

- (d) The class in which it is proposed to place each pupil in consequence of the results of the annual examination, taken in conjunction with those of the other periodical examinations and with the general character of his work during the year :
- (e) A general estimate of the quality of the work done by each class :
- (f) A summary showing the number of pupils on the roll of each class, the number present at the time of the examination in English, the aggregate ages as on the 31st of December, and the average age of the pupils in each class.
- (g) A summary showing for each class the number of pupils in the various years of their school life.
- (5) For pupils of Form II, the form that has been previously used in the case of candidates for Certificates of Proficiency will suffice.
- (6) The same standards of appraisalment of the pupils' work shall as far as possible be adopted throughout the schools, and to this end the teacher shall follow the directions and standards laid down by the Director of Education or, with his authority, by the Inspector.
- (7) The Inspector may return the copy of the class-lists of the annual examination to the head teacher, and require him to note in the column for remarks the reason for the more or less rapid promotion of any pupil, or to give an explanation in the case of any pupil whose age is much above the average age of the pupils in that class for New Zealand, and to forward such of the examination-papers as the Inspector may desire. The Inspector may modify the classification of the pupils in any way that appears to him desirable.
- (8) If it appears to the Inspector that the report of the annual examination is complete and in order, he shall at his next visit to the school sign the school record thereof in the examination register, and make any comment he may deem necessary. The record so signed shall be kept in the school in the manner herein prescribed.

School records.

68. (1) The class registers and the records of examinations, together with copies of the Inspector's reports, shall be carefully preserved by the head teacher until their destruction is authorized by the Minister of Education, and in the case of the closing of the school shall be delivered up to the Director. The teacher's annual examination report, signed by the Inspector, shall be kept in the Department's office. The schemes of work and the programmes of work shall be the property of the Department, and shall not be removed from the school except with the consent of the Director.

(2) All school records, including the Inspector's reports, shall be treated as strictly confidential, and shall not be removed from the school except by the authority of the Director.

Inspection.

69. (1) Every Native school shall, as a general rule, be visited annually by an Inspector of Schools. No notice of any visit shall in general be given unless the Inspector deems it advisable to hold a more or less detailed examination of the pupils, in which case ten days' notice shall be given. After one of his visits in each year the Inspector shall present to the Director an "inspection report," but a special report may be presented after any visit.

(2) The inspection report shall consist of a statement in general terms regarding the efficiency of the school as a whole, and shall relate to the organization and management of the school; the order, discipline, and tone; the regularity of the attendance; the general efficiency of the teaching; the instruction and training of the junior assistants; the accommodation; the state of the buildings, grounds, and fences; the provision made for ventilation, warming, and cleaning; special circumstances affecting the efficiency of the school; and any other matters which, in the opinion of the Inspector, should be brought under the notice of the Director.

(3) After each visit the Inspector shall furnish the Director with a report on the work of the school, and shall include notes for the guidance of the teachers. Such notes shall relate to any or all of the following matters:—

- (a) The organization of the school as arranged by the head teacher with respect to—
- (i) The manner in which the staff has been distributed in accordance with the accommodation, the abilities of the teachers, and the salaries they are receiving :
- (ii) The size of the different classes in relation to the accommodation available, and to the number of pupils under instruction by each member of the staff :
- (iii) The general scheme of instruction :
- (iv) The arrangement of the time-tables ;