

# SECTION A - NAPEI EDUCATION EXCELLENCE AWARDS 2017

## CATEGORIES FOR PRIVATE INTERNATIONAL SCHOOLS

No.	Details of Criteria	ASSESSMENT MARKS							
		1 mark available	mrks	2 marks available	mrks	3 marks available	mrks	4 marks available	mrks
<b>1.0 INSTITUTION INFORMATION</b>									
1.1	No. of Years registered with IPS/JPS	1 -2 years		2 - 3 years		4 - 5 years		5 years and above	
1.2	Number and location of branches based in Malaysia	Only 1 centre		2 - 4 centres		5 - 7 centres		More than 7 centres	
1.3	Number and country of International Branches	N/A		N/A		Only in Malaysia		In international country/s	
1.4	Type of premises	Shop Lots / residential units		Office complex		Purpose built Campus in individual complex bldg		Purpose built Campus	
1.5	No. of years as Member of NAPEI	1 - 2 years		2 - 3 years		4 - 5 years		5 years and above	
1.6	COMPLIANCE TO PRIVATE EDUCATION ACTS 1. Education Act 2. Companies Act (ACT 125) 3. Registration of Business Act (Act 197) 4. Occupational Safety and Health Act 1994 (Act 514)	Compliance only with Education Act		Compliance only with Education Act and Registration of Business Act		Compliance only with Education Act, Companies Act, Registration of Business Act		Compliance with all relevant Acts	
1.7	Growth percentage average of student enrolment over the last five years	5% and below		Between 5 - 7.5%		Above 7.5 - 10%		Above 10%	
1.8	Courses conducted	Primary Year 1-6 only		Primary Year 1-6 and secondary 1-5		Primary 1-6 and secondary 1-5 and O Level		Primary 1-6 and secondary 1-5, O Level and A Level.	
<b>2.0 FORMATION AND REGISTRATION</b>									
		1 mark available	mrks	2 marks available	mrks	3 marks available	mrks	4 marks available	mrks
2.1	Registration with Ministry of Education	-		-		Registered but not up to date		Registered and up to date	
2.2	Permit for Governors	Have board but no permits		Have permits for only some governors		Have permits but not up to date		Have permit and up to date	
2.3	Principal /Head Master Permit	Have Principal but no permit		Permit applied for but not approved yet		Have permit but not up to date		Have up to date permit	
2.4	Teaching Permit	-		Have teaching permit for some teachers		Have teaching permit for all teachers		Have teaching permit for all teachers and up to date	
2.5	Fees approval	Fees not approved		Fees approved but not up to date		Fees approved but not complied with		Fees approval up to date	

3.0 MANAGEMENT OF SCHOOL									
		1 mark available	mrks	2 marks available	mrks	3 marks available	mrks	4 marks available	mrks
3.1	Client's Charter	Have but not observed		Charter observed		Activities based on charter		Activities based on charter and recorded	
3.2	Vision and Mission	Have		Have and displayed		Have, displayed in appropriate location		Have, displayed in appropriate location and well promoted	
3.3	Strategic Planning for future	Have only a proposal		Structured proposal but no fixed timelines		Structured proposal with fixed timelines		Structured proposal with fixed timelines and implemented	
3.4	Governors appointment letter	Have but outdated		-		-		Have and up to date	
3.5	Principal /or Head master appointment letter	Have but outdated		Have but not confirmed		Have and confirmed but not approved		Have, confirmed and approved	
3.6	Teachers appointment letter	Have but without duties and responsibilities		Have with duties and responsibilities but not confirmed		Have with duties and responsibilities and confirmed		Have with duties and responsibilities, confirmed and approved	
3.7	Support Staff appointment letter	Have but not confirmed for all		-		-		Have and confirmed for all	
3.8	School Profile	Have only hard copy		Have hard and soft copy		Have hard and soft copy up to date		Have hard and soft copy up to date and well promoted	
3.9	Teachers Profile file	Have profile file for some teachers but incomplete		Have profile file for all teachers but incomplete		Have profile for all teachers and complete but not up to date		Have profile for all teachers, complete and up to date	
3.10	Support Staff Profile	Have profile file for some staff but incomplete		Have profile file for all staff but incomplete		Have profile for all staff and complete but not up to date		Have profile for all staff, complete and up to date	
3.11	Students Profile	Have profile file for some students but incomplete		Have profile file for all students but incomplete		Have profile for all students and complete but not up to date		Have profile for all students, complete and up to date	
3.12	Students Registration Record	Have record for some students but incomplete		Have record for all students but incomplete		Have record for all students and complete but not up to date		Have record for all students, complete and up to date	
3.13	Students Attendance Record	Have record for some students but incomplete		Have record for all students but incomplete		Have record for all students and complete but not up to date		Have record for all students, complete and up to date	

3.14	Students School Leaving Record	Have record for some students but incomplete		Have record for all students but incomplete		Have record for all students and complete but not up to date		Have record for all, complete and up to date	
3.15	Visitors Record	Have record but not kept properly		Have record and proper record kept		Have record but not up to date		Have record and up to date	
3.16	School academic calendar	Have calendar only		Have calendar but implemented on ad hoc basis		Have and followed not as per deadlines		Have and well implemented as per deadlines	
3.17	Customer Care Service Record	Have customer care officer only		Have customer care officer but improper records		Have customer care officer and proper records		Have customer care officer, proper records and action taken	
3.18	Student, Parent and Public notification system	Notified through letter only		Notified through letter and email only		Notified through letter, email and whatsapp		Notified weekly through letter, email, SMS and whatsapp	
<b>4.0 TEACHING FACULTIES</b>									
		<b>1 mark available</b>	<b>mrks</b>	<b>2 marks available</b>	<b>mrks</b>	<b>3 marks available</b>	<b>mrks</b>	<b>4 marks available</b>	<b>mrks</b>
4.1	Full time teachers	61 - 70%		71 - 80%		81 - 90%		91 - 100%	
4.2	Teacher – student ratio 1:25	61 - 70%		71 - 80%		81 - 90%		91 - 100%	
4.3	Qualifications	All have above SPM qualifications		Above 75% have diploma		Above 75% have Degrees		Above 75% have Degrees and Masters	
4.4	% of trained teachers (Teachers Training)	50 - 70%		71 - 80%		81 - 90%		91 - 100%	
<b>5.0 CURRICULUM MANAGEMENT</b>									
		<b>1 mark available</b>	<b>mrks</b>	<b>2 marks available</b>	<b>mrks</b>	<b>3 marks available</b>	<b>mrks</b>	<b>4 marks available</b>	<b>mrks</b>
5.1	Syllabus Booklet	Have booklet only		Have and accessible		Have, accessible and training done		Have, accessible, training done and up to date	
5.2	Teaching Record book	Have book only		Have and recorded well		Have, recorded well and monitored		Have, recorded well, monitored and action taken	
5.3	Curriculum Meetings	Only once a year		Have at least 4 times a year		Have at least 4 times a year and minuted		Have at least 4 times a year, minuted and action taken	
5.4	Compulsory subjects taught	-		Taught but not as per syllabus		Taught as per the syllabus		Taught as per syllabus and students have excelled	

5.5	Teaching Aids	Have but insufficient		Have and sufficient		Have, sufficient and maintained well		Have, sufficient, maintained well and used regularly	
<b>6.0 TEACHING AND LEARNING</b>									
		<b>1 mark available</b>	<b>mrks</b>	<b>2 marks available</b>	<b>mrks</b>	<b>3 marks available</b>	<b>mrks</b>	<b>4 marks available</b>	<b>mrks</b>
6.1	Record keeping of Teaching and Learning	Only teaching plan and attendance records		Teaching plan, attendance, assignments and assessments records kept well		Teaching plan, attendance, assignments, assessments records and achievements records kept well		Records kept very well – teaching plan, attendance, assignments, assessments, achievements and discipline	
6.2	Teaching Methodology	White board & marker		White board & marker and LCD projector		White board, LCD projector and eBooks/online teaching		White board, LCD projector, eBooks and smart technology	
6.3	Training/ Activity based	Below 25% of courses activity /practical based		25 - 50% of courses activity based		51 - 75% of courses activity based		Above 75% activity based	
6.4	Usage of Teaching Aids	Rarely used		Monthly		Weekly		Daily	
6.5	Student participation	Rarely participating		-		-		Always participating	
<b>7.0 MANAGEMENT OF ASSESSMENT / EXAMINATION</b>									
		<b>1 mark available</b>	<b>mrks</b>	<b>2 marks available</b>	<b>mrks</b>	<b>3 marks available</b>	<b>mrks</b>	<b>4 marks available</b>	<b>mrks</b>
7.1	Professional examination meeting	Conducted once a year		Conducted twice a year		Conducted thrice a year		Conducted four times or more in a year	
7.2	Conduct of Examination	Conducted ad hoc basis		Conducted as per examination calendar		Planned and conducted as per examination calendar and marking monitored by exam department		Planned, conducted, marking monitored and results published by exam department	
7.3	Conduct of monthly / quarterly Assessment	Conducted ad hoc basis		Planned and conducted as per assessment calendar		Planned, conducted and recorded as per assessment calendar and marking monitored by exam department		Planned, conducted and marking monitored and results published by exam department	
7.4	Analysis of Results of Assessment / Examination	Analysis done		Analysis done and discussed by management		Analysis done and discussed by management and improvement proposals communicated		Analysis done and discussed by management and improvement proposals communicated and carried out	

