

**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:**