Glossary of terms used in the education sector — Part 2: Basic education
TECHNICAL COMMITTEE REPRESENTATION

The following organizations were represented on the Technical Committee:

Ministry of Education, Directorate of Basic Education
Kenya Institute of Curriculum Development
Kenya National Examination Council
University of Nairobi
Kenyatta University
Association of Physically Disabled in Kenya
Kenya Private Schools Association
Kenya Union of Post-Primary Education Teachers
Kenya Institute of Special Education

REVISION OF KENYA STANDARDS

In order to keep abreast of progress in industry, Kenya Standards shall be regularly reviewed. Suggestions for improvements to published standards, addressed to the Managing Director, Kenya Bureau of Standards, are welcome.

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Glossary of terms used in the education sector — Part 2: Basic education
KS 2217-2: 2024

Foreword

This Kenya Standard was prepared by the Basic education Technical Committee under the guidance of the Standards Projects Committee, and it is in accordance with the procedures of the Kenya Bureau of Standards.

Kenya Bureau of Standards (KEBS) has established Technical Committees (TCs) mandated to develop Kenya Standards (KS). The Committees are composed of representatives from the public and private sector organizations in Kenya.

Kenya Standards are developed through Technical Committees that are representative of key stakeholders including government, academia, consumer groups, private sector and other interested parties. Draft Kenya Standards are circulated to stakeholders through the KEBS website and notifications to World Trade Organization (WTO). The comments received are discussed and incorporated before finalization of the standards, in accordance with the Procedures for Development of Kenya Standards.

Kenya Standards are subject to review, to keep pace with technological advances. Users of the Kenya Standards are therefore expected to ensure that they always have the latest versions of the standards they are implementing.

This second edition cancels and replaces the first edition (KS 2217-2:2010), which has been technically revised.

KS 2217 consists of the following parts, under the general title Glossary of terms used in the education sector:

— Part 1: Early years education
— Part 2: Basic education
— Part 3: Special education
— Part 4: Technical and vocational education and training
— Part 5: University education

During the preparation of this standard, reference was made to the following document(s):

Basic Education Act, 2013
Basic Education Curriculum framework (BECF)
Competence based assessment framework (CBAF)
Kenya Primary School Education assessment (KPSEA)

Acknowledgement is hereby made for the assistance derived from this (these) source(s).
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Introduction

A paragraph.

The introduction is an optional preliminary element used, if required, to give specific information or commentary about the technical content of the document, and about the reasons prompting its preparation. It shall not contain requirements. For example, if the standard is addressing an emerging issue like disease outbreak or a technical challenge.

The Introduction shall not have a clause number. If it is necessary to create numbered subdivisions, the subclauses are numbered 0.1, 0.2, ….
Glossary of terms used in the education sector — Part 2: Basic education

1 Scope

This Kenya Standard defines terms commonly used in basic education. Emphasis is on the local Kenyan words and terms but for purposes of increasing globalization in education, a number of terms used internationally have been included.

This glossary is to serve comprehensive school (Lower primary, Upper primary, and Junior school) and Senior School, and all basic education stakeholders; School Board of Management (BoM), teaching and support staff, parents, learners and basic education providers.

2 Normative references

The following referenced documents referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

KS ISO 29995, Education and learning services — Vocabulary

3 Terms and definitions

The following are the terms and definitions commonly used in Basic education in Kenya. The terms are arranged in alphabetical order.

A

absenteeism
the state of learners or teachers not being present in school without permission when learning/teaching is taking place

academy
a private or independent school or college in which special subjects or skills are taught

achievement
successful accomplishment or performance in particular subjects, skills or courses. This is usually summarized in various types of grades, marks or descriptive commentary

assessment test
test for measuring learners’ present ability in a particular Learning Area or skill

adolescence
a period of human development in which an individual passes through from childhood to adulthood

administration
the management, organization, operation and supervision of a school

administrative records
managerial and other statistical information in an institution

admission
formal acceptance of an applicant into a school/institution having satisfied set requirements

alumni (Latin plural of alumnus)
the former learners or old boys and girls of a school.

aphasia
Impaired ability to understand or to use speech as opposed to written language

admission/application fee:
a fee charged to applicants who file formal applications for admission to a school

aptitude
an individual’s ability to acquire a particular skill in an area

assessment
the process of gathering information by a teacher or examiner to determines the learner’s level of acquisition of knowledge, skills, and values/attitudes

assignment
a learning task (written or skill development) which a learner is expected to carry out independently, and is also commonly known as homework

ataxia
lack of muscular co-ordination

atlas
a bound collection of maps often used in teaching Geography or History

attendance register
an official school record listing the daily attendance of/teachers in a class. In some schools non-teaching staff

attitude
a person’s tendency to feel about and act towards certain people, subject, ideas etc. in a particular manner

audio-visual resources (AVR)
equipment and devices for presenting recorded sound and/or visual images for educational purposes

autistic child
one who exhibits a complex developmental disability as a result of a neurological disorder that affects the normal brain function impacting the social and communication skills

average learner
one who scores average (not high, not low) marks or grades in a learning subject/course/sports/task/skills e.t.c

braille
a system developed by Louis Braille (1809-1852) to enable visually impaired people to read by touching patterns of raised dots representing letters of the alphabet. The system also enables a visually impaired person to write and even to type

board of management (BoM)
the governing body of a school. It can also refer to the trustees or managers of an independent or private school

boarding school
a school where learners reside in school dormitories when schools are in session

book
a written or printed work with pages bound along one side

boston schools
remand centre/home where young people, accused or convicted of criminal offences may be sent while awaiting sentence as they access their right to education.

**bullying**
the verbal and physical harassment of pupils by other learners (usually older ones)

**bursary**
an award in cash or remission of fees to help certain deserving learners to take up places in a fee paying school

**captain**
a boy or girl chosen by learners under guidance of teachers/democratically elected to represent or fulfil some administrative functions among learners

**cane**
recommended rod used by a teacher for punishment of learner for breach of school regulations

**calendar year**
a period between one intake of learners and the next in institutions

**certificate**
formal document attesting a fact, especially a qualification

**chalk-board/blackboard/whiteboard/interacting board**
board in a classroom or laboratory or elsewhere in the school used mainly by the teacher to write notes, important terms or diagrams

**chart**
sheet of information in the form of a table, graph, or diagram

**class stream**
a school organization in which learners are arranged to form classes according to some characteristics, usually based on ability

**class representative**
the title given to appointed or elected learner to do administrative duties over other learners

**class teacher**
is also referred to as a form teacher (or master/mistress) is responsible for management of the class such as calling a register (and may not be in-charge of academic activities)

**coaching/mentoring**
training in sports and athletics but can also refer to giving private tuition

**co-curricular activities**
programmes that learners engage in to complement formal education. These include, sports, drama, music, clubs, societies etc

**competency**
demonstrating ability to apply knowledge, skills, values and altitudes in performing a given task

**computer-assisted instruction/learning (CAI/CAL)**
the use of ICT devices such as computers to select and present instructional material to learners

**continuous assessment test (CAT)**
a continuous monitoring and evaluation of the skills/knowledge acquired by learners during the course of study

**counselling**
service involving advising/guiding learners on their educational progress, career opportunities and positive
behaviour or character development

**curriculum**
leaning areas included in a course of study

**curriculum design**
the outline of a subject or a course prepared by a curriculum body such as Kenya Institute of curriculum development

**curriculum vitae (CV)**
a written outline of a person’s educational and career history, used particularly when seeking for an employment.

**D**

day school
a school where learners travel daily while leaving at their homes as opposed to boarding schools where learners reside during school terms.

degree
an academic qualification or title by a Higher institution of learning to an individual after completing a specified course. There are bachelor’s, master’s and doctor’s degrees

delinquent child
a school going child who often violates the rules of the school or the law

demonstration school
a school operated to provide a model educational facility applying practice that merit widespread adoption

department
a basic organizational unit in a school consisting of all the faculty members or teaching personnel in a given related subjects or discipline

diploma
an official qualification award to those who qualify in tertiary, middle level college or a university. This is usually below the bachelor’s degree

detention
form of school punishment in which the offending learner is required to remain at school when others are free to go home

dormitory
a residence hall for boarding learners in a learning or training institution

double lesson
two adjacent periods (lessons) on the school time-table allocated to the same subject and taught continuously without a break

dress code
learning institution regulations governing personal appearance of learners in terms of dressing and grooming

drop-out
a learner who leaves the formal education system before completing a cycle in the course of study

dyslexia
a reading impairment likely caused by a neurological dysfunction in which a learner experiences difficulty in perceiving individual letters, words and even numbers

**E**

**education**
the process of acquiring knowledge, skills, values, and attitudes, that brings change of behaviour
education trips
planned visit by a group of learners and teachers to a site of specific or general interest e.g. to a museum manufacturing plant/factory

educational day/speech day/prize day
an annual occasion in schools where visitors, parents, learners give speeches and prizes awarded to the best performers

e-learning
learning which uses ICT Devices and internet connectivity

enrolment
the total number of learners registered in any given institution, course or class at a given time

equation of qualification
process of comparing different curricula from other countries with the local curriculum for purpose of placement or certification

evaluation
an assessment or appraisal of any appropriate entity and expressed descriptively or numerically

exercise
task for a learner to do or practice: an assignment, can also be a physical activity for body development and fitness

experiment
practical activity in science subjects/laboratory operation to verify, or test something new using a wide range of materials and apparatus usually under the supervision of the teacher or a laboratory technician

expulsion
exclusion of a learner from the current school, ordered by the County Education Board as a disciplinary action/measure upon verification

extended activity
assignments, exercises or tasks set by the teachers for learners to do at home in the evening or during weekends with help of a guardian

external assessment
assessment of learners that originate from oversight bodies

facilitator
a person engaged by educational institution to instruct learners. The person would normally have been trained as a teacher in a college or university and holding a Diploma, Post Graduate Diploma or Bachelor of Education

family life education
education that provide learners with knowledge and skills regarding successful family living in terms of human behaviour

flipchart
a visual learning resource used for teaching in a classroom

formative assessment
this entails assessment for learning and assessment as learning diagnostic continuous and daily processes that are put in place to facilitate collection of information and provide feedback for quality learning and improvement

foreign language
second language offered in the curricula, include French, Chinese Mandarin and German.
gifted and talented
a learner who has extremely superior mental ability demonstrated by exceptional skill, creativity and concept assimilation

grade of a school
a figure or classification based on the number of learners or quality of a secondary school

grade
'A'
refers to a specific class depending on age of learners

'B'
a mark in the form of a number or letter given by a teacher or exam body as an evaluation of the academic quality of the learner’s work in a course, subject, assignment or examination

graduate
a learner who has been awarded a certificate after a specific period of study in learning/training institution

graduate teacher
qualified teacher who holds a degree certificate in education

guardian
an adult, in lieu of biological parents, who is legally responsible for the care, upbringing and requirements of a learner at school also referred to as a care giver

gymnasium
a special room or separate building designed for teaching and doing physical exercises, games and sports

head-teacher
the administrative and academic leader of a school who has considerable autonomy in deciding its management including curriculum and staffing

hearing challenged
term used for learners who have hearing impairment

administration structure
bureaucratic positions
system of grades of status or authority ranked one above the other. (see Annex E) Hierarchy in school administration

higher education
this term is used to refer to all post-secondary (or tertiary) education more specifically the term applies to institutions leading to the award of a diploma or a degree

home schooling
refers to education carried out for some reasons; a child can be educated at home by a qualified teacher (who may be a parent) following one of the national curriculum

house
institutions of learning allocate their boarding learners to different buildings (dormitories) in which they sleep and sometimes eat, organize activities for instance sports

hyperactive learner
a learner who is excessively active, constantly in motion and may cause a lot of disruption

hyperkinetic learner
a learner who has abnormal and uncontrollable muscular movement, such as spastic tremors
incentives
external factors that motivate an individual to improve own performance

incidental learning
the kind of knowledge or skill that we can acquire unconsciously while in pursuit of other knowledge

independent study
learners do their work or research on themselves with no assistance from teachers or other learners

individual differences
differences between young individuals of similar ages with respect mainly to mental ability and other personality attributes

induction
an orientation/introductory programme designed to familiarize one with the institutional culture, systems and routines for efficiency and effective operations

inclusivity
leaving non behind catering for everyone regardless of place, colour, race and religion

integrated science
a learning area with a combination of different major branches of the natural sciences as an introduction to study individual branches of science (Biology, Chemistry and Physics)

in-service training
capacity building instructional programmes to provide for continued professional development of educators during their working years in contrast to pre-service education

instant feedback
to get some response (from teacher or learner) which can be verbal or written, aimed at improving instruction

institution of learning
term used in reference to colleges, schools and research organizations

institutional budget
a costed list of priorities in terms of income and expenditure for a designated financial year

institutional brand
term, mark or insignia which intensify one institution from another

instruction
facilitating learning through a process by which knowledge is acquired and skills are developed in learners

institutional publication
a written literature by learners and the entire school community such as newspaper, journals and yearbook

intelligence quotient (IQ)
a test score made widely popular as an index of relative standing on mental capabilities

international baccalaureate (IB)
qualification established in 1967 for learners of a variety of nationalities in a temporary residence. It serves a qualification for entry to a higher institution mostly in private/institution. Offers three programmes used in many schools all over the world: PYP- primary years programme MYP- middle years programme IB Diploma Programme

international baccalaureate diploma programme
the IB Diploma Programme is offered by the international baccalaureate for learners aged 16- 19 years. It is a
demanding two years curriculum that leads to a qualification recognized by universities around the world

**international standard book number (ISBN)**
since 1967 books have been given an identification number. The number is useful in ordering and computerizing the books

**international standard serial number (ISSN)**
this is the equivalent of the ISBN but used for serials, that is for journals and periodicals

**J**

**juvenile delinquency**
generally, a youth under the age of 18 who commits an antisocial or criminal act and who may be suspended from school. A juvenile delinquent usually receives mitigated punishment before the law

**K**

**kenya national union of teachers (KNUT)**
union of teachers in primary and secondary schools

**kenya union of post-primary teachers (KUPPET)**
union of teachers in post primary schools

**kit**
set of educational materials mainly in sciences from which a learner can learn alone or in small groups with or without a teacher. In Kenya we have kits by School Equipment Production Unit (SEPU)

**L**

**laboratory**
a room, building, or establishment equipped for scientific experiments/practical work in STEM subjects

**learner**
a person attending an educational institution or enrolled in a form of educational course

**learners with SNE and or disability**
learners who require special education facilities/support because of various challenges, conditions or disability

**learning**
the process of acquiring knowledge, skills and values and attitudes through study, teaching and experience

**learning area**
a field of knowledge for instance integrated science, indigenous languages, home science and mathematics

**learning curve**
a graph showing how a learner progresses with practice in a new skill being learnt

**learning difficulty**
experience where a learner experiences challenges in acquisition of knowledge and skills development the (seems hard to learn for an individual)

**learning outcome**
intended goal; competence that a learner should exhibit

**learning resources**
a variety of materials used for the teaching/learning
learning resources centre
a special room or library at school or any other suitable place that provides a variety of equipment and materials for learning purposes

learner exit profile
a report given to a learner when he/she has completed study in a level of study

lesson
the basic unit of time around, which a timetable is arranged. One period can be 40 minutes or one hour

lesson plan
a teacher’s outline of what he/she hopes to use to guide the lesson or instruction

level
specific cycle in education and training

log book
a diary of daily happenings in an institution

long vocation
a break after one term of schooling, which is usually one month or more

makeup class
a class set up by a teacher to provide additional teaching time to help in work already covered during regular time. It can be additional learning time scheduled to assist learners to catchup with content that would not have been well understood also referred to as remedial session

manual
a handbook of instruction or information intended to accompany a course book or a piece of equipment

manuscript
a document or a book written by hand / softcopy/ typed. It can also mean a draft of a book or article submitted by the author to a publisher

masters in education
advanced 2 years postgraduate progressive degree course designed to promote teachers’ specialization in their subject knowledge, pedagogy and to further their studies

masters’ degree
a postgraduate academic certification awarded to those who have successfully completed additional 2 year course in a certain field of study or area of professional practice after a bachelor’s degree

matriculate
the act of securing institutional approval to be enrolled in the university as a candidate taking a course towards a specific academic degree

mentorship
mentor handholding a mentee to benefit from the experience or specialised skill

midterm break
a few days’ holiday short rest in the middle of a term

misconduct
action on the part of a learner, teacher or administrator which is not in conformity with the stipulated school rules

mixed school
a school for both girls and boys
module
a unit of study in a course or other learning programme usually in institutions of learning/training

oral assessment
a form of assessment in which candidates are tested (usually individually) in face-to-face discussion with the examiner

orientation course
an induction course to get one to familiarize with the details of the course

pedagogy
strategies applied to promote acquisition of knowledge, skills, values and altitudes (a set of systematic procedures and practices employed in teaching or research)

peer counselling
practice where learners with the capacity and influence are used to reach out to their fellow learners

peer teaching
pedagogical approach where teachers take some responsibility to support one another by providing instant feedback

performance levels
process of gauging and placing a learner according to his or her performance in a learning process

playfield
area that is used for formal/informal games and recreational activities in a learning institution

pocket money:
an amount of money for spending given to learners by parents/guardian

positive discipline
correctional measure action or step taken to ensure improved behaviour (repercussion) after faulting a rule or a regulation

practicals
learning sessions involving physical (hands on) activities often in a science laboratory or workshop

pre-service training
a term used for professional training (of a teacher) prior to employment

principal
the chief administrator in a secondary school or a college

private school
an independent school that is financed by private sources rather than public funds

private university
a university funded by private funds rather than state funds

probationary teacher
a teacher on trial period which is usually two years

progress report
a summary of learner’s performance in an institution of learning

**profession**
any occupation that is regarded as prestigious, specific in skills and knowledge and follows a given code of ethics in its practice. The members are usually well paid

**professional documents**
working resources that teachers are required to source, prepare and maintain as they facilitate learning

**prospectus**
a booklet published by an educational institution outlining the courses and facilities for the benefit of the prospective learners

**repercussion**
a consequence of committing an offence; penalty imposed upon an individual (learner or worker/teacher) with the view of discouraging some behaviour

**qualification**
academic or professional attainment and/or life experience that are thought to make a person suitable for some particular role or job evidenced by a certificate

**qualifying examination**
prerequisite assessment which a learner is required to sit for and attain desired level of competence before moving to the next level

**qualified teacher**
a teacher who is trained in a recognized college or university and has also gone through probation, internship or qualifying session

**health break**
a short period of 10 to 15 minutes and long break of about thirty minutes during which learners are released from class for refreshing

**reference book**
a book containing useful information that needs to be consulted at random rather than read from beginning to the end. Common reference books include dictionaries, encyclopaedia, and atlases

**reform school**
a penal institution for juvenile delinquents and first offenders where they receive training and education with the aim of reforming the juvenile. They are also referred to as ‘improved schools’

**register**
a special book in which the names of learners (in a class) are listed and their daily attendance and absence noted

**resource person**
an individual with special knowledge or skills who can facilitate learning through talk or provision of information to a class or school to provide more information

**role model**
an individual who serves as a good example in class, school or community

**roll call**
the attendance list for a class of learners who are officially registered. A teacher (or prefect) calls a ‘roll-call’ when wants to determine who are present or absent

**room-mate**
a person with whom one shares a dormitory room.
rubric
criteria of placing individual learner performance in terms of meeting the set targets i.e. exceeding expectation
meeting expectation, approaching expectation and below expectation

safety education
school programmes conducted to familiarize learners with practices of assuring safety from injury and health
hazards in homes, schools, roads, sports and recreation

safety patrol
group of learners with some responsibility for guiding fellow learners in safe behaviour within and around school
and its environs

senior school
refers to grade 9 to grade 12

scholar
a person professionally skilled in an academic discipline

scores
rating scale used to place the learner according to his/her performance or competency in handling an
assignment or task

scholarship:
a financial award made to a deserving learner to assist finance further studies

sickbay
a health care unit that offers minimal treatment and medical services in a institution of learning.
also referred to as school clinic or sanatorium

symposium
organized participation of learners in a specific activity in an institution purposely to bring out individual
competences whose exemplary performance is recognised

school mate
a person who attends or attended school together at one time

school meals
meals given to learners (also teachers at times). This is usually organized by schools and parents often asked
to contribute

school nurse
a medical practitioner who takes care of learners when ill

school ethos
aspirations of an institution that aim bringing out character moral nature and guiding beliefs

school canteen
a utility shop that serves learners and other members within the institution

school system
organization of the school in terms of the number of years per level of education and the programmes
undertaken. For example, the 2-6-3-3-3 system in Kenya

school uniform
distinctive clothing/dressing worn by learners in school

self study
learning carried out without a teacher. It is also referred to as self-teaching
self-discipline
a person’s control of behaviour and therefore needs little control from external persons or authority

senior teacher
title given to a teacher who is assigned additional administrative responsibilities for smooth running of an institution

set books
story books, poetry books and play books selected for promoting language learning

social sciences
studies in which mankind is of central concern which include Language and literature, Humanities (History & Geography) and Business studies

special needs education
educational programmes and services offered to persons with conditions, challenges, disability, exceptional talent or a gift

special school
an institution which provide education to learners with conditions, challenges, disability and exceptional talent or a gift

specialisation
pathways in senior schools, they are Arts & Sport Science, Social Sciences, and Science Technology Engineering and Mathematics (STEM)

specific learning outcome
intended goal to be achieved by end of the lesson

support staff
persons employed by the management of the institution with clearly stipulated roles

staff meeting
scheduled activity that bring together staff to discuss matters concerning the institution

special Education Needs
learners with conditions, challenges, disability, exceptional talent or a gift that make it harder for them to learn or access education than most children of the same age.

study time
time allocated for learner study-revise or do private reading

spiral learning
an approach associated with Bruner that consisting of learning experiences arranged in a way that the learner works through all the main concepts of a subject at the elementary level before stepping up to the more difficult concepts or skills

summative assessment
assessment of learners that is designed to report on the overall final achievement at the end of specified period for instance at the end of the term or year purposely for placement or certification

suspension
a form of correctional measure in which a learner is told to stay away from school for a specified period. Can be one day or even a week

talent
ability or aptitude in an area that is demonstrable and basically innate; often remarked upon in such fields as
art, music, sports or mechanics

**teacher assistant**
an individual who assists a teacher, usually in primary or nursery schools. Such a person would help with arranging for a class and resources for instruction

**teacher service commission (TSC)**
national commission mandated to oversee teachers’ registration, recruitment, promotion, development distribution, remuneration and discipline

**teacher trainee**
a learner in professional teacher education who is gaining required experience in supervised teaching

**technical learning areas**
refers to some subjects or activities particularly woodwork, mechanical, home science, electrical and computer studies

**timetable**
an outline or summary designed for use by learners as an aid to their learning in a course or learning area

**university of cambridge international examinations**
is an international exam board offering a range of qualifications including IGCSE and O Level

**vocational education and training (VET)**
any formal, post-compulsory education that develops knowledge, skills and attributes linked to particular forms of employment, although in some interpretations this would exclude professional education
Annex A
(normative)

Annex title

A.1 General

A.2 Clause

A.2.1 Subclause (level 1)

A.2.1.1 Subclause (level 2)

A paragraph.

A.2.1.1.1 Subclause (level 3)

A paragraph.

A.2.1.1.1.1 Subclause (level 4)

A paragraph.
Annex B
(informative)
Bibliography

[1] ISO ####### #, General title — Part #: Title of part


The Bibliography lists, for information, those documents which are cited informatively in the document, as well as other information resources.

The Bibliography is an informative element. It shall not contain requirements, permissions or recommendations.

The Bibliography is a conditional element. Its inclusion is dependent on whether informative references are present in the document.

The Bibliography shall not have a clause number. It may be subdivided in order to group the referenced documents under descriptive headings. Such headings shall not be numbered. Referenced documents and information resources listed may be numbered to simplify cross referencing.

A Bibliography, if present, shall appear after the last annex.

Referenced documents and information resources listed in the bibliography can be dated or undated.