7.5	Publication of Results System	Given to students only		Published on students notice boards		Published on notice boards and records kept manually		Published on notice boards and e-records with manual records kept	
<b>8.0 MANAGEMENT AND DEVELOPMENT OF STAFF</b>									
		<b>1 mark available</b>	<b>mrks</b>	<b>2 marks available</b>	<b>mrks</b>	<b>3 marks available</b>	<b>mrks</b>	<b>4 marks available</b>	<b>mrks</b>
8.1	Teachers Development Programme	Organised ad hoc basis		Have a structured calendar		Have a structured calendar and in-house training provided		Have a structured calendar with in-house and external training provided	
8.2	Teachers Professional continuity Program	Permitted to pursue further professional studies		Permitted to pursue further professional studies with unpaid leave		Permitted to pursue further professional studies with unpaid leave on part-time basis		Opportunities to further professional studies given with fulltime employment	
8.3	Support staff development program	Organised ad hoc basis		Have a structured calendar		Have a structured calendar and in-house training provided		Have a structured calendar with in-house and external training provided	
<b>9.0 STUDENTS HEALTH PROGRAM</b>									
		<b>1 mark available</b>	<b>mrks</b>	<b>2 marks available</b>	<b>mrks</b>	<b>3 marks available</b>	<b>mrks</b>	<b>4 marks available</b>	<b>mrks</b>
9.1	Health Program	Health and safety committee		Health and safety committee with annual program		Health and safety committee, annual program and health screening		Health and safety committee, annual program, health screening, medical checkups and vaccination program	
9.2	Sick Bay or Treatment Facilities	Only sick bay		Have on call doctor and sick bay		Have full-time nurse, sick bay and on call doctor		Have full-time nurse, sick bay and on call doctor and MOU with hospitals	
<b>10.0 STUDENT DISCIPLINE</b>									
		<b>1 mark available</b>	<b>mrks</b>	<b>2 marks available</b>	<b>mrks</b>	<b>3 marks available</b>	<b>mrks</b>	<b>4 marks available</b>	<b>mrks</b>
10.1	% of students with discipline problem	21 - 30%		11 - 20%		5 - 10%		Less than 5%	
10.2	Discipline Records	Oral counselling done		Oral counselling and written records available		Oral counselling, written records and monitoring of situation done		Oral counselling, written records, monitoring of situation done and resolved	
10.3	Disciplinary Committee	Have committee only		Have committee and policy		Have committee, policy and meetings		Have committee, policy, meetings and disciplinary action taken	

10.4	Disciplinary Action Management	Committee meeting only		Action taken and recorded		Action taken, recorded and monitored		Action taken, recorded, preventive monitoring done and strictly enforced	
<b>11.0 STANDARDS OF PREMISES AND FACILITIES</b>									
		<b>1 mark available</b>	<b>mrks</b>	<b>2 marks available</b>	<b>mrks</b>	<b>3 marks available</b>	<b>mrks</b>	<b>4 marks available</b>	<b>mrks</b>
11.1	Premises layout Plan	Have premises layout plan		Have displayed plan		Have displayed plan with security and safety exit features		Have displayed plan with security and safety exit features at appropriate places	
11.2	Physical infrastructure management	Have management system		Have management system and maintenance done		Have management system, maintenance done and accessibility		Have management system, maintenance done, accessible and functioning.	
11.3	Classroom facilities and equipment	Classrooms sufficient		Classrooms sufficient and maintained		Classrooms sufficient, maintained and equipped		Classroom sufficient, maintained, equipped, up to date and functioning	
11.4	Laboratories and workshops	Labs /workshops sufficient		Labs /workshops sufficient and maintained		Labs /workshops sufficient, maintained and equipped		Labs /workshops sufficient, maintained, equipped, up to date and functioning	
11.5	Notice Boards	Have only notice boards		Have notice boards with notices		Notice boards updated regularly		Notice boards updated regularly at prominent places	
11.6	Safety management	Have only fire prevention system		Have fire prevention system and safety officer		Have fire prevention system, safety officer and records		Have fire prevention system, safety officer, records and up to date	
11.7	Cafeteria management	Have cafeteria		Have cafeteria and management system		Have cafeteria, management system and maintenance records		Have cafeteria, management systems, maintenance records and constant quality evaluation	
11.8	Rest room management	Have but insufficient		Have and sufficient		Have, sufficient with relaxation facilities		Have, sufficient space, study, relaxation and entertainment facilities	
11.9	Cleanliness	Maintenance officer only		Maintenance officer and schedule available		Maintenance officer, schedule and maintenance records available		Maintenance officer, schedule, maintenance records and monthly reports submitted.	

11.10	Safety and Security	Safety & security committee only		Safety & security committee and activities		Safety and security committee, activities and student training		Safety and security committee, activities, student training and monthly reports recorded	
11.11	Lighting	Sufficient lighting		Sufficient lighting and maintenance regularly done		Sufficient lighting, maintenance done and all lighting working		Sufficient lighting, maintenance done, all lighting working and monthly reports recorded	
11.12	Ventilation	Only windows		Windows dust and pollution free		Windows and air conditioners dusted and pollution free		Windows and air conditioners dusted and pollution free and working	
11.13	Playgrounds	Arranged for all sports		Available for all sports and used regularly		Available for all sports, regularly used and maintained		Available for all sports, regularly used and well maintained, and safe	
11.14	Sports Facilities	Have equipments for all sports		Have sufficient equipments and facilities for all sports		Have sufficient equipments and facilities for all sports and maintenance done		Have sufficient equipments and facilities for all sports, maintenance done and all working	
11.15	Halls for meetings and examination	Have halls but not sufficient		Have hall and sufficient		Have sufficient halls and maintained		Have sufficient halls, maintained and equipment working	
11.16	Wi-Fi facilities	Have limited WIFI		Have enough WIFI		Have enough WIFI and working well		Have enough WIFI, working well and well maintained	
11.17	Resource Centre (library)	Have a resource centre with sufficient books		Resource centre is well equipped with books, journals, eBooks and online library		Resource centre is well equipped with books, journals, eBooks, online library and library system		Resource centre well equipped with books, journals, eBooks, online library, library system and enough access for students	
<b>12.0 ACADEMIC ACHIEVEMENT</b>									
		<b>1 mark available</b>	<b>mrks</b>	<b>2 marks available</b>	<b>mrks</b>	<b>3 marks available</b>	<b>mrks</b>	<b>4 marks available</b>	<b>mrks</b>
12.1	Percentage of passes in O LEVEL	61 - 70%		71 - 80%		81 - 90%		91 - 100%	
12.2	Percentage of passes in A LEVEL	61 - 70%		71 - 80%		81 - 90%		91 - 100%	
12.3	Percentage of passes in IGCSE	61 - 70%		71 - 80%		81 - 90%		91 - 100%	
12.4	Percentage of passes in others	61 - 70%		71 - 80%		81 - 90%		91 - 100%	

<b>13.0 CO-CURRICULAR ACHIEVEMENT</b>									
		<b>1 mark available</b>	<b>mrks</b>	<b>2 marks available</b>	<b>mrks</b>	<b>3 marks available</b>	<b>mrks</b>	<b>4 marks available</b>	<b>mrks</b>
13.1	Sports	Inter school /Community		State Level		National Level		International Level	
13.2	Uniformed Bodies	Inter school /Community		State Level		National Level		International Level	
13.3	Academic achievement	Inter school /Community		State Level		National Level		International Level	
13.4	Community Service	Inter school /Community		State Level		National Level		International Level	
13.5	Individual Development	Inter school /Community		State Level		National Level		International Level	
13.6	Any others - Specify	Inter school /Community		State Level		National Level		International Level	
<b>14.0 STUDENT DEVELOPMENT CLUBS AND SOCIETIES</b>									
		<b>1 mark available</b>	<b>mrks</b>	<b>2 marks available</b>	<b>mrks</b>	<b>3 marks available</b>	<b>mrks</b>	<b>4 marks available</b>	<b>mrks</b>
14.1	Clubs and Societies	Have 1-5 clubs and societies		Have 1-5 clubs and societies with activities		Have 1-5 clubs and societies with activities and reports recorded		Have 1-5 clubs and societies with activities , reports recorded and achievements /awards	
14.2	Sports Development	Have 1-5 sports outfits		Have 1-5 sports outfits with activities		Have 1-5 sports outfits with activities and reports recorded		Have 1-5 sports outfits with activities, reports recorded and achievements /awards.	
14.3	Career Guidance Development	Conducted ad hoc basis		Have a career guidance calendar and Counselling teacher		Have a career guidance calendar, Counselling teacher and activities done		Have a career guidance calendar, Counselling teacher, activities done and career officers' participation	
<b>15.0 UNIFORMED SOCIETIES</b>									
		<b>1 mark available</b>	<b>mrks</b>	<b>2 marks available</b>	<b>mrks</b>	<b>3 marks available</b>	<b>mrks</b>	<b>4 marks available</b>	<b>mrks</b>
15.1	Red Crescent / St Johns	Have with organisation chart		Have with organisation chart and activities calendar		Have with organisation chart, activities calendar and activities conducted		Have with organisation chart, activities calendar, activities conducted and records of activities	
15.2	Scouts/ Girl Guides	Have with organisation chart		Have with organisation chart and activities calendar		Have with organisation chart, activities calendar and activities conducted		Have with organisation chart, activities calendar, activities conducted and records of activities	



15.3	Cadet corps	Have with organisation chart		Have with organisation chart and activities calendar		Have with organisation chart, activities calendar and activities conducted		Have with organisation chart, activities calendar, activities conducted and records of activities	
15.4	Fire Brigade	Have with organisation chart		Have with organisation chart and activities calendar		Have with organisation chart, activities calendar and activities conducted		Have with organisation chart, activities calendar, activities conducted and records of activities	
15.5	Any others	Have with organisation chart		Have with organisation chart and activities calendar		Have with organisation chart, activities calendar and activities conducted		Have with organisation chart, activities calendar, activities conducted and records of activities	
<b>16.0 STUDENT COMPOSITION</b>									
		<b>1 mark available</b>	<b>mrks</b>	<b>2 marks available</b>	<b>mrks</b>	<b>3 marks available</b>	<b>mrks</b>	<b>4 marks available</b>	<b>mrks</b>
16.1	Percentage of Foreign students	Below 10%		10 - 30%		31 - 50%		Above 50%	
16.2	Countries from which students come from	Only 1 - 3 countries		4 - 6 countries		7 - 9 countries		10 and above countries	
<b>17.0 INTERNATIONAL COLLABORATIONS</b>									
		<b>1 mark available</b>	<b>mrks</b>	<b>2 marks available</b>	<b>mrks</b>	<b>3 marks available</b>	<b>mrks</b>	<b>4 marks available</b>	<b>mrks</b>
17.1	Academic Collaborations & certifications	Only with foreign examination boards & certifications		With foreign examination boards certifications and guidance		With foreign examination boards certifications, guidance and training staff exchange		With foreign examination boards certifications, guidance, training and quality checking	
17.2	International Relationships	Only communication with international bodies		Communication and international activities		Communication and joint international activities		Communication, joint international activities and staff/ student exchange	
17.3	Further studies collaborations	Only Briefing done		Briefing and counselling done for further studies		Briefing, counselling and further education talks arranged		Briefing, counselling, further education talks & seminars and seat placement done	