

Γενικές Οδηγίες προς τους διδάσκοντες **SUGGESTIONS FOR THE TEACHERS**

- 1 Test grading should be on a % scale.
- 2 Writing tasks / compositions should be graded on a A+, A, B+, C etc scale.
- 3 Juniors' writing tasks should be graded on a A+, A, B+, C etc scale.
- 4 When filling in the REPORTS we should take into consideration the YEAR RECORD which includes spelling grades, writing and test grades that the students have scored throughout the term.
- 5 If we want to lower a grade at II & III Term, we should be able to prove the need for that.
- 6 We encourage the less confident students by class participation grade.
- 7 The teacher's comments should include a general comment about the student and then something more specific. If a student is excellent, we do not tell him or her to try more, especially in first classes. If a student is less confident, then we specify what he or she should study and pay more attention to. We take into consideration any comments or knowledge concerning the social background of the students (FOR OFFICE USE ONLY).
- 8 If a student is good but doesn't get a good Term Exam grade, we do not lower his or her grade, we bring it to her/his attention. The final grade will come out from all test grades, not only from the Term Exam grade.
- 9 We are stricter in grading Lower & Proficiency classes. Grade C means pass in FCE & CPE
- 10 After each Test we should keep a record of the students' grades in the student's YEAR RECORD cards. We should also keep a record of the students' Dictation, Copy and Composition grades every week.
- 11 If we lose a test before having it corrected, we should discuss it first with the Director and then decide what we are going to do about it.
- 12 We do not ask students to leave the classroom in order to punish them.
- 13 We do not permit students to go home to fetch something they have forgotten. We are responsible for the students' safety.
- 14 If you have an appointment with a parent to provide him or her with information about his or her child, you should have looked at the student's card first in order to give the parent specific information (not just the general idea) and possibly look for further information or/and other problems.
- 15 When the teacher prepares TESTS/EXAMS, he or she has the final responsibility for the proof-reading of the TEST/EXAM.
- 16 Photocopies should be given to the Secretary 3 days before they are needed and texts to be typed should be given to the Secretary 4 days before they are needed.