



Republic of Rwanda
Ministry of Education

TEACHER IMIHIGO FOR ACADEMIC YEAR 2025-2026

I. IDENTIFYING DETAILS

I.A. School Details

District:

School Name:

Sector:

School Code:

Academic Year:

I.B. Teacher Details

Family name:

First name:

Date of Birth:

National ID number:

Sex:

SDMS Staff Code:

TMIS Staff Code:

II. PERFORMANCE EXPECTED FROM TEACHER

Teachers' performance will be evaluated based on 5 "Ps": Presence, Preparation, Pedagogy, Participation in CAMIS, and Pupil Learning. These metrics will be evaluated as follows:

Expected result	Indicators	Descriptions
Presence	Teachers are present and punctual in class	Head Teachers (HTs) will monitor attendance records of teachers. Each day, HTs will record teacher presence and calculate teacher absences without prior permission. Excused absences will be treated as teacher presence.
Preparation	Teachers make consistent use of lesson plans	Thorough weekly random checks: Head Teachers will evaluate the share of weeks for which teachers demonstrate preparation of written lesson plans.
Pedagogy	Classroom observations will assess in-class evidence of: 1. Lesson Objective 2. Delivery of curricular material 3. Identifying student learning levels and using formative assessment 4. Student engagement 5. Classroom culture 6. Remedial instructions	Head Teachers or Directors of Studies (DoS) will conduct classroom observations for every teacher, once per term and record the evaluation results.
Participation in CAMIS	Required use of CAMIS for end-of-term and end-of-year assessment results.	Teachers complete and accurately enter all their students' end-of-term assessment results in CAMIS, drawing from SDMS student information
Pupil Learning Outcomes	Average percentile rank of pupils in each subject taught by the teacher, weighted by contact hours.	Pupil percentile ranks are calculated relative to those with similar performance on the Term 3 Comprehensive Assessment in the prior year, or (for P1) relative to predicted performance, based school characteristics

We have discussed and agreed on the results that are expected from the teacher in the current academic year and measuring indicators to improve learning outcomes.

Teacher's Name:

Date:/...../.....

Signature:

I commit myself to achieve the above stated tasks by the end of the school year/.....

Supervisor's Name:

(First in hierarch: School Leadership)

Supervisor's Name:

(Second in hierarch: Sector Education Inspector)

Date:/...../.....

Signature:

Date:/...../.....

Signature:

III. PERFORMANCE INDICATORS

Teachers' performance will be measured as the combination of (A) Teacher Inputs and (B) Pupil Learning Outcomes.

III.A. Teacher Inputs

III.A.1 Teacher Presence. Measured by presence during a daily presence check. Evaluation outcome indicates number of expected days, number of days attended, number of excused days and number of unexcused days.

Term	Expected Days	Attended Days	Excused Days	Unexcused Days	Check Dates
Term 1					
Term 2					
Term 3					

III.A.2. Teacher Preparation. Measured by presence of lesson plans during the weekly surprise checks by Head Teachers. Evaluation outcome indicates the number of lesson plans used by the teacher each week.

Term	Number of preparation checks conducted	Number of checks with lesson plan available	Dates of preparation checks
Term 1			
Term 2			
Term 3			

III.A.3. Teacher Pedagogy. Measured by the results of classroom observations. All score components measured on a scale of 3.

Term	Lesson Objective	Delivery of Curricular Material	Identifying student learning levels & using formative assessment	Students Engagement	Classroom Culture	Remedial Instruction
Term 1						
Term 2						
Term 3						
Average score						

III.A.4. Participation in CAMIS. The following measures of the completion of Comprehensive Assessments and their entry into the Comprehensive Assessment Management Information System (CAMIS) will be produced by the National Examinations & Schools Inspection Authority (NESA).

Terms	CAMIS Completion Rates (%)
Term 1	
Term 2	
Term 3	
Average	

III.B. Pupil Learning Outcomes

Components	Score				
Teacher's Pupil Learning Score (Raw)					<i>Average percentile ranks of assigned pupils within their comparison group</i>
Paper-based cross-marking audit conducted?	YES		NO		
Teacher' Pupil Learning Score (adjusted for audit outcomes):					<i>Average percentile rank of pupils within their comparison group, net of audit adjustments</i>

IV. OVERALL PERFORMANCE

Aspects	Percentile Rank	Number of Teachers in Comparison group	Number of teachers Outperformed
Component Score			
Presence			
Preparation			
Pedagogy			
Participation in CAMIS			
Pupil Learning			
Average Rank			
Final Rank			
Imihigo Score			

V. RECEIPT OF RESULTS

a) Teacher Name: Job Title: School Code: SDMS Staff Code: TMIS Staff Code: Date:	Teacher's comments
b) Head Teacher Name: Job Title: SDMS Staff Code: TMIS Staff Code: Date:	Head Teacher's Comments
c) Sector Education Inspector Name: Sector Name: Date: Signature:	Sector Education Inspector's Comments