



National Teacher Policy (NTP) Implementation Monitoring tool

User Guide



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Glossary	
Action bar	The sticky strip at the very bottom of the screen containing Prev/Next and Submit/Save Draft buttons.
Admin dashboard	The supervisor-facing interface for viewing and managing all submitted records.
Audience filtering	The automatic hiding or showing of Sections based on the selected respondent type (Director vs School Head/Teacher).
CPD	Continuing Professional Development; structured learning activities for teachers.
Draft	A partially completed submission saved to the daSectionase before final submission. Marked as status: draft in the system.
EMIS	Education Management Information System; the national daSectionase for school-level data.
FME	Federal Ministry of Education; the national authority responsible for NTP policy.
M&E	Monitoring and Evaluation; the systematic process of tracking NTP implementation progress.
Mode banner	The coloured notification bar that appears below the Monitoring Details card after a respondent type is selected, confirming the active filtering mode.
NTP	National Teacher Policy 2025; the Federal Government's framework governing all aspects of teacher management.
Progress strip	The thin green line below the Section bar that fills as you advance through Sections.
Rating scale	The 1–4 scoring system used for performance indicators (1=non-compliant, 4=Full Compliance).
Reference number	The unique identifier (e.g. NTP-2026-04721) generated when a record is saved or submitted.
SMoE	State Ministry of Education; the state-level authority responsible for NTP implementation.
Section bar	The horizontal strip of section Sections fixed below the header, used to navigate between form sections.
TMIS	Teacher Management Information System; the national daSectionase for teacher-specific data.
TRCN	Teachers Registration Council of Nigeria; responsible for teacher registration and licensing.

Support & Contact

For technical support with the online tool, contact your State Ministry of Education or Federal Ministry of Education (FME). For policy-related questions about specific indicators, refer to the NTP 2025 document or the NTP Monitoring Tool User Guide

1 Introduction

This user guide explains how to use the online version of the National Teacher Policy (NTP) Implementation Monitoring Tool. This is a structured online form that records your observations, document review findings and interview responses during a monitoring visit to a school or State education office.

The online form is organised into Sections, one Section per monitoring section so you can work through each domain systematically, save your progress at any point, and submit a completed record directly to the daSectionase.


This user guide covers everything from opening the form to clicking Submit. It is intended for Monitoring Officers (Quality Assurance, M&E staff) and any official authorised to conduct NTP monitoring visits.

Checklist

1. Budget documents or approved work plans
2. State education sector plan (SESP)
3. Teachers Academic Qualifications
4. Date of last curriculum review
5. Teachers TRCN License
6. Recruitment Advertisement
7. Teacher Deployment/Redeployment Records
8. Salary Schedule
9. Teaching pathway Framework and staff assignment (Beginner-Proficient-Mentor-Distinguished)
10. Induction registers
11. Teacher Professional development training attendance
12. CPD Completion certificates
13. Promotion records
14. Mentorship records
15. Appraisal records
16. Lesson plans, scheme of work, digital tool references etc
17. Competency Assessment Framework
18. SBMC Minutes
19. PTA minutes
20. TRCN Code of conduct
21. National Anti-Bullying Policy
22. Mental Health and Psychosocial Support training attendance
23. Digital Pedagogy Training records
24. AI literacy training records
25. Evidence of registration on digital learning platforms
26. State Monitoring visits report
27. Implementation report

2 System Requirements & Access

Requirement	Detail
Device	Any smartphone, Sectionlet, laptop or desktop computer
Browser	Chrome, Edge, Firefox or Safari; version from 2022 or later
Internet	Required to open the form and to submit. Not required while filling in fields.
URL	Provided to you by SMoE Officer or FME
Login	No login required for the monitoring form. Admin dashboard requires login credentials.

 **Tip:** If you experience limited internet access at the State/school, open the form before you leave it will stay loaded in your browser Section and you can complete it offline. You will need internet again only to submit.

Opening the Form

1. Open your web browser (Chrome recommended), type or paste the URL provided into the address bar and press Enter.
2. The NTP Monitoring Tool will load, showing the header and the Section bar at the top.
3. The tool opens on the first Section: Monitoring Details.

3 Overview of the Online Tool


The form is divided into four visual zones:

Zone	Location	Purpose
Header bar	Top of page always visible	Shows the FME logo, form title and your draft reference number once saved.
Section bar	Sticky strip just below the header	One Section per section. Click any Section to jump to that section. A green tick appears on completed Sections.
Progress strip	Thin green line below the Section bar	Fills from left to right as you advance through Sections, giving a visual completion signal.
Form content	Main scrollable area	The active section's questions, rating Sectionles, text boxes and checkboxes.
Action bar	Sticky strip at the bottom	Previous / Next navigation buttons. On the last Section, shows Save Draft and Submit Record buttons.

The Section Sections

The form contains 14 Sections, depending on the respondent type selected:

	Name	Respondent
Info	Monitoring Details	All
A	Governance & Financing	State/Director only
B	Teacher Education Teacher Education & Professional Preparation	School level only

C	Teacher Recruitment & Deployment	All — different questions
D	Teacher Remuneration & Incentives	School level only
E	Teacher Career Development Pathways	School level only
F	Teacher Standards & AccountSectionility	School level only
G	School Leadership & Management	School level only
H	Teacher Professionalization & Conduct	School level only
I	Gender, Inclusion & Teacher Well-Being	School level only
J	Digital Competence & Innovation	School level only
K	Monitoring & Evaluation Framework	State/Director only
L	Overall Assessment	All
	Declaration	All

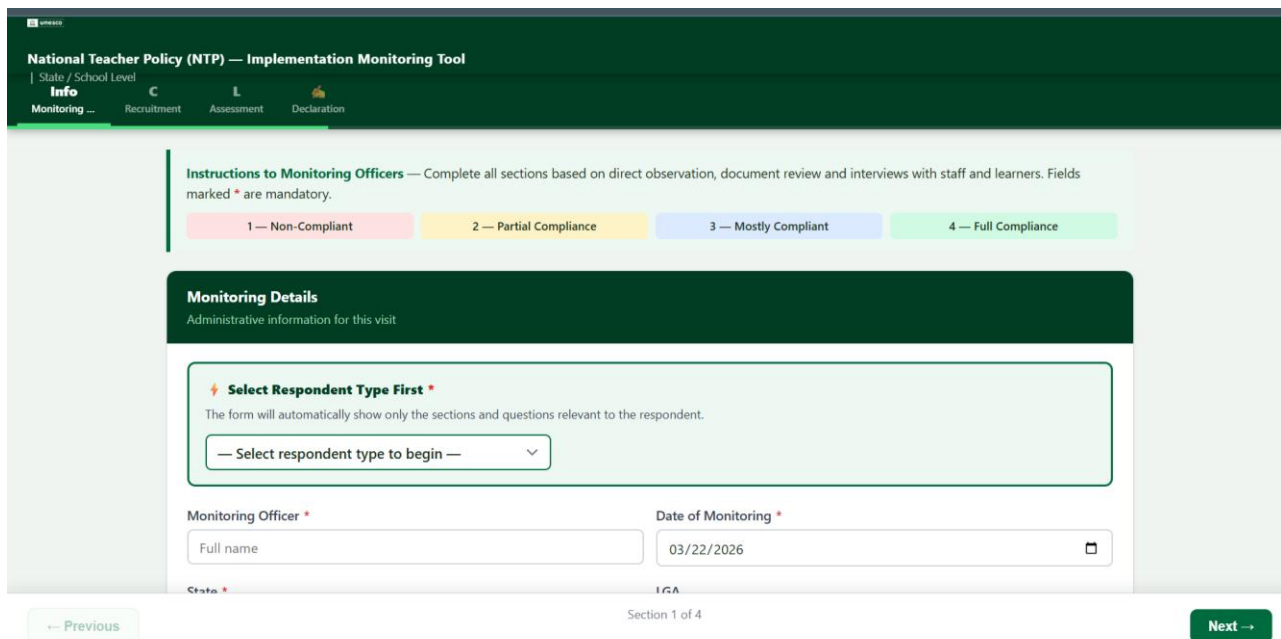
4 Step 1 — Select Your Respondent Type

The first action when opening the form is to select the Respondent Type. This single selection controls which Sections are shown throughout the entire form, so it must be done before you begin filling in any questions.

Respondent	Sections shown
Director (SMoE/SUBEB)	Info, A, C (state view), L, Declaration — 6 Sections total
School Head/Teacher	Info, B, C (school view), D, E, F, G, H, I, J, L, Declaration — 12 Sections total
Not selected	All 14 Sections shown (no filtering applied)

To select the respondent type:

1. Look for the highlighted green box at the top of the Monitoring Details section labelled Select Respondent Type First.
2. Click the dropdown menu inside this box.
3. Select the option that matches the primary respondent for this visit:
 - a. Director (SMoE/SUBEB)
 - b. School Head
 - c. Teacher
4. The Section bar will immediately update to show only the relevant sections.
5. A coloured mode banner will appear below the monitoring details card confirming the active mode.



National Teacher Policy (NTP) — Implementation Monitoring Tool
| State / School Level

Info | **Monitoring** | Recruitment | Assessment | Declaration

Instructions to Monitoring Officers — Complete all sections based on direct observation, document review and interviews with staff and learners. Fields marked * are mandatory.

1 — Non-Compliant | 2 — Partial Compliance | 3 — Mostly Compliant | 4 — Full Compliance

Monitoring Details
Administrative information for this visit

Select Respondent Type First *
The form will automatically show only the sections and questions relevant to the respondent.

— Select respondent type to begin —

Monitoring Officer * | Date of Monitoring *
Full name | 03/22/2026

State * | IGA

Section 1 of 4

Previous | Next

National Teacher Policy (NTP) — Implementation Monitoring Tool
 | State / School Level

Info
 Monitoring ... Governance Recruitment M&E Frame... Assessment Declaration

Monitoring Details
 Administrative information for this visit

Select Respondent Type First *
 The form will automatically show only the sections and questions relevant to the respondent.

Director (SMoE/SUBEB) ▾

Monitoring Officer * Date of Monitoring *
 Full name 03/22/2026 📅

State * LGA
 — Select State — Local Government Area

Name of School / Institution *
 Full school name

← Previous Section 1 of 6 Next →

National Teacher Policy (NTP) — Implementation Monitoring Tool
 | State / School Level

Info
 Monitoring ... Teacher Edu... Recruitment Remunerati... Career Dev. Standards Leadership Professional. Gender & In... Digital Assessment Declaration

Monitoring Details
 Administrative information for this visit

Select Respondent Type First *
 The form will automatically show only the sections and questions relevant to the respondent.

School Head ▾

Monitoring Officer * Date of Monitoring *
 Full name 03/22/2026 📅

State * LGA
 — Select State — Local Government Area

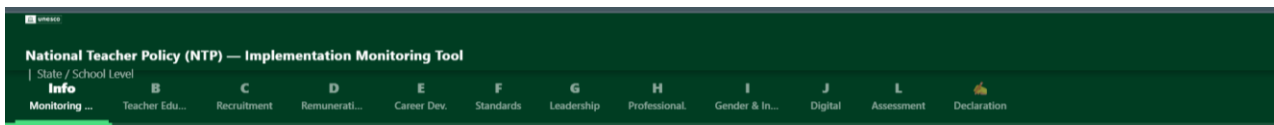
Name of School / Institution *
 Full school name

← Previous Section 1 of 12 Next →

⚠ Important: If you change the respondent type after you have started filling in the form, the Section list will reset, and your current Section position will return to the first Section. Your answers are not lost they are still held in memory, but you will need to navigate back to where you were. Always select the respondent type first.

5 Step 2 — Navigating the Section Bar

Once the respondent type is selected, use the Section bar to move between sections. The Section bar stays fixed at the top of the screen as you scroll, so it is always accessible.

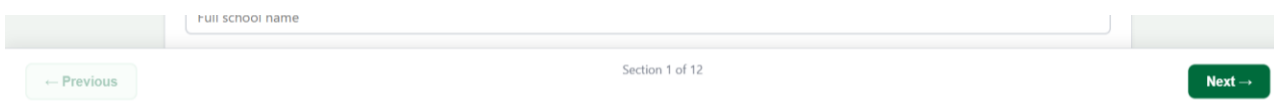



Methods of Navigation

Method	How it works
Click a Section	Click any Section in the Section bar to jump directly to that section. The text of the clicked Section turns white with a green underline.
Next button	Click the Next → button in the bottom action bar to advance to the next Section in sequence.
Previous button	Click the ← Previous button to go back one Section.
Keyboard	Press Section to move between fields within a section. Use the Next/Previous buttons to change sections.

Reading the Section Bar

- Each Section shows a short code (A, B, C ... or Info, ⓘ) and a label.
- The active Section has a bright white label and a green underline bar. Sections you have visited show a small green tick ✓ next to the alphabet.
- On mobile or small screens, the Section bar scrolls horizontally swipe left/right to reach Sections that are off-screen.
- The thin green progress strip below the Section bar fills proportionally as you advance.
- The counter in the action bar(bottom) (e.g. Section 3 of 12) tells you exactly where you are.



 **Tip:** You do not have to complete Sections in order. You can click any Section at any time to jump to a section for example, if the school head steps away and you want to record observations for a different section while waiting.

6 Step 3 — Completing Each Section

Work through each visible Section section by section. The guidance below describes what to do in each Section.

Section: Info — Monitoring Details

This is the first Section and must be completed before any other section. It captures the administrative details of the monitoring visit.

- Fill in your full name as Monitoring Officer, the date field auto-fills with today's date, change it if the visit took place on a different date.
- Select the State from the dropdown. Type the LGA name.

- Enter the full name of the school, Select Public or Private for School Type.
- Enter the number of male and female teachers and learners currently enrolled.
- Select the Level of Education from the dropdown.
- Enter the respondent's highest qualification in the text box.

⚠ Mandatory fields: Monitoring Officer name, Date, State and School Name are mandatory (marked with a red *). The form will not submit without these four fields completed.

Section: A — Governance & Financing (Directors only)

This section is shown only when the respondent is a Director (SMoE/SUBEB). It covers state-level governance and funding. Answer each Yes/No question based on documents you have sighted. It focuses on the governance structures and financial mechanisms required to meet the standards set in NTP Section 6.3.

A1. Ask to sight evidence of any active financial partnership document.

A2. Request to see activity reports and attendance for these activities by each partner (e.g UNESCO, UNICEF: gender inclusion frameworks development workshop, UNESCO: Capacity building for EMIS or teacher standards.)

A3. Verify the existence of a workplan that translates the NTP into specific, priced activities, costed workplan must contain itemized activities, estimated cost, timeline and agencies responsible.

A4. Confirm if the costed plan is reflected in the state annual budget, by requesting the approved workplan showing that funds have been allotted for NTP activities.

A5. Request to sight the NTP state guideline booklet adopted or adapted by the state and the adoption letter signed by the state commissioner of education.

A6. Request the SESP document and check the table of contents or "Teacher Management" chapter for direct references to NTP goals.

A7. Compare the total funds required in the Costed Plan (A3) against the actual funds released (A4).

- High: Releases cover >80% of planned activities.
- Medium: Releases cover 40 %–79% of planned activities.
- Low: Minimal or no funds released relative to the plan.

A8. Count the number of times the State-level NTP Coordinating Committee met formally.

A9. Provide a holistic judgment based on all indicators in Section A with the following ratings and their various justifications.

- High: Policy is Domesticated, Funded, and Monitored systematically.
- Medium: Some activities are happening, but funding is inconsistent or coordination is weak.
- Low: Implementation is ad-hoc, mostly on paper, with no dedicated budget.

Sections: B through J — Core Monitoring Sections (School level)

These Sections are shown for School Head and Teacher respondents. Each Section corresponds to a key NTP policy domain. Work through them during the visit, completing rating scales, Yes/No questions and text fields as you gather evidence from observations, document review and interviews. Full guidance for each indicator is shown on-screen below each question read it before rating.

Section: K — M&E Framework (Directors only)

Shown only for Director respondents. Enter the number of monitoring visits conducted, reports submitted and national reports produced during the reporting period. Tick the frequency column (Quarterly / Biannual / Annual) that best describes the reporting cycle.

Section: L — Overall Assessment

Complete this Section last, after all other sections are filled in. It contains:

- L1 — Overall compliance rating: select one of the four compliance levels.
- L2 — Key strengths: describe 2–4 commendable practices you observed.
- L3 — Priority areas for improvement: reference specific NTP sections where possible.
- L4 — Recommendations: list actionable steps with timelines and responsible parties.
- L5 — Follow-up timeline: select whether a return visit is needed within 3, 6 or 12 months.

Section: 4 — Declaration

Enter your full name in the Monitoring Officer field and confirm the date signed. This constitutes your official certification that the information is accurate and based on direct evidence gathered during the visit.

7 Question Types — How to Answer

The form contains six types of questions. Each is answered differently.

1 — Rating Scale (1 to 4)

Score	Rating	Click this circle when...
1	Non-Compliant	No evidence at all that the NTP requirement is being met.
2	Partial Compliance	Some attempt is being made but significant gaps remain.
3	Mostly Compliant	Clear evidence that the requirement is largely being met, with minor gaps.
4	Full Compliance	Comprehensive, consistent and well-documented evidence of full NTP alignment.

Click or tap the circle for your chosen rating. Only one circle per indicator can be selected.

2 — Yes / No

Click Yes or No. Use Yes only when you have evidence that the requirement is in place. Use No when it is absent or cannot be confirmed. Never leave a Yes/No question blank if genuinely uncertain, record your reasoning in the Observations box and select the answer best supported by evidence.

3 — High / Medium / Low

Used for qualitative level assessments (e.g. overall funding level, implementation stage). Click the radio button under the appropriate column. Base your selection on the weight of evidence not the respondent's self-assessment alone.

4 — Numeric / Text Fields


Click inside the field and type the number or text. For Male/Female (M/F) split fields, enter each number separately, the form may auto-calculate the total. Write 0 rather than leaving numeric fields blank. For text fields, be specific: include names, dates and document references where possible.

5 — Checkbox Lists (tick all that apply)

Tick every option that applies. Unlike radio buttons, multiple checkboxes in the same group can be selected simultaneously. Only tick an option if there is active evidence for it do not tick options that exist only in principle.


6 — Multi-line Text Areas (Observations / Recommendations)


Click inside the box and type your notes. These text boxes have no character limit. Include specific evidence: document titles, names of interviewees, dates of records sighted and any noSectionle discrepancies. Monitoring records with blank observations boxes will be flagged for follow-up by the SMOE review team.

 **Sub-questions:** Some indicators have indented sub-questions (shown with a light green background). These appear below the main rating boxes. Always complete sub-questions, they provide the quantitative data (e.g. teacher counts, ratios, percentages) that feed into the national daSectionase.

8 Saving Your Work (Draft)

The form does not auto-save. You must manually save a draft if you need to pause and return later, or if you want to preserve your progress before leaving the site.

1	Navigate to the last Section (Declaration) using the Next button or by clicking the  Section.
2	Click the Save Draft button (green outline button) in the bottom action bar.
3	A reference number (e.g. NTP-2026-04721) will appear in the top-right corner of the header bar.
4	A popup will confirm the draft has been saved and show your reference number. Write this number down.


 **Important:** A draft is saved to the daSectionase immediately, not to your browser. If you close the browser Section after saving a draft, the record is safe. However, you cannot re-open a saved draft in the form, drafts is held in the daSectionase and can be viewed by the admin in the admin dashboard. If you need to continue editing, do not close the browser Section before you are done.

9 Submitting the Completed Form

Submit only when all sections are complete, all mandatory fields are filled in, and you have verified your entries. Submission is permanent the record cannot be edited after submission from within the form.

1	Complete all visible Sections from Info through to Declaration.
2	Review Section L (Overall Assessment) to ensure your rating and recommendations are accurate.
3	Navigate to the Declaration Section and enter your name and sign-off date.
4	Click Next until you reach the last Section, then click Submit Record (the dark green button).
5	The form validates mandatory fields. If any required field is missing, an error message appears at the bottom of the screen, the field with the problem is highlighted.

6	If validation passes, a Success screen appears showing your unique reference number (e.g. NTP-2026-04721).
7	Record this reference number. You will need it to track the submission in the admin system.
8	Click Start New Record to clear the form and begin a new monitoring entry.

 **After submitting:** Submit the signed physical monitoring tool to the SMOE. The digital submission and the physical original are both required under the NTP monitoring protocol.

10 Troubleshooting	
Problem	Solution
The form does not load	Check your internet connection. If offline, the form cannot load for the first time, open it before going to the field.
A section is missing from the Section bar	This is expected behaviour. Sections are shown or hidden based on the respondent type you selected. Check the respondent dropdown it may be set to the wrong type.
Clicking Submit shows an error message	Read the error message carefully. It will name the missing required field. Navigate to the relevant Section and complete the field, then click Submit again.
The form went blank or refreshed	If you accidentally refreshed the page without saving a draft, your answers may be lost. Always use Save Draft before closing or refreshing.
The submission succeeded but I did not note the reference number	Contact your SMOE admin officer the record will be visible in the admin dashboard with your name, school and submission timestamp.
Rating circles are not clickable	Scroll the Sectionle so the rating columns are fully visible. On very small screens, the rating Sectionle may need a horizontal scroll swipe right inside the Sectionle area.
The Save Draft button is not visible	The Save Draft button appears only on the last Section (Declaration). Navigate to that Section first.

12 Admin Dashboard — For Supervisors

The Admin Dashboard is a separate interface. It is intended for FME supervisors, SMOE officers and designated data managers not for Monitoring Officers completing field visits.

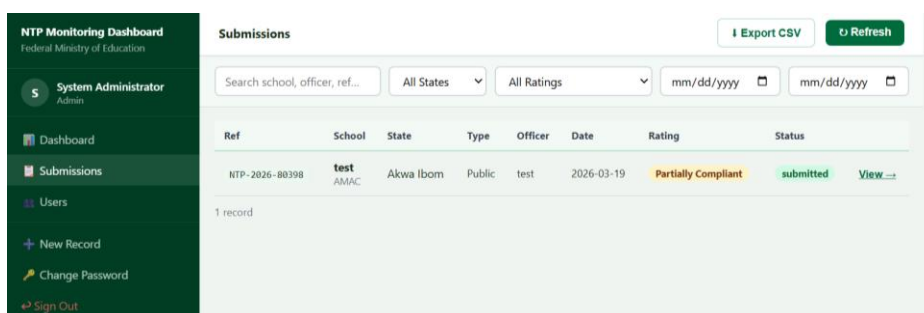
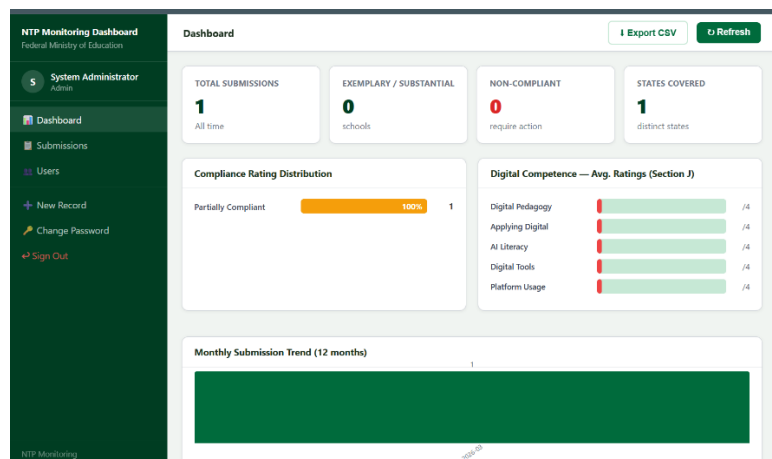
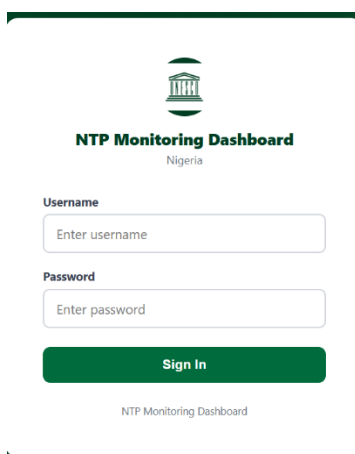
Dashboard Features	
Feature	Description
KPI Summary Cards	Total submissions, number of Exemplary/Substantially Compliant schools, non-compliant count, number of distinct states covered.
Compliance Distribution Chart	Horizontal bar chart showing how many submissions fall into each of the four compliance ratings.
Digital Competence Averages	Bar chart of average ratings across Section J indicators (J3–J8), enabling national benchmarking of digital readiness.
Monthly Trend Chart	Bar chart showing submission volume per month over the past 12 months.
Submissions Sectionle	Full paginated list of all records with school name, state, officer, date, rating and status. Searchable and filterable by state, rating and date range.
Record Detail Drawer	Click View on any row to open a slide-in panel showing the full record: monitoring details, compliance rating, strengths, recommendations, section ratings and governance indicators.
CSV Export	Download all submissions as a comma-separated file for analysis in Excel or SPSS.

Accessing the Dashboard

Open your browser and navigate to the admin URL provided. Login with username and password provided.

Use the sidebar links to switch between Dashboard (summary) and Submissions (full list).

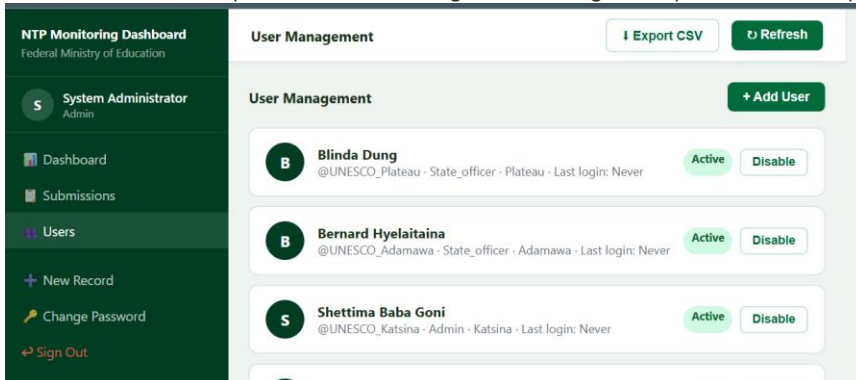
Use the filter bar at the top of the Submissions page to narrow by state, rating or date range.



User Management (Admin role only)

Administrators can manage user accounts from the Users section in the sidebar. The following actions are available:

- Add User create a new account with a username, full name, password, role and state assignment.
- Enable / Disable toggle a user's access without deleting their account.
- Roles: Admin (full access including user management), State Officer (data access), Viewer (read-only).



User Management | Export CSV | Refresh

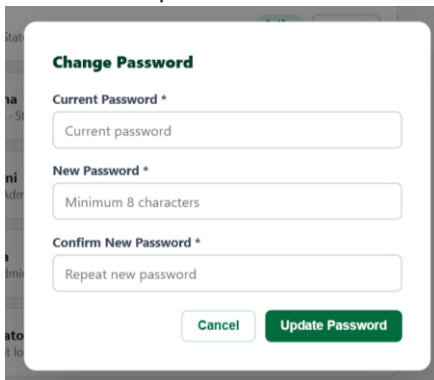
User Management | Add User

- B** **Blinda Dung**
@UNESCO_Plateau · State_officer · Plateau · Last login: Never | Active | Disable
- B** **Bernard Hyelaitaina**
@UNESCO_Adamawa · State_officer · Adamawa · Last login: Never | Active | Disable
- S** **Shettima Baba Goni**
@UNESCO_Katsina · Admin · Katsina · Last login: Never | Active | Disable

Changing Your Password

Any user can change their own password at any time:

1. Click the Change Password link in the left sidebar.
2. Enter your current password, then your new password (minimum 8 characters), and confirm.
3. Click Update Password. A confirmation message will appear.



Change Password

Current Password *
Current password

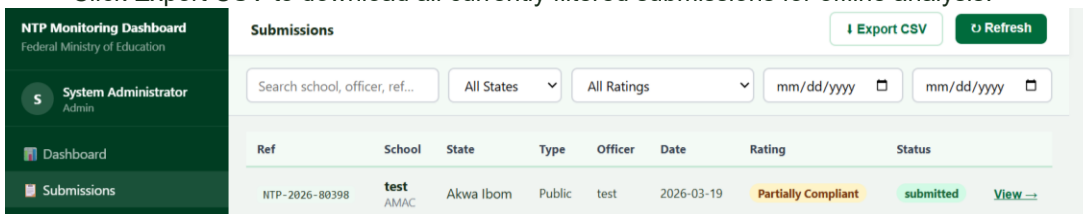
New Password *
Minimum 8 characters

Confirm New Password *
Repeat new password

Cancel | Update Password

Using the Filters and Export

- Use the filter bar above the Submissions Section to narrow results by State, Compliance Rating or date range.
- Use the Search box to find a specific school, officer name or reference number.
- Click Export CSV to download all currently filtered submissions for offline analysis.



Submissions | Export CSV | Refresh

Search school, officer, ref... | All States | All Ratings | mm/dd/yyyy | mm/dd/yyyy

Ref	School	State	Type	Officer	Date	Rating	Status
NTP-2026-80398	test AMAC	Akwa Ibom	Public	test	2026-03-19	Partially Compliant	submitted View →