

NATIONAL TEACHER POLICY (NTP) IMPLEMENTATION MONITORING TOOL AND USER GUIDE

MAY 2026



**FEDERAL MINISTRY OF
EDUCATION**





The Revised National Teacher Policy (NTP)



1



OVERVIEW

The revised National Teacher Policy provides a strategic framework for strengthening the teaching profession and improving the quality of education in Nigeria. It responds to long-standing challenges in teacher preparation, recruitment, deployment, welfare, professional development, accountability, and school leadership. The policy recognizes teachers as the most important in-school factor in improving learning outcomes and seeks to reposition teaching as a respected, professional, and well-supported career. It also promotes inclusive, gender-responsive, digitally relevant, and resilient education systems. The revised policy was approved by the 69th National Council on Education on **6 November 2025**.

2



POLICY GOALS / KEY FOCUS AREAS

- Improve teacher quality and professionalism
- Attract, recruit, and retain qualified teachers
- Strengthen teacher welfare, motivation, and career progression
- Promote continuous professional development and accountability
- Advance inclusive, gender-responsive, and resilient education delivery

3



DOMAINS OF THE REVISED NATIONAL TEACHER POLICY



4



EXPECTED RESULTS / SIGNIFICANCE



Contents

IMPLEMENTATION MONITORING TOOL USER GUIDE	4
Glossary	4
Introduction	5
System Requirements & Access	6
Overview of the Online Tool	6
The Tab Sections	7
Step 1 — Select Your Respondent Type	7
Step 2 — Navigating the Section Bar	9
Question Types — How to Answer	9
Step 3 — Completing Each Section	10
Saving Your Work (Draft)	13
Submitting the Completed Form	13
Troubleshooting	14
Admin Dashboard — For Supervisors	14
NATIONAL TEACHER POLICY (NTP) IMPLEMENTATION MONITORING TOOL	17

IMPLEMENTATION MONITORING TOOL USER GUIDE

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 database before final submission. Marked as status: draft in the system.
EMIS	Education Management Information System; the national database 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 database 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 database.

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.

Pre-Visit Document Checklist

Before arriving at the State office or school, request that the following documents be made available:

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 licence certificates
6. Recruitment advertisement and records
7. Teacher deployment / redeployment records
8. Salary schedule and payslips
9. Teaching Pathway Framework and staff assignments (Beginner–Proficient–Mentor–Distinguished)
10. Induction registers
11. Teacher professional development training attendance registers
12. CPD completion certificates
13. Promotion records
14. Mentorship records and forms
15. Appraisal records (current and previous year)
16. Lesson plans, schemes of work, digital tool references
17. Competency Assessment Framework
18. SBMC minutes
19. PTA minutes
20. TRCN Code of Professional 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 visit reports
27. NTP implementation reports

2 System Requirements & Access

Requirement	Detail
Device	Any smartphone, tablet, 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 SoME/SUBEB 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 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 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 tables, 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 Tab 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 & Accountability	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 *
Full name

Date of Monitoring *
03/22/2026

State *
— Select State —

LGA
Local Government Area

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 *
Full name

Date of Monitoring *
03/22/2026

State *
— Select State —

LGA
Local Government Area

Name of School / Institution *
Full school name

Section 1 of 6

Previous 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 *
Full name

Date of Monitoring *
03/22/2026

State *
— Select State —

LGA
Local Government Area

Name of School / Institution *
Full school name

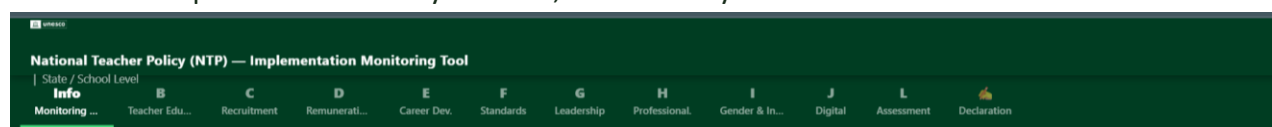
Section 1 of 12

Previous 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.

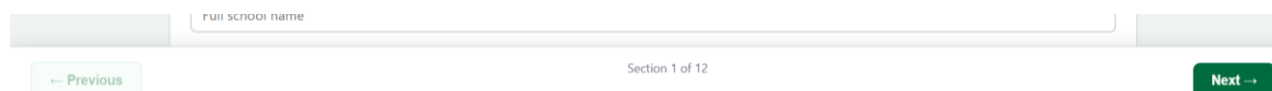


Methods of Navigation

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 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	No Compliance	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 notable 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 database.

7 Step 3 — Completing Each Section

Work through each visible Section tabs by section. The guide 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 current 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 be submitted 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, planning, funding, coordination and financial mechanisms required to meet the standards set in NTP Section 6.3.

Steps to take:

- Request partnership documents
- Review activity reports (e.g., UNESCO, World Bank, UNICEF programmes)
- Verify costed implementation workplan (activities, budget, timeline)
- Confirm inclusion in state annual budget
- Verify official NTP adoption documents
- Check SESP for NTP alignment
- Compare planned vs released funding
- Count number of times coordination meetings held

Rating Guidance:

- 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.
- 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.

Section: B Core Monitoring Sections (School level)

These Section is shown to 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.

Focus is on: Qualifications, curriculum, accreditation, training

Steps to take:

- Verify number of qualified teachers (NCE or higher)
- View curriculum documents (current vs old)
- Check evidence of demonstration model school (locations/photos)
- Verify training schedules and reports
- Verify promotion and appraisal records

Section: C Core Monitoring Sections (School level)

Focus on: Certification, recruitment transparency, deployment

Steps to take:

- Verify TRCN licenses for all teachers
- Cross-check staff list vs licenses
- Confirm certification before employment
- Verify recruitment records
- Disaggregate data (Male/Female)
- Verify EMIS/TMIS records
- Check deployment records

Key Checks:

- Open advertisement process
- Merit-based recruitment

- Teacher–learner ratio
- Deployment stability (≥ 3 years)
- Salary incentives (where applicable)

Section: D Core Monitoring Sections (State level)

This section is shown for the Director to assess the level of compliance with approved teacher remuneration policies. It provides guides to monitoring officers on parameters and rating criteria to assess the extent to which schools and education authorities comply with established standards, ensuring accountability, transparency, and continuous improvement in teacher compensation practices.

Focus on: Salary structure compliance

Steps to take:

- Confirm approved salary scale exists in the state
- Compare salaries with qualifications and experience
- Review payroll records, check for arrears and verify allowances for extra duties
- Confirm number of months in salary arrears (if any)

Rating Levels:

- 1: No compliance, no evidence that salaries follow an approved consolidated salary scale.
- 2: Partial compliance, some elements of the approved salary scale are applied, but major gaps remain.
- 3: Mostly compliant, the salary scale is largely implemented with minor gaps (e.g., delayed promotions, missing allowances).
- 4: Full compliance, complete and consistent implementation of the approved consolidated salary scale. Payroll fully matches the approved structure. Documentation of promotions, increments, and performance reviews. Teacher records (HR files) showing clear salary progression. Evidence of compliance with allowances and incentives where applicable.

Section E: Teacher Career Development Pathways

Focus on: Promotion and career progression

Steps to take:

- Review promotion policies
- Check appraisal systems
- Verify progression records

Section F: Teacher Standards & Accountability

Focus on: Performance management and standards

Steps to take:

- Review appraisal records
- Check compliance with teaching standards

Section G: School Leadership & Management

Focus on: Leadership effectiveness

Steps to take:

- Interview school head
- Review leadership structures and records

Section H: Teacher Professionalization & Conduct

Focus on: Professional ethics and conduct

Steps to take:

- Review TRCN code of conduct adherence
- Check disciplinary records

Section I: Gender, Inclusion & Well-being

Focus on: Inclusive practices and teacher welfare

Steps to take:

- Review gender policies
- Check well-being programmes
- Verify inclusion practices

Section J: Digital Competence & Innovation

Focus on: Digital skills and tools

Steps to take:

- Verify digital training attendance
- Check use of digital tools in teaching
- Confirm AI literacy exposure

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

Shown only for Director respondents.

