APPENDIX III
LETTER AND CHECKLIST OF QUALITY CRITERIA FOR
THE EXPERTS.

To,

Respected Sir,

I am working on “Staff Development” at school level. The material enclosed is self-learning material. It is in three parts. This is for the principals.

I would appreciate if you would evaluate the material keeping the criterion given in the checklist in mind.

After getting the material from the experts, the material will be given to a sample of twenty principals for tryout, with revision, if required.

Thanking you and looking forward to your early reply.

Yours Sincerely,

(Anitha D. Shetty)
CHECKLIST OF QUALITY CRITERIA

Aims and Objective (Purpose and Learning Outcome):
- Clear and measurable
- Meets the objectives set out in the specification.

Content:
- Clear instructions on how to use the material.
- Relevant and up to date.
- The subject matter specified in the initial objectives is covered in detail.
- Good supporting information.

Structure and Organisation:
- Clearly defined
- Logical sequences between modules can be updated.

Learner Control:
- Flexible access
- Training can be tailored to meet learner specific needs.

Activities:
- Clear instructions on how to complete activities.
- Allows for mixture of views and answers
- Interactive
- Enjoyable

Appearance:
- Attractive
- Self-explanatory
- Consistent Presentation
- Typographic style – appropriate, size, well spaced.
- Text is split into manageable modules.
- Headings and subheadings – clear.

Language:
- Aimed at the prescribed level (Principals)
- Easy to understand, informal
- Technical terms are clearly explained.

Support:
- Adequate support reading – Is it enough.
- Any other area, which you feel, is missing.

Your Comments: