Institution “Kostanay Humanitarian College”

POSITION  
 about the contest " The Best study room”  
  
1.Objectives and organization of the review competition  
  
1.1. Strengthening and development of educational and material resources (replenishment of educational  
new visual AIDS, technical means, devices);  
1.2. identification of the best classrooms;  
1.3. study, generalization, dissemination of experience of the best classrooms.   
1.4. Terms of the contest: in January-the 1st preliminary stage, in June-the 2nd final stage.   
1.5. The assessment of offices and laboratories is carried out by the expert group appointed by the order of the Director.

* Conditions of the contest  
    
  2.1. Activities of classrooms are evaluated in accordance with the evaluation criteria (Annex 1), including:  
  - evaluation of the documentation regulating the activity of the study room;   
  - facilities and equipment in the classroom;   
  - accumulation of teaching materials;  
  - appearance, the aesthetics of the design;   
  - compliance with the requirements of safety and labour protection;  
  - organization of extracurricular activities of students.   
  2.2. To assess the study room used a table of evaluation points. For  
  original solutions that contribute to the improvement of the classroom are awarded incentive points. For gross violations of safety and health can be assigned penalty points.

3. Summing up the results of the contest  
  
 Following the results of the review competition, the expert group determines the best classrooms, notes the positive experience of organizing the activities of classrooms. The final results of the contest are recorded in the minutes. On the recommendation of the expert group, heads, classrooms which are recognized as the best, are awarded by order of the Director of the College.

EVALUATION CRITERIA CLASSROOM  
  
1. Documentation and literature:  
- passport of classroom;  
- work plans and reports of the study room;  
- inventory of property and equipment located in the office;  
- the presence of information boards, their relevance.  
  
2. Educational and methodical complex:   
- training documentation (extract from state standard, the standard program, work programs, calendar-thematic plan, routing, didactic materials, methodological materials, guidelines, etc. supporting the use of modern educational and information technologies);  
- posters, visual AIDS;   
- TSO;  
- control materials: current, midterm, materials for intermediate and final certification of students;   
- design teaching area;  
- catalog of literature.  
  
3. Extracurricular activities:   
- availability of work plans and reports of student groups  
- participation of clubs in exhibitions and conferences, availability of prizes  
- participation in the city and National Olympiads, the availability of prizes in the city, regional and National Olympiads.   
  
4. Aesthetic design of the classroom:   
- the unity of style of the classroom;  
-functionality and rationality of the location of the workplaces of students;  
- organization of documents storage;  
- the presence of permanent and changeable information boards;  
- creative approach to the design of the office.   
  
5. State of safety :   
-availability of safety instructions corner for labor protection, fire safety;   
-the presence of the magazine safety and the fulfillment of the requirements for completing;  
-state office safety (presence of ground loops, warning signs).   
  
6. Sanitary and hygienic standards:   
- the cleanliness of the room and furniture;  
- creating conditions for storing work and information materials

**MAP OF EVALUATION OF EDUCATIONAL OFFICE NO. \_\_\_\_\_\_**

**Head of office\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| Characteristic | Max.points | assessment |
| **1. Documentation, literature** | **10** |  |
| - passport of office | 2 |  |
| - office work plans, quality and relevance, reports | 2 |  |
| - inventory of property and equipment located in the office | 2 |  |
| - catalog of educational, informational literature | 2 |  |
| - availability of information stands, their relevance | 2 |  |
| In total |  |  |
| **2. Educational and methodical complex** | **50** |  |
| In total |  |  |
| **3. Extracurricular activities** | **10** |  |
| - availability of work plans, circle reports | 2 |  |
| - participation in exhibitions, conferences, availability of prizes | 3 |  |
| - participation in city and Republican subject Olympiads, the presence of prize-winning places | 3 |  |
| - availability of visual AIDS made by students | 2 |  |
| In total |  |  |
| **4. Aesthetic design of the office** | **10** |  |
| - unity of the Cabinet design style | 2 |  |
| - the functionality and rationality of the location of the workplaces of students | 3 |  |
| - organization of documents storage | 2 |  |
| - the presence of permanent and changeable information boards | 3 |  |
| In total |  |  |
| **5. State of safety, health and safety** | **5** |  |
| - availability of fire regulations, journal, compliance with the requirements for its filling | 3 |  |
| - class room state of the safety | 2 |  |
| In total |  |  |
| **6. Sanitary and hygienic standards** | **5** |  |
| - compliance with the cleanliness of the room and furniture | 2 |  |
| In total |  |  |
|  |  |  |
| **7. Bonus point** | **10** |  |
| - creation of conditions for storage of working and information materials |  |  |
| In total |  |  |
| **8. Penalty point** |  |  |
| SUBTOTAL | 100 |  |

**MAP OF EVALUATION OF EDUCATIONAL AND METHODICAL COMPLEX**

Study Room№\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Discipline\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specialty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of hours: theory\_\_\_\_\_\_\_practice\_\_\_\_\_\_ independent work\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Еducational and methodical complex | The existence, amount | Notes | points |
| Max | |
| Extract from the state compulsory standard of education |  |  | 1 | |
| Typical program |  |  | 1 | |
| Work program |  |  | 3 | |
| KTP |  |  | 3 | |
| Methodical development of classes |  |  | 10 | |
| Technological map |  |  | 10 | |
| Control materials |  |  | 10 | |
| Materials for SRS |  |  | 5 | |
| Evaluation criteria |  |  | 1 | |
| Literature |  |  | 3 | |
| Materials for testing |  |  | 3 | |
| In total |  |  | 50 | |

Date\_\_\_\_\_\_\_\_\_\_ Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_