

# Monitoring Checklist for Keys to Math Success Pilot Program

## 1. Student Motivation & Engagement

- **Student Interview Conducted**  
Check if the student has been interviewed at the start to assess their motivation and goals.
- **Student Assignment Given**  
Ensure the student has completed a motivational task or assignment to ensure engagement.
- **Incentive Progress**  
Track if incentives (stickers, leaderboards) are used and the impact on student participation.

## 2. Teacher Motivation & Engagement

- **Teacher Screening Completed**  
Verify that each teacher has been screened to ensure alignment with the program's goal of helping students pass the exam first.
- **Teacher Motivation Check**  
Track teachers' engagement and commitment throughout the program, ensuring their focus is on student success.

## 3. Assessments & Learning Customization

- **Preliminary Assessment Conducted**  
Confirm that all students have taken the initial assessment to identify strengths and weaknesses.
- **VARK Assessment Administered**

Ensure each student completes the VARK learning style assessment to guide the customization of their learning plan.

- **Learning Plan Adjusted**  
Check if learning plans are adjusted based on student assessments and results.

#### 4. Classroom Management & Support

- **Multiple Teachers in Class**  
Verify that each class has two teachers, ensuring a collaborative teaching environment.
- **Class Size Monitoring**  
Check that the class size does not exceed 15 students for better individualized attention.
- **Classroom Atmosphere Observed**  
Ensure a serious yet motivating environment is maintained in each session.

#### 5. Timed Exercises & Practice

- **Timed Practice Sessions Recorded**  
Confirm that timed exercises are regularly used and students' progress is tracked.
- **Timely Completion of Exercises**  
Ensure exercises are completed within the allocated time, helping students to focus and improve time management.

#### 6. Student Skills Development

- **Mental Drills Monitored**  
Verify that students are participating in regular mental drills (e.g., factorization, completing the square).
- **Writing Skills Tracked**  
Check if students are developing speed and legibility in their writing during problem-solving.

#### 7. Exam-Focused Learning

- **Use of Real Exam Questions Confirmed**  
Monitor that every class session uses real CSEC exam questions to simulate exam conditions.
- **Topic Linkage Observed**  
Track if topics are being linked together in a logical, smooth-flowing manner.

## 8. Learning Tools & Materials

- **Use of Calculators Confirmed**  
Ensure students are trained in using calculators effectively to double-check answers and manage exam time.
- **Hands-On Activities Monitored**  
Confirm that hands-on materials (coins, objects, etc.) are used where applicable to solidify concepts.
- **Keys to Math Success Books Used**  
Ensure students are using the Keys to Math Success books consistently in class.

## 9. Feedback & Adjustments

- **Student Feedback Collected**  
Track if feedback from students is collected regularly to adjust teaching methods.
- **Teacher Feedback Collected**  
Monitor if feedback from teachers is gathered to improve program delivery.
- **Adjustments Made**  
Ensure adjustments are made to the program based on feedback from both students and teachers.

## 10. Program Outcomes

- **Progress Check on Student Learning**  
Regularly assess the improvement in students' understanding and performance in CSEC math.
- **Monitoring Exam-Readiness**  
Track students' preparedness for real exam conditions and their ability to apply what they've learned.

