



LEARNER'S DETAILS

Name: _____ . School: _____ .

Assessment Number: _____ Date: _____

School Code: _____ Signature: _____

Instructions for Learners

1. Write your **full name** and **assessment number** in the spaces provided above.
2. Indicate your **school name** and **school code** clearly.
3. **Sign and date** this paper in the spaces provided.
4. Write a composition of about 150-200 words.
5. Your composition should:
 - ✎ Have a clear beginning, middle, and end
 - ✎ Be creative and interesting
 - ✎ Use correct grammar and punctuation

OUR SCHOOL HEADTEACHER

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Handwriting practice lines consisting of 25 horizontal lines.

Lined area for writing or drawing.

THIS IS THE LAST PRINTED PAGE

COMPOSITION TITLE: OUR SCHOOL HEADTEACHER

Since this is a composition-writing task, learners' responses will vary. Award marks based on how well the learner describes the school headteacher, using relevant ideas, proper organization, correct grammar, appropriate vocabulary, spelling, punctuation and neat presentation.

SUGGESTED ANSWER

OUR SCHOOL HEADTEACHER

Our school headteacher is called Mr. Daniel Kiprono. He is a kind, hardworking and responsible man. He is the person who manages our school and makes sure that teachers and learners work together peacefully.

Every morning, our headteacher arrives at school early. He greets the teachers and checks whether everything is in order. During assembly, he reminds us about the importance of discipline, cleanliness and hard work. He always encourages us to attend school regularly and complete our assignments on time.

Our headteacher is friendly and approachable. Whenever a learner has a problem, he listens carefully and tries to help. He also encourages us to participate in games, environmental activities, music and other school programmes. He works closely with teachers and parents to improve our school.

I admire our headteacher because he treats everyone fairly. He is also a good role model because he is honest, disciplined and hardworking. Under his leadership, our school has become a happy and successful place for learning.

I am proud of our headteacher and I hope to become a responsible person like him when I grow up.

MARKING SCHEME

TOTAL: 20 MARKS

Area Assessed	Marks
Content and relevance	5

Area Assessed	Marks
Organization and paragraphing	4
Grammar and sentence construction	4
Vocabulary and expression	3
Spelling and punctuation	2
Presentation and handwriting	2
TOTAL	20

1. CONTENT AND RELEVANCE – 5 MARKS

Award marks according to how well the learner writes about **the school headteacher**.

- **5 marks** – Gives detailed and relevant information about the headteacher, including name/description, duties, character, relationship with learners, leadership and positive contribution to the school.
- **4 marks** – Gives good and mostly relevant information with adequate development of ideas.
- **3 marks** – Gives satisfactory information but some important details are missing or insufficiently developed.
- **2 marks** – Gives limited information with several undeveloped or repetitive ideas.
- **1 mark** – Gives very little relevant information.
- **0 marks** – Response is completely irrelevant or no meaningful response is given.

2. ORGANIZATION AND PARAGRAPHING – 4 MARKS

- **4 marks** – Clear introduction, well-developed middle and suitable conclusion; ideas flow logically and paragraphs are well organized.
- **3 marks** – Generally well organized with only minor weaknesses.
- **2 marks** – Some organization is evident, but ideas are not always well connected.
- **1 mark** – Poor organization; ideas are difficult to follow.
- **0 marks** – No meaningful organization.

3. GRAMMAR AND SENTENCE CONSTRUCTION – 4 MARKS

- **4 marks** – Uses correct grammatical structures and well-constructed sentences throughout.
- **3 marks** – A few grammatical errors that do not interfere with communication.
- **2 marks** – Several grammatical errors, but the composition remains generally understandable.
- **1 mark** – Many grammatical errors that interfere with understanding.
- **0 marks** – Language is largely incomprehensible.

4. VOCABULARY AND EXPRESSION – 3 MARKS

- **3 marks** – Uses appropriate, varied and interesting vocabulary.

- **2 marks** – Uses generally appropriate vocabulary with some variety.
- **1 mark** – Uses simple, repetitive or occasionally inappropriate vocabulary.
- **0 marks** – Vocabulary is extremely limited or inappropriate.

5. SPELLING AND PUNCTUATION – 2 MARKS

- **2 marks** – Accurate spelling and appropriate use of capital letters, full stops, commas and other punctuation marks.
- **1 mark** – A few spelling or punctuation errors.
- **0 marks** – Frequent spelling and punctuation errors.

6. PRESENTATION AND HANDWRITING – 2 MARKS

- **2 marks** – Very neat, legible and well-presented work.
- **1 mark** – Generally legible but with some untidiness.
- **0 marks** – Very untidy or largely illegible.

GENERAL MARKING GUIDELINES

1. Accept **any relevant and logically developed composition** about the learner's school headteacher.
2. The suggested answer is only a guide and should **not be treated as the only acceptable answer**.
3. Accept different names, descriptions, personalities, duties and experiences provided they are relevant to the topic.
4. Award marks for **originality and creativity** where appropriate.
5. Do not award full marks merely because the learner has written the required number of words.
6. A composition below **150 words** may still earn substantial marks if the ideas, organization and language are good.
7. A composition exceeding **200 words** should not automatically lose marks. Consider quality, relevance and organization.
8. Minor grammatical, spelling or punctuation errors should not excessively reduce the score where communication remains clear.
9. Accept a different but logically correct interpretation of the topic.
10. The learner should write in **continuous prose**, preferably using well-developed paragraphs.
11. Where a learner focuses on the headteacher's **leadership, duties, character, relationship with learners or contribution to the school**, award appropriate content marks.
12. Do not penalize learners for giving personal experiences that differ from the suggested answer, provided they remain relevant to the topic.

SUGGESTED PERFORMANCE BANDS

Score Performance

17–20 Excellent

13–16 Very Good

Score	Performance
9–12	Satisfactory
5–8	Below Average
1–4	Limited
0	No attempt/irrelevant response

FINAL SCORE

CONTENT: _____ / 5

ORGANIZATION: _____ / 4

GRAMMAR: _____ / 4

VOCABULARY: _____ / 3

SPELLING & PUNCTUATION: _____ / 2

PRESENTATION: _____ / 2

TOTAL: _____ / 20 MARKS