

CBA REPORTING TOOLS



The Kenya National Examinations Council

ASSESSMENT FEEDBACK

Session outcomes

By the end of the session the participant should be able to:

- a) explain the meaning of feedback in assessment;
- b) use two approaches of feedback in assessment;
- c) describe the qualities of a good feedback;
- d) explain benefits of feedback in learning;
- e) describe tools for reporting feedback in CBA
- f) Give appropriate feedback

Suggested learning activities

In groups, participants share their understanding on the following:

- a) meaning of assessment feedback;
- b) approaches they use to provide feedback to learners;
- c) qualities of a good feedback;
- d) benefits of feedback;
- e) tools for reporting feedback on classroom assessment

What is assessment feedback?



- Feedback is the information given about a learner's performance in relation to learning goals, outcomes or tasks.
- The information is used to adjust and improve the current and future actions.
- Feedback is effective when it aims at improving in learning.

Approaches of feedback

(a) Informal Feedback

- is unstructured.
- can occur at any time.
- emerges spontaneously during action.
- requires the teacher to build rapport with learners to encourage, coach or guide them.
- May occur in class, over the phone, online conversation or virtual classroom.



Approaches of feedback

(b) Formal Feedback

- it is planned and systematically scheduled within the assessment process.
- It is associated with assessment tasks.
- It includes school year reports and assessment sheets.
- It informs stakeholders on learner's competencies, performance levels, acquisition of values, pertinent and contemporary issues.



Qualities of good feedback



SMART

(Specific, Measurable, Attainable/Achievable, Realistic, Timely)



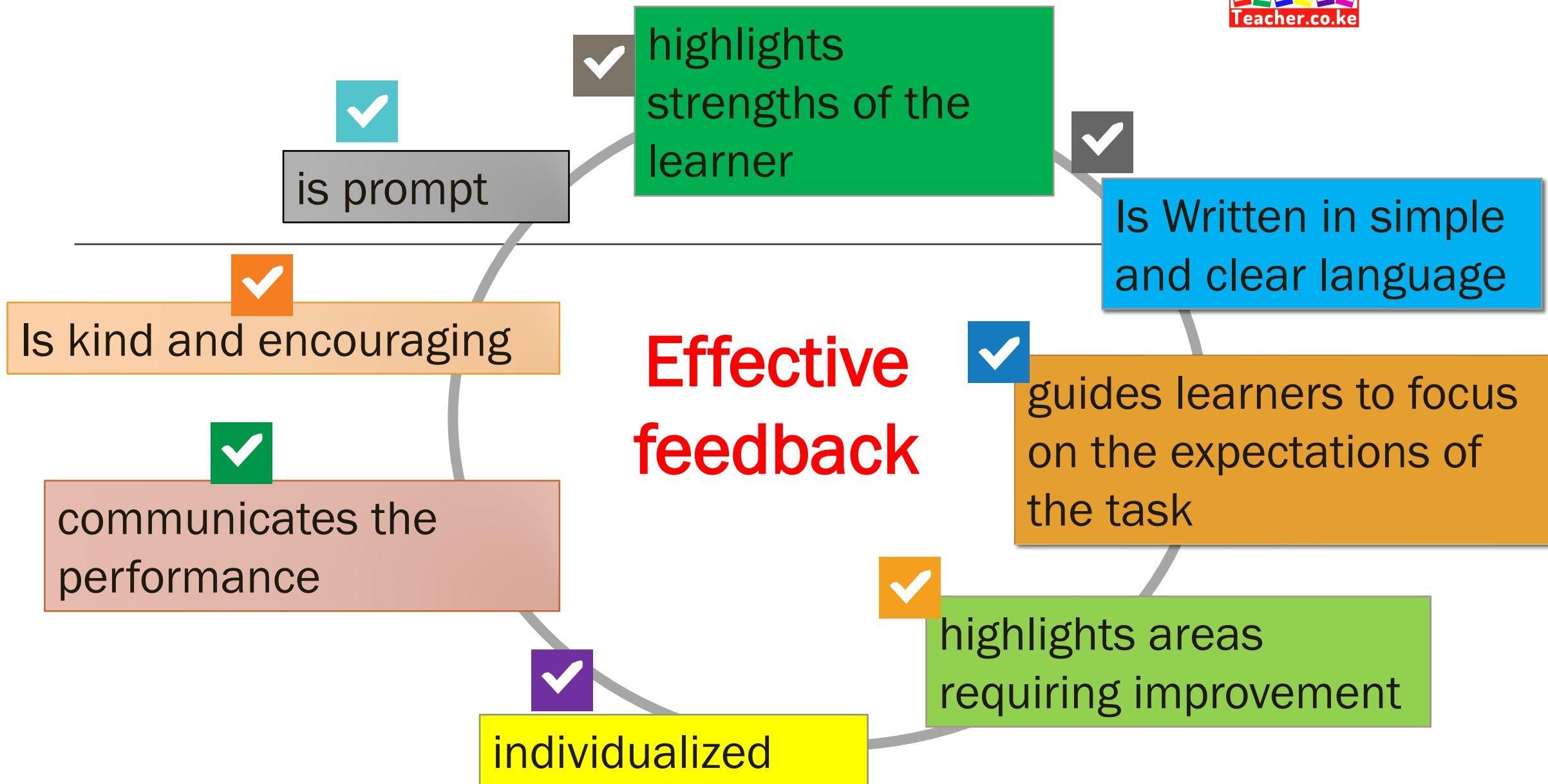
Constructive

i.e. positive, optimistic, genuine and appreciative.



Meaningful

i.e. linked to a specific observable outcome.



In feedback, **avoid:**



Bias and stereotypes



Criticism and fault-finding



Ambiguity



Comparisons and ranking



Discouraging comments

Benefits of Feedback

Guides learners to adapt and adjust their learning strategies;

Guides teachers to adapt and adjust instructional strategies to accommodate students' learning needs;

Guides learners to become independent and self-reflective and better critics of their own work;

Stimulates reflection, interaction and dialogue on learning improvement

Make learners feel encouraged and motivated to improve;

Engage learners by requiring them to reflect on the report as part of the assessment.

Tools for Reporting Feedback on Classroom Assessment

1. School Readiness Report
2. School Year Report
3. Assessment sheet



Tools for Reporting Learner's Performance



**Kenya School
Readiness Assessment
Tool**



**Assessment
Sheet**



**Classroom assessment
tools that have been
administered and scored**



**School Year
Report**

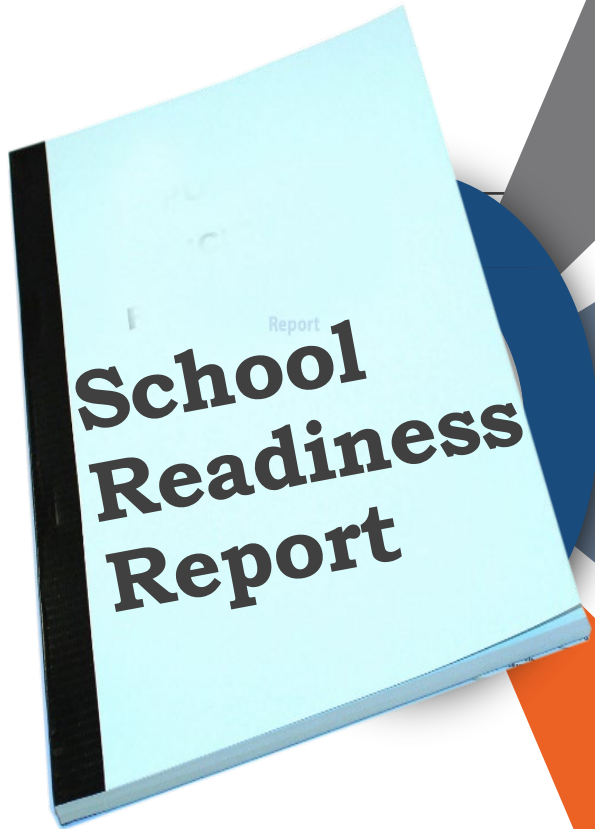
Tools for Reporting Feedback in CBA

1. School Readiness Report

- Issued by the school at the end of pre-primary education.
- It informs learners and other stakeholders on learning achievement and areas requiring improvement.
- It can be used to initiate dialogue on teacher training needs at the lower levels.

2. School Year Report

- issued by the school to learners in each grade
- It informs the learner, parents or guardians on the learner progress and areas requiring improvement.
- It contains both qualitative and quantitative performance of each learning area undertaken by the learner.

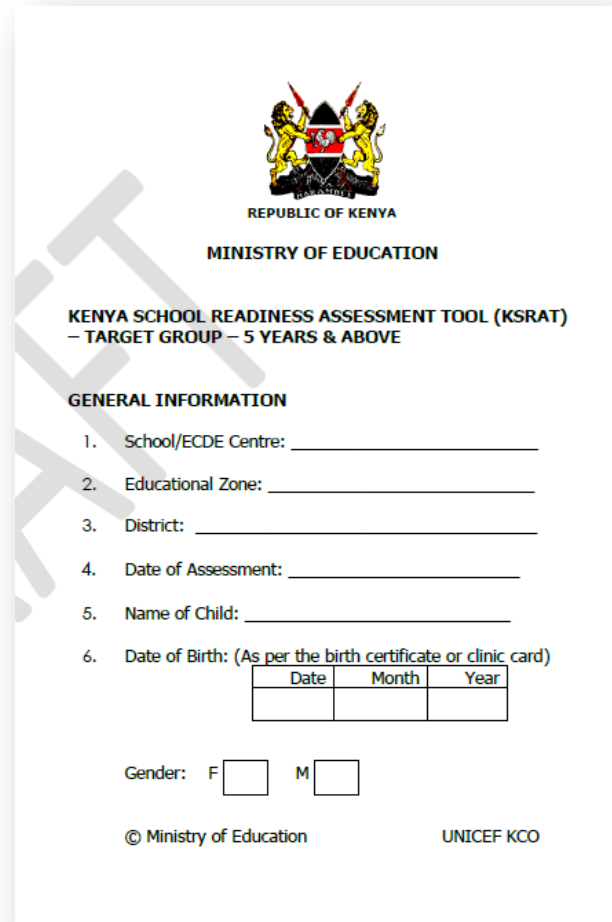



Issued by the pre-primary school at the end of pre-primary education.

Informs learners and other stakeholders on learning achievements and areas for improvement.

Can also be used to initiate dialogue on teacher training needs at the lower levels.

Example of a School Readiness Report




 REPUBLIC OF KENYA
 MINISTRY OF EDUCATION

KENYA SCHOOL READINESS ASSESSMENT TOOL (KSRAT)
 – TARGET GROUP – 5 YEARS & ABOVE

GENERAL INFORMATION

1. School/ECDE Centre: _____
2. Educational Zone: _____
3. District: _____
4. Date of Assessment: _____
5. Name of Child: _____
6. Date of Birth: (As per the birth certificate or clinic card)

Date	Month	Year

Gender: F M

© Ministry of Education UNICEF KCO

- Developed by the MoE through the Department of Early Childhood Development Education (ECDE).

School Year Report

This is an annual report giving an account of learners:

progress in achievement of core competencies and core values

participation in community service learning

awareness of Pertinent and Contemporary Issues (PCIs).



**School
Year
Report**

Components of a School Year Report

- ✓ General information which includes; year, learner's name, date of birth, gender, grade and NEMIS number
- ✓ Attendance
- ✓ **Learner's performance level in the various learning areas.**
- ✓ Learner's conduct and behaviour
- ✓ Achievement of core competencies and acquisition of core values
- ✓ Evidence of learner's participation in community service learning program(s).
- ✓ Validation by the school.

3. Assessment Sheet

Assessment sheet is a tool used to record the learner's performance on each task/criteria using the four performance levels:

It also includes a statement on the learner's performance citing the strengths and strategies for improvement.

Exceeding expectation
(Level 4);

Meeting Expectation
(Level 3);

Approaching Expectation
(Level 2);

Below Expectation
(Level 1).

Assessment Sheet

- ✓ This is developed by KNEC and uploaded in the KNEC CBA portal.
- ✓ Schools download the sheet alongside other assessment tools.
- ✓ It is used to summarize the performance of learners in various learning areas.
- ✓ After administration and filling in the sheet, schools will immediately upload the content of the assessment sheet in the KNEC CBA portal

Components of Assessment Sheet



Task being assessed



Learners' name



Learner's performance level on each task



Teacher's comments on each learner's performance

TASK	Task 1				Task 2				Task 3				Task 4				CORE COMPETENCY				Teacher comments on learner's performance (strengths, weaknesses, and strategies for improvement)			
	4	3	2	1	4	3	2	1	4	3	2	1	4	3	2	1	4	3	2	1				
PERFORMANCE LEVEL																								
LEARNERS																								
Learner 1																								
Learner 2																								
Learner 3																								
Learner 4																								

50



THE KENYA NATIONAL EXAMINATION COUNCIL

SCHOOL BASED ASSESSMENT

HOME SCIENCE SCORE SHEET

S.N	Name of the Learner	Task 1 <i>Healthy practices</i>	Task 2 <i>Healthy Living</i>	Task 3 <i>Consumer Education</i>	Task 4 <i>Food and Nutrition</i>	Task 5 <i>Clothing</i>	Task 6 <i>(Practical)</i>	Teacher's comment
1								
2								
3								
4								
5								
6								
7								
8								

Activate Windows
Go to Settings to activate Windows

END

