval must satisfy the requirements as specified in the necessary instruments. To be considered for Approval, materials should be strongly bound and finished to withstand common constant handling and basic environmental conditions. The quality of text paper, cover card and binding styles are therefore critical to the eventual decision on the product or proof.

The specifications provided below are minimum. Materials produced to more superior physical quality are welcome or encouraged.

#### **3.7.1 Minimum Physical Production Specifications**

These specifications apply to all submitted materials as necessary.

A tolerance of 2% will be allowed in the determination of whiteness and opacity of text paper.

- **Type face:** This is left to the discretion of the submitting publisher, but guided by what is produced under **Section 21.3 below**.
- **Text Paper:** 70 gsm, MF, woodfree offset with a minimum 85% whiteness and 85% opacity. A tolerance of approximately 2% will be allowed in the evaluation of whiteness and opacity due to unavoidable minor variations from different methods of testing.
- **Cover Card:** A minimum of 240 gsm one-sided coated white art board with grain direction parallel to spine and with 12-micron lamination or high gloss UV finish.
- **Binding Styles for Books:**
  - a) **Extents up to 96 Pages:**  
Saddle stitched, 2 rustless metal wires, evenly spaced from head to foot, cut to correct length and fully closed in centre. Covers scored, one score, and trimmed flush.
  - b) **Extents over 96 pages:**  
**Thread-sewn or thread sealed sections with minimum four stitches and fully glued on spine** and up to, but not exceeding, the hinges using appropriate, flexible adhesives. Sections must be fully glued to covers to make square spine. Cover four-scored to provide minimum 6 mm and maximum 8 mm hinges fully glued front and back. Cut flush. The application and use of appropriate glues, which maintain flexibility during the expected book life and do not dry out or crack, will be particularly monitored during evaluation and usage.
- **Formats for Books:** B6 (The dummies submitted for evaluation can be spiral bound)

### 3.7.2 **Font Type and Sizes**

a) **Font Type** may be at the discretion of the publisher. Publishers should ensure that the Font type and line spacing selected will provide for user friendliness and maximum readability.

b) **Type sizes**

Level	Minimum Type Size
Secondary	12 pt

### 3.7.3 **Additional Production Issues**

Page design and layout should be appropriate for the level and subject. It should aim for attractiveness and ease of use by both teacher and learner. Page design should enhance readability and usability. Appropriate margins should be used.

### 3.8 **COSTS OF DOCUMENTATION, SUBMISSION, EVALUATION AND APPROVAL**

The costs of Evaluation and Approval cannot be fully met by the fees paid in by Publishers. The fee levels provided here therefore are intended to enable KICD raise sufficient resources towards realizing the requisite Instructional Materials to support implementation of the national curriculum. The documentation cost and Evaluation fees for the 2021 submissions have been established as follows: -

Item or Category	Cost or Fees (Kshs)
------------------	---------------------

#	Item	Rate
1.	Submission Document	Free
2.	Submission and evaluation Fee	140,000
3.	Corrections inputting	100,000

### 3.9 **CLARIFICATION OF DOCUMENTS**

Participating Publishers, who may wish certain sections of the *Submission Evaluation and Approval Guidelines* literally analysis texts clarified, will be required to formally notify the Director KICD. The Institute will respond to any such request accordingly, provided the enquiry is not made within 14 days to the Submissions deadline.

Written copies of the KICD response to such an application will be sent to the firms and local representatives of all participating Publishers.

#### **NOTE**

At any time prior to the Submissions deadline, KICD may, for justifiable reason, whether at own initiative or acceding to a Clarification and/or request from a Participating Publisher, modify the submission document by Amendment(s) and mail such Amendment(s) to all Participating Publishers.



Further, in order to afford participating Publishers reasonable time to take any Amendment(s) into account in preparing their materials for Submission, the KICD may, at its own discretion, vary the Submissions deadline backwards by a reasonable period, and therefore prudently reorganize the activities that come after the Submissions deadline accordingly.

### **3.10 REVIEW OF AND AMENDMENT(S) TO THE LITERARY TEXTS EVALUATION GUIDELINES**

Whenever an Evaluation of literary texts is scheduled, KICD will review and propose amendments to the Guidelines in the context of experience. The prospective submitting Publishers or their Agents and relevant stakeholders will be notified of the review and amendments to enable them make submissions to the review process, as appropriate.

## DOCUMENT 4

### **MATERIALS EVALUATION AND APPROVAL METHODOLOGY**

#### **4.1 MANAGEMENT, ADMINISTRATION AND EVALUATION**

The Submission, Evaluation and Approval of literary text is a very involving process. The operations that constitute the process are outlined in the established guidelines. Thus, the *Submission, Evaluation and Approval of Literary Analysis Texts Guidelines* governs the process.

The Curriculum Technical Committee (CTC) directs and supervises the programme. The Committee advises the KICD Council on all matters pertaining to Curriculum Support Materials from time to time.

The Director is responsible for all the Submission and Evaluation activities, and advises the Committee on the Subject Evaluation Panels' and the Technical Specifications Evaluation Team's recommendations for consideration for Approval.

#### **4.2 APPOINTMENT AND MANAGEMENT OF SUBJECT EVALUATION PANELS**

The Kenya Institute of Curriculum Development and the Directorate of Quality Assurance & Standards have a joint committee that is charged with the identification of suitably qualified Evaluators and recommending the proposals of such educational professionals to the evaluation office for scrutiny, approval and appointment. Each Evaluation Panel should have five (5) members, all of them specialists in the subject they are Panelists in. In the interest of objectivity and fairness, membership in each and every Evaluation Panel is drawn from varied education experiences. Thus, each Evaluation Panel will comprise: -

- A Curriculum Development Specialist of the subject, nominated by KICD, who must have knowledge of the curriculum for which Instructional Materials are to be evaluated.
- A Subject Specialist representative of MoE's Directorate of Quality Assurance & Standards, nominated by the Director Quality Assurance & Standards.
- A Subject Specialist Teacher Educator nominated by KICD from among the Teacher Education Colleges and or Universities.
- At least two (2) experienced actively practising Subject Specialist Teachers, nominated by KICD, from across the schools nationwide.

Each Subject Evaluation Panel (SEP) will be sufficiently processed through training in the techniques of literary analysis texts evaluation according to the relevant criteria and approach as specified in Document 5.

#### **4.3 EVALUATION STAGES**

The Evaluation process will be conducted in three (3) stages:

##### ***4.3.1 Preliminary Evaluation***

The Institute Director will verify that each Publisher meets the Eligibility requirements and is Responsive in terms of the stipulated submission procedures.

Publishers that do not meet the Eligibility and Responsiveness requirements will have their materials rejected and will not have any item proceed to the next stage of Evaluation.

Equally, any bid that will not be responsive in terms of the conditions outlined in **Section 3.7** will be discontinued from further Evaluation.

#### **4.3.2**      ***Technical Specifications Evaluation***

Submissions that fully satisfy the Eligibility and Responsiveness conditions will be evaluated on the basis of the Technical Specifications Criteria as provided in **Document 3 Section 3.7**. Any deviations that may be detected under the Technical Specifications Criteria shall be documented in the manner the Technical Specifications Evaluation Team will have been trained. It will be indicated whether such a deviation is minor or major to facilitate the decision of the reconcile with Ministerial Instructional Materials.

It should be noted that Compliance with the specified minimum physical technical production specifications is mandatory, and that any material that does not satisfy any of the stated relevant quality will be discontinued from proceeding to the next stage of Evaluation.

#### **4.3.3**      ***Evaluation on Content Quality and Presentation***

The mode of Evaluation of Content Quality and Presentation will be participatory. This is the arrangement where members of each Panel will be issued with a copy of the materials under Evaluation to read individually for a set period of time as they make brief notes. Each Panel will have a Chair and Secretary from among the five (5) Panelists. At an appointed time, the Panel will go into plenary to discuss the material being processed and consensually score on the necessary Mark Sheet. The brief notes taken during the reading will be useful at the point of discussion. The Panel Secretary will insert the agreed score in the relevant part as she or he takes minutes. This is the treatment that every item assigned to the Panel will be given.

There is a threshold in certain criteria, but every category has an overall threshold. Publishers are invited to acquaint themselves with the set of criteria for all the categories they intend to present materials in. There are, for example, sections which could lead to possible disqualification of a material. Much attention is necessary for such sections.

#### **4.4**      **RECOMMENDATION AND APPROVAL**

- The Director/CEO or his representative will ensure that all materials are accounted for at every Evaluation stage.
- After the Subject Evaluation Panels (SEPs) and Technical Specifications Evaluation Team conclude their Evaluation, the Director will scrutinize all the Technical Reports (TRs) for **every** processed submission.

- The Director or his representative will compile and consolidate all the TRs into a Comprehensive Evaluation Report (CER).
- The CER will be tabled before the Curriculum Technical Committee (CTC)
- The CTC will study and interrogate both the qualitative and quantitative reports carefully.
- After the Committee is satisfied that the Evaluation has been conducted in accordance with the laid down procedures, it will adopt the CER and make recommendations to KICD Council.

The decisions of the Council will be presented to the Principal Secretary (PS), MoE, for ratification, approval, and authority to release the Evaluation results and to publicize the Approved Materials through the Orange Books.

#### **4.5 RELEASE OF EVALUATION RESULTS**

When the Principal Secretary, MoE is satisfied that the KICD Council has fulfilled its mandate, and that the process has been conducted in keeping with the Policy Stipulations, she or he will Approve the Council's recommendations and grant Authority for Release of the Evaluation Results, and publicizing of the successful titles by including them in the next Edition of the Orange Book once all corrections suggested by the SEP are incorporated with guidance by the curriculum development officer in charge of the learning area.

After the approval by the Council, the Director/CEO KICD will compile the necessary lists for each Publisher.

The Notification of performance for each Publisher will formally be communicated to all participating Publishers by the Director, KICD.

#### **4.6 PUBLISHERS' ACCESS TO DETAILED EVALUATION MARKS**

In the interest of Transparency, participating Publishers have the right to access Evaluation reports of their own titles. This service will be rendered within the Institute for a period of thirty (30) days from the date of Notification of Evaluation Results.

#### **4.7 SIGNING THE REGISTER**

Successful Publishers are required to sign the Register of Approved Instructional Materials within two (2) months after the release of the Evaluation Results with all suggested corrections incorporated. They should provide the profile of each Approved title. This detailed information will be used by the Director QAS in updating the **Orange Books**.

#### **4.8 EVALUATION REPORTS**

After release of the Results, the Director KICD will roll out the process of providing participating Publishers with brief Evaluation Reports for all evaluated materials and initiate the process of corrections inputting which will lead to issuance of approval letters. Each publisher whose material is granted Approved Status **MUST** submit to KICD ten (10) gratis copies for use in the Institute libraries, archiving and referencing.

#### **4.9     OFFICIAL LISTS OF INSTRUCTIONAL MATERIALS: THE ORANGE BOOKS**

All materials that are finally awarded Approved Status shall be integrated into the relevant Parts and Sections of the existing Official Lists of Instructional Materials (**Orange Books**).

Publishers whose materials are successful will be required to confirm accuracy of the entry of their newly approved materials, as well as advise the Director KICD on their listed titles which may have gone out of print so that such titles are withdrawn from the next editions of the Orange Books.

Further, all Publishers who have any materials listed in the Orange Books must provide their contacts and that of their Book Seller Agents so that such information is included in Appendices 1 & 4 of the Orange Books.

#### **4.10   RECORD OF DOCUMENTS**

KICD will maintain a complete set of all Evaluation documents for a period of at least three (3) months after the formal Evaluation and Approval process is finalized.

## DOCUMENT 5

### CRITERIA FOR EVALUATING LITERARY TEXTS 2021

#### *Anthologies of Short Stories, novels and plays*

#### 9.1 GENERAL INFORMATION

Title: .....

Code .....

Subject .....Genre .....

Year of Publication .....

No. of Pages .....

Price .....

Date of Evaluation .....

*Each reader will be evaluated against the areas listed below. The ratings are indicated against each statement.*

*The mark awarded should be inserted in the box provided.*

#### 9.2 CONTENT

**(40 MARKS)**

##### a) Setting

**(5 Marks)**

The choice of the setting is:

<i>Pick one alternative:</i>		<i>Marks</i>
(i)	Appropriate to the level of the learner	5
(ii)	Fairly appropriate to the level of the learner	2
(iii)	Not appropriate to the level of the learner	0

**Chairperson:** \_\_\_\_\_

Name

Sign

\_\_\_\_\_

Date

**Panelist One:** \_\_\_\_\_

Name

Sign

\_\_\_\_\_

Date

b) **Plot** (6 marks)

The plot is:

<i>Pick one alternative:</i>		<i>Marks</i>
(i)	Well developed and appropriate for the level of the learner	6
(ii)	Well-developed but inappropriate for the level of the learner	2
(iii)	Appropriate for the level of the learner but not well developed	2
(iv)	Not well developed and inappropriate for the level of the learner	0

c) **Characters** (8 Marks)

The characters are:

<i>Pick one alternative</i>		<i>Marks</i>
(i)	Credible and well developed	8
(ii)	Credible but not well developed	3
(iii)	Well-developed but not credible	3
(iv)	Neither credible nor well developed	0

d) **Theme(s)** (8 Marks)

<i>Pick one alternative</i>		<i>Marks</i>
(i)	Well developed and appropriate for the level of the learner	8
(ii)	Developed but not appropriate to the level of the learner	4
(iii)	Appropriate to the level of the learner but not well developed	1
(iv)	Neither developed nor appropriate for the level of the learner	0

e) **Accuracy of subject matter** (5 Marks)

The subject matter:

<i>Pick one alternative</i>		<i>Marks</i>
(i)	Has no factual error(s)	5
(ii)	Has factual error(s)	0

**Note: Poetic freedom and license should not be penalised.**

Chairperson: \_\_\_\_\_

Name

Sign

Date

Panelist Two: \_\_\_\_\_

Name

Sign

Date

**f) Currency of subject matter****(4 Marks)**

The subject matter:

<i>Pick one alternative</i>	<i>Marks</i>
(iii) Is current and relevant	4
(iv) Has information that is not current and relevant	0

**g) Length****(4 Marks)**

The Length is:

<i>Pick one alternative:</i>	<i>Marks</i>
(i) Appropriate	4
(ii) Too long or too short	0

**Total Scored****9.3 FORM****(20 MARKS)**

For a reader to be recommended for approval, it must score 18 marks in this section.

**LANGUAGE****a) Suitability of vocabulary and Sentence structures for language acquisition by the target learner****(8 Marks)**

The vocabulary and sentence structures are:

<i>Pick one alternative:</i>	<i>Marks</i>
(i) Excellent	8
(ii) Good	5
(iii) Poor	0

**b) Accuracy and appropriateness of language to the level of the target learner (8 marks)**

The Language used is:

<i>Pick one alternative:</i>	<i>Marks</i>
(i) Accurate and appropriate	8
(ii) Appropriate but not accurate	3
(iii) Accurate but not appropriate	3
(iv) Inaccurate and inappropriate	0

**c) Style****(4 Marks)**

The reader is written:

<i>Pick one alternative:</i>	<i>Marks</i>
(i) Creatively	4
(ii) Fairly creatively	2
(iii) With no creativity	0



**Total Scored**

**Chairperson:** \_\_\_\_\_  
 Name Sign

\_\_\_\_\_ Date

**Panelist Three:** \_\_\_\_\_  
 Name Sign

\_\_\_\_\_ Date

**9.4 EDITORIAL**

**(10 MARKS)**

**For a reader to be recommended for approval, it must score 10 marks in this section**

**9) Grammar**

**Verifier**

The reader has:

**(5 Marks)**

<i>Pick one alternative:</i>	<i>Marks</i>	
(i) No grammatical mistakes	5	<input type="text"/>
(ii) Grammatical mistake(s)	0	

**b) Typographical status**

**(5 Marks)**

The reader has:

<i>Pick one alternative:</i>	<i>Marks</i>	
(i) No typographical error(s)	5	<input type="text"/>
(ii) Typographical error(s)	0	

**Total Scored**

**9.5 PROMOTION OF POSITIVE VALUES AND ATTITUDES**

**(5 MARKS)**

There is:

<i>Pick one alternative:</i>	<i>Marks</i>	
(i) Promotion of positive values and attitudes	5	<input type="text"/>
(ii) Some effort to promote positive values and attitudes	2	
(iii) No effort to promote positive values and attitudes	0	
(iv) <b>The reader promotes negative values</b>	0	

**Note: A reader that promotes negative values and attitudes should be recommended for disqualification.**

**9.6 LAYOUT**

**(5 MARKS)**

Evaluate the reader on the following:

- Page layout is appropriate to the level and subject.
- The layout enhances readability and ease of use.
- There is appropriate use of font types, sizes, and boldness across the text in highlighting chapters or sections or headings.
- Margins are appropriate and consistently used.

<i>Pick one alternative:</i>	<i>Marks</i>
------------------------------	--------------

(i) All the statements apply	5	<input type="checkbox"/>
(ii) Three of the statements apply	3	
(iii) Less than Three of the statements apply	0	

**Chairperson:** \_\_\_\_\_  
Name Sign Date

**Panelist One:** \_\_\_\_\_  
Name Sign Date

### SUMMARY OF THE SCORES

ITEM	9.2 (40)							9.3 (20)			9.4 (10)		9.5 (5)	9.6 (5)	Total Mark	%
	a	b	C	d	e	f	g	a	b	c	a	b				
Maximum Mark	5	6	8	8	5	4	4	8	8	4	5	5	5	5	80	
Awarded Mark																
Total																

**A reader must score 90% (72/80 marks) overall to be considered for recommendation.**

**TOTAL AVERAGE MARKS AWARDED BY EVALUATION PANEL:** .....

The material meets threshold (36/40 marks) under Content (factual errors) **Yes /No**

The material meets threshold (18/20 marks) under Form **Yes /No**

The material meets threshold (10/10 marks) under Editorial **Yes /No**

The material does not promote negative values **Yes /No**

The material meets **90%** marks (72/80) total threshold **Yes/ No**

**Remarks:** .....

.....

.....

.....

**Name of Panel:** .....

**Panel Chairperson:** .....  
Name Sign Date

**Panel Secretary:** .....  
Name Sign Date

<b>Panelist One:</b>	.....		.....		.....
	Name	Sign		Date	
<b>Panelist Two:</b>	.....		.....		.....
	Name	Sign		Date	
<b>Panelist Three:</b>	.....		.....		.....
	Name	Sign		Date	
<b>Verifier:</b>	.....		.....		.....
	Name	Sign		Date	