Focus on: Monitoring systems

Steps to take:

- Record number of monitoring visits
- Verify reporting frequency (Quarterly/Biannual/Annual)

Section: L — Overall Assessment

Complete this after all sections have been filled:

- View overall compliance rating
- Record strengths, identify improvement areas and provide recommendations
- Set follow-up timeline

Section: — 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.

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 database 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 database 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 Table so the rating columns are fully visible. On very small screens, the rating Table may need a horizontal scroll swipe right inside the Table 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 Table	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).

NTP Monitoring Dashboard
Federal Ministry of Education

S System Administrator
Admin

Dashboard

Submissions

Users

New Record

Change Password

Sign Out

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 table 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.

NTP Monitoring Dashboard
Federal Ministry of Education

S System Administrator
Admin

Dashboard

Submissions

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 →

NATIONAL TEACHER POLICY (NTP) IMPLEMENTATION MONITORING TOOL (State / school level)

MONITORING DETAILS			
Monitoring Officer *		School Type	Public Private
Date of Monitoring *		Teachers (M / F)	
State *		Learners (M / F)	
LGA		Level of Education Offered	
Name of School			
Respondent Title	e.g. Director (SMoE/SUBEB), School Head, Teacher	Respondents Highest Qualification	
Organisation of Respondent	e.g. SMoE, SUBEB, School	Respondents TRCN Status of the respondent	Registered/Not Registered Valid License/Invalid License

INSTRUCTIONS TO MONITORING OFFICERS

Complete all sections based on direct observation, document review and interviews with staff.
 Use the 1-4 rating scale for questions on extent of compliance
 1 = Non-compliant 2 = Partial Compliance 3 = Mostly Compliant 4 = Full Compliance.
 For Yes/No questions, tick the appropriate box.
 Fields marked * are mandatory.
 Record specific evidence, document references and notable findings in each Observations box.

TABLE OF CONTENTS

Sec.	Section Title	NTP Reference
A	Governance & Financing of NTP Implementation	NTP Sec. 1-4
B	Teacher Education & Professional Preparation	NTP Sec. 6.3
C	Teacher Recruitment & Deployment	NTP Sec. 6.4
D	Teacher Remuneration & Incentives	NTP Sec. 6.5
E	Teacher Career Development Pathways	NTP Sec. 6.6
F	Teacher Standards & Accountability	NTP Sec. 6.7
G	School Leadership & Management	NTP Sec. 6.8

H	Teacher Professionalization & Conduct	NTP Sec. 6.9
I	Gender, Inclusion & Teacher Well-Being	NTP Sec. 6.10
J	Digital Competence & Innovation	NTP Sec. 6.3.4
K	Monitoring & Evaluation Framework	NTP Sec. 7.0
L	Overall Assessment & Recommendations	NTP Sec. 7.0

SECTION A | Governance & Financing of NTP Implementation

Target Respondents: FME/SMoE | NTP Sections 1-4 | Policy Adoption, Budgeting, Coordination

Note: This section is directed at the Federal/State Ministry of Education, SUBEB. Questions assess the governance structures, funding arrangements and institutional coordination required for effective NTP implementation.

Indicator	Yes	No	
A1 Do the government and development partners collaborate in funding NTP implementation? *	[]	[]	
A2 If development partners collaborate in NTP funding, list partners and their roles:* <i>List all development partners (e.g. UNICEF, World Bank, UNESCO, bilateral donors) and specify each contribution.</i>			
A3 Is there a costed NTP implementation plan in place? * <i>A costed plan includes budgeted activities, timelines and responsible agencies.</i>	[]	[]	
A4 Is there a budgetary provision for NTP implementation activities? * <i>Confirm with official budget documents or approved work plans.</i>	[]	[]	
A5 Has the State adopted the NTP implementation guideline? * <i>Request the State NTP guideline document or adoption letter.</i>	[]	[]	
A6 Is the NTP included in the State education sector plan (SESP)? * <i>Verify by sighting the current SESP document.</i>	[]	[]	
Indicator	High	Medium	Low
A7 What is the overall level of funding for NTP implementation? <i>Assess based on budget adequacy relative to the costed implementation plan.</i>	[]	[]	[]
A9 What is the overall level/stage of NTP policy implementation in this State? <i>High = systematic implementation with monitoring; Medium = partial/uneven; Low = early stage/ad hoc.</i>	[]	[]	[]

A8 How many NTP Coordinating Committee meetings were held in the past 12 months?*

The NTP requires a State-level coordinating committee. Record the number of formal meetings held.

Number of meetings: _____

SECTION B | Teacher Education & Professional Preparation

Key Principle 1 | NTP Section 6.3 | Qualifications, Accreditation, CPD, AI Competencies

Indicator	M	F
Number of teachers		
B1 How many teachers hold the minimum teaching qualification (NCE) or higher.*		

Check academic certificates and qualification documents on-site.				
	1 - Non-compliant	2 - Partial Compliance	3 - Mostly Compliant	4 - Full Compliance
B2 The teacher education curriculum has been reviewed within the past 3-6 years (NTP Section 6.3.2).* <i>Confirm date of last curriculum review with institutional records.</i>	☐	☐	☐	☐
B3 Teacher preparation integrates digital literacy, 21st century skills and AI competencies (NTP Section 6.3.4).*	☐	☐	☐	☐
B4 The State has a demonstration/model school used for continuous practical training of teachers. <i>Required under NTP Section 6.3.2 for all teacher education institutions.</i> Number: _____	☐	☐	☐	☐
B5 All teacher education programmes are registered and assessed. <i>Request accreditation certificates and most recent inspection reports.</i>	☐	☐	☐	☐
Indicator	Yes		No	
B6 All teacher education programmes are linked to current CPD programmes (NTP Section 6.3.2).	☐	☐	☐	☐
B7 Does in-service training have any implication for promotion?	☐	☐	☐	☐

B8 Number of teachers that have attended any in-service training in the past 5 years:*

Male: _____ Female: _____ Total: (auto)

Indicator	Yes	No
B9 Which CPD delivery modes are currently available?		
Induction & mentorship programme	☐	☐
Subject association group meetings	☐	☐
Conferences, seminars & workshops	☐	☐
Teacher working groups / professional networks	☐	☐
Digital Learning Platforms (e.g. Nigerian Learning Passport)	☐	☐
Study tours and educational research activities	☐	☐

SECTION C | Teacher Recruitment & Deployment

Key Principle 2 | NTP Section 6.4 | Licensing, TMIS, Transparency, Deployment Standards

Indicator	1 - Non-compliant	2 - Partial Compliance	3 - Mostly Compliant	4 - Full Compliance
C1 All teachers have valid licensed by TRCN prior to employment.* <i>Verify TRCN certificates for all teaching staff.</i>	☐	☐	☐	☐
(a) What is the number of qualified applicants in the last recruitment?				

M: F: (b) How many certified applicants were recruited this year? M: F: (c) Number of certified teachers recorded in the TMIS? M: F: (d) Number of certified teachers deployed to schools. M: F:				
C2 Recruitment was conducted through a transparent, advertised, merit-based process (NTP Section 6.4.1).* <i>verify/sight advert</i>	[]	[]	[]	[]
Indicator	Yes		No	
C3 The school is included in the centralised Digital EMIS maintained by FME or SMOE.	[]		[]	
C4 Teacher-to-learner ratio meets the approved national standard.* Actual teacher-to-learner ratio observed: _____ Approved standard: (auto)	[]		[]	
C5 Teachers deployed have remained at their posting for a minimum of 3 years except where formally re-assigned (NTP Section 6.4.2). <i>Sources to verify: (a) Digital EMIS (b) School head</i>	[]		[]	
C6 Rural/hardship incentives (15% of consolidated salary) are provided to eligible teachers. <i>NTP Sections 6.4.2 and 6.5.3. Note: this can vary depending on State available resources.</i>	[]		[]	
C7 Are there any reported cases of non-certified / unlicensed teachers currently employed:* M: _____ F: _____				

SECTION D | Teacher Remuneration & Incentives

Key Principle 3 | NTP Section 6.5 | Salary Scale, Allowances, Non-Financial Incentives

Indicator	1 - Non-compliant	2 - Partial Compliance	3 - Mostly Compliant	4 - Full Compliance
D1 Teachers are paid on the approved consolidated salary scale based on qualification, experience and professional status.*	[]	[]	[]	[]

Indicator	Yes	No
D2 How consistent is Salary payments? (there are no arrears exceeding one month).* Months in salary arrears (if any): _____	[]	[]

D3 Teachers performing extra duties receive approved additional allowances (NTP Sections 6.5.8-6.5.9). <i>(a) Do teachers perform extra duties requiring additional allowances? If yes, clearly outline the tasks.</i>	☐	☐
D4 Non-financial incentives available to teachers. Housing / accommodation allowance Health insurance coverage Paid study leave Maternity / paternity leave Transport allowance Award and recognition	☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐

SECTION E | Teacher Career Development Pathways

Key Principle 4 | NTP Section 6.6 | Teaching & Leadership Tracks, Mentorship, Induction

Indicator	1 - Non-compliant	2 - Partial Compliance	3 - Mostly Compliant	4 - Full Compliance
E1 The NTP Teaching Pathway (Beginner - Proficient - Mentor - Distinguished) has been implemented.* <i>Request documentation of pathway framework and staff assignments.</i>	☐	☐	☐	☐
E2 Induction training was completed by all newly recruited teachers before full teaching duties.* <i>Check induction registers and completion records.</i>	☐	☐	☐	☐
E3 Regularity of teacher professional development (in-service) show evidence of training attendance	☐	☐	☐	☐
E4 Regularity of promotion (every 3yrs) show evidence of promotion, training attendance etc	☐	☐	☐	☐
Indicator	Yes		No	
E5 All newly deployed teachers have been assigned a mentor for at least 2 years (NTP Section 6.3.3). Evidence of mentorship (form etc)	☐	☐	☐	☐
E6 Mentors are formally prepared, supported and compensated for their mentorship role (NTP Section 6.3.3).	☐	☐	☐	☐

E7 Approximate distribution of teachers across career pathway levels at this school:*

Career Level	Beginner (0-5 yrs)	Proficient (6-10 yrs)	Mentor (11-15 yrs)	Distinguished (16+ yrs)
No. of Teachers (M/F)	M: ____ F: ____	M: ____ F: ____	M: ____ F: ____	M: ____ F: ____

SECTION F | Teacher Standards & Accountability

Key Principle 5 | NTP Section 6.7 | Appraisal, TMIS/EMIS Alignment, Professional Records, Stakeholder Feedback

Indicator	1 - Non-compliant	2 - Partial Compliance	3 - Mostly Compliant	4 - Full Compliance
F1 A mandatory annual teacher performance appraisal is conducted using the TRCN Competency Assessment Framework.* <i>Request copies of completed appraisal forms for current and prior year.</i>	[]	[]	[]	[]
F2 Teachers maintain up-to-date professional records (lesson plans, schemes of work, portfolios).* <i>Spot-check records for a sample of at least 5 teachers.</i>	[]	[]	[]	[]

Indicator	Yes	No
F3 Teacher performance data is linked to the Digital EMIS (NTP Section 6.7.11).	[]	[]
F4 Is a teacher competency assessment framework available in the State?*	[]	[]
<i>Verify existence and currency of the framework document.</i>		
F5 If yes, is the teacher competency assessment framework being actively used and applied?	[]	[]
<i>Request evidence of its application in appraisals.</i>		
F6 Are there mechanisms for stakeholders (learners, parents, SBMC/community) to provide feedback on teacher performance?	[]	[]
F7 Teacher appraisals include all required components.		
Classroom observation	[]	[]
Structured interviews with teachers	[]	[]
Review of professional records (lesson plans, schemes of work, portfolios)	[]	[]
Individual teacher annual work plan review	[]	[]
Evidence of learner development and learning outcomes	[]	[]
Feedback from learners, parents and community	[]	[]

Indicator	High	Medium	Low
F8 What is the level of parents/teachers/learners/community relationship at this school?	[]	[]	[]
<i>Assess based on SBMC minutes, parent meetings, community engagement records.</i>			

SECTION G | School Leadership & Management

Key Principle 6 | NTP Section 6.8 | Appointment, CPD, Appraisal Domains, Gender Equity, Acting Leaders

Indicator	Yes	No
G1 The school head was appointed through an objective, transparent, merit-based process.* <i>Request appointment letter and confirm with SMOE records.</i> (a) Does the State have a developed set of criteria for selection and appointment of school heads?)	☐	☐
G2 The school head has completed compulsory leadership CPD programmes (NTP Section 6.8.4). <i>Request CPD completion certificates.</i>	☐	☐
G3 School leadership promotes gender equity, inclusion and teacher dignity in day-to-day management (NTP Section 6.8.12). <i>Seek qualitative feedback and observations from teachers.</i>	☐	☐
G4 School leader appraisal covers all professional standard domains. (a) Promoting school improvement and innovation (e.g. innovation projects, development plans, new initiatives) (b) Leading, teaching and learning (e.g. instructional leadership, lesson observations, curriculum oversight) (c) Developing self and others (e.g. own CPD, mentoring staff, succession planning) (d) Leading and managing the school (e.g. administration, resource management, compliance) (e) Engaging and working with the community (e.g. SBMC meetings, community outreach, parent engagement)	☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐

G5 Female teachers in leadership positions: *

Total leadership positions	Held by teachers	% female representation
Number: _____	M: ____ F: ____	Calculate: auto

G6 School leader status:*	☐ Substantive leader in post	☐ Acting — confirmed within 6 months	☐ Acting — overdue, 6+ months (action required)
---------------------------	---	---	--

SECTION H | Teacher Professionalization & Conduct

Key Principle 7 | NTP Section 6.9 | Ethics, TRCN Licensing, TIP, Malpractice, Recognition

Indicator	1 - Non-compliant	2 - Partial Compliance	3 - Mostly Compliant	4 - Full Compliance
H1 All teachers are aware of and have access to the TRCN Code of Professional Ethics/Conduct.* <i>Check that the code of conduct is displayed or distributed to all staff.</i>	☐	☐	☐	☐
H2 TRCN practicing license renewal is current for all teachers.* <i>Distinguish initial registration from annual renewal — verify renewal dates.</i>	☐	☐	☐	☐
Number of teachers holding current/valid TRCN practicing license M: F:				
Indicator	Yes		No	
H3 Are issues of professional misconduct cases resolved in a timely manner? <i>Check records</i>	☐	☐	☐	☐
H4 Are there incentives or recognition mechanisms for teachers who demonstrate exemplary professional conduct?*	☐	☐	☐	☐
H5 Are there any cases of professional misconduct in the past 12 months referred to the TRCN Teachers Investigation Panel (TIP/State Investigation Panel).*	☐	☐	☐	☐
H6 If Yes, have the cases been resolved? <i>NTP Section 6.9.5 requires referral to TIP in all 36 States and FCT.</i>	☐	☐	☐	☐
H7 Has any evidence of examination malpractice involving teachers been reported?*	☐	☐	☐	☐

SECTION I | Gender, Inclusion & Teacher Well-Being

Key Principle 8 | NTP Section 6.10 | GBV, Mental Health, WASH, Crisis Contexts

Indicator	Yes	No
I1 A gender & inclusion framework / policy is in place and being implemented (NTP Section 6.10.2).* <i>Ask to sight the gender and inclusion policy document.</i>	☐	☐
(a) Does the school have an anti-GBV / environmental health club?	☐	☐
(b) Is there a guidance counsellor in the school?	☐	☐
(c) Is there an emergency response plan for the school?	☐	☐
I2 Adequate gender-separate WASH facilities are available for teachers (NTP Section 6.10.8). (a) How many gender-segregated toilet facilities are available in the school? M: _____ F: _____	☐	☐
I3 Anti-GBV (gender-based violence) policy is visible and known to all staff (NTP Section 6.10.6-6.10.7).*	☐	☐
(a) Are there other guiding laws / mechanisms that regulate teacher-learner interaction with regards to GBV?	☐	☐
I4 Anti-harassment and bullying policy is visible and known to all staff.*	☐	☐

(a) Are there other guiding laws / mechanisms that regulate teacher-learner interaction with regards to bullying and anti-harassment?		
15 Are appropriate accessibility provisions available for staff with disabilities		
a) Braille materials	☐	☐
b) sign language interpretation	☐	☐
c) ramps	☐	☐
d) Hearing aids	☐	☐
16 Is this school in a crisis / conflict-affected zone requiring special teacher management arrangements?	☐	☐
<i>If yes, describe the crisis context and its effect on teacher management in the Observations box below.</i>		
Indicator	M	F
17 Number of Teacher accessing mental health and psychosocial support programmes (NTP Section 6.10.3-6.10.4).*		
<i>Assess both availability and actual uptake/access by teachers.</i>		

SECTION J | Digital Competence & Innovation

NTP Section 6.3.4 | Digital Pedagogy, AI Literacy, EdTech Integration

J1 Number of functional computers:

J2 Is there availability of Internet service? Yes ☐ No ☐

Indicator	1 - Non-compliant	2 - Partial Compliance	3 - Mostly Compliant	4 - Full Compliance
J3 Teachers are trained in digital pedagogy <i>Request training records, lesson plans and observe at least one lesson with digital integration.</i>	☐	☐	☐	☐
J4 Teachers are applying digital pedagogy in classroom instruction.*	☐	☐	☐	☐
J5 Teachers have completed AI literacy training <i>Verify CPD records or completion certificates for AI literacy programmes per NTP Section 6.3.4.</i>	☐	☐	☐	☐
J6 Teachers uses AI to facilitate teaching and learning	☐	☐	☐	☐
J7 Teachers are actively using digital tools (devices, software, platforms) as part of regular lesson delivery.* <i>Observe lessons and check scheme of work for digital tool references. Assess regularity, not just presence of equipment.</i>	☐	☐	☐	☐
J8 The school is enrolled in and actively using at least one approved digital learning platform <i>Confirm active account, login records and evidence of learner/teacher usage — not merely registration.</i>	☐	☐	☐	☐

J9 enter figures available at time of visit:

Teachers trained in digital pedagogy	Teachers trained in AI literacy	Teachers using digital tools in lessons
M: F:	M: F:	M: F:

SECTION K | Monitoring & Evaluation Framework

NTP Section 7.0 | M&E Indicators — State & National Level

Indicator	Number	Quarterly	Biannual	Annual
K1 State monitoring visits conducted* (NTP monitoring missions completed in the State during reporting period)		☐	☐	☐
K2 State NTP implementation reports submitted*		☐	☐	☐
K3 National NTP implementation report produced by FME (National report issued by FME covering NTP implementation progress)		☐	☐	☐

SECTION L | Overall Assessment & Monitoring Officer Recommendations

NTP Section 7.0 | Monitoring, Evaluation & Review

L1 Overall NTP compliance rating for this State/school:* (Auto generated)

☐ Exemplary	☐ Substantially Compliant	☐ Partially Compliant	☐ Non-Compliant
------------------------------------	--	--	--

I2 Key strengths observed in NTP implementation: <i>Describe 2-4 commendable practices directly aligned with NTP standards.</i>	
I3 Priority areas requiring improvement or urgent action: <i>Reference specific NTP sections where possible.</i>	
I4 Specific recommendations to FME / SMoE / TRCN / School Management: List actionable recommendations with suggested timelines and responsible parties.	
I5 Follow-up monitoring required within: ☐ 3 months (urgent) ☐ 6 months (standard) ☐ 12 months (routine) ☐ None required	

I hereby certify that the information recorded in this monitoring tool is accurate and based on direct observation, document review and interviews conducted during the State/school monitoring visit on the date stated above. I acknowledge that this record constitutes an official monitoring document under the **National Teacher Policy (NTP) 2025**, Federal Ministry of Education, Federal Republic of Nigeria.

Monitoring Officer

Date: