



Grade RRR-12 & Matric Finishing School  
EMIS NO: 500504310

## ASSESSMENT POLICY

### A: PREAMBLE

The policy provides guidance to learners, parents and educators on the procedure for class tests; School based assessment (SBA) assignments, SBA tasks and examinations.

Assessment is a process of collecting, analysing and interpreting information to assist educators, parents and other stakeholders in making decisions about the progress of learners. Assessment should provide an indication of learner achievement.

The assessment procedure must ensure that the results obtained are a fair and true reflection of the ability of the learner. The policy wishes to ensure that all parts of the college community, parents, learners and educators take responsibility for the academic progress of the learner. Through this we wish to promote academic excellence throughout all areas of the college.

The assessment policy is informed by the following legal frameworks:

1. *Section 6 of SASA.*

*National Policy on the Conduct, Administration and Management of the National Senior Certificate: A qualification at level 4 on the National Qualifications framework (NQF).* Department of Education (2009).

2. *The Language-in-Education Policy, 1997.*

Question papers must be set in the Languages of Learning and Teaching (LoLT). Unless otherwise directed in the examination question paper, learners must answer all questions in the Language of Learning and Teaching (LoLT) applicable to the learner.



Grade RRR-12 & Matric Finishing School  
EMIS NO: 500504310

For TCC it means our subjects taught in English, Afrikaans, IsiZulu or IsiXhosa will be examined in that language.

3. *Education White Paper 6 on Special Needs Education:*

Building an inclusive Education and Training System that provides a policy framework for the transformation of practices related to assessment and examinations in general with a view to achieving enabling mechanisms to support learners who experience barriers to learning;

4. The establishing of a School Assessment Irregularities Committee (SAIC), based on Gazette 30048 of 2007, and Gazettes 29626 and 29467 of 2007.
5. The CAPS documents for all subject areas.

**B. PURPOSE OF THE POLICY**

1. To promote academic excellence. It is important that learners know what knowledge and skills are being assessed and feedback should be provided to learners after assessment to enhance the learning experience.
2. To ensure that assessments are conducted in a fair manner for the learners to achieve the best results.
3. To ensure the integrity of the assessment and thus the results.
4. To ensure that all classes follow the same procedure with regards to tests, examinations and SBA to ensure that the system is fair and transparent.
5. To provide regular and insightful feedback to parents on the academic progress of their child
6. To identify barriers to learning timeously, which will then inform the intervention strategies required to assist the learner.



Grade RRR-12 & Matric Finishing School  
EMIS NO: 500504310

## **C. ASSESSMENTS PRINCIPLES:**

### **Guidelines for effective assessments:**

1. The purpose of assessment to be explicit.
2. Assessment must be authentic, continuous, varied and balanced.
3. Assessment must be an on-going integral part of the learning process.
4. Assessment to be accurate, objective, valid, fair, manageable and time efficient.
5. Methods and techniques used must be appropriate to the knowledge skills or attitudes to be assessed.
6. Must consider age and developmental level of learner.
7. Must be bias free and consider gender, race and abilities.
8. Results must be communicated clearly, accuracy, meaningfully and timeously.
9. Progression to be linked to the achievement of specific codes or outcomes.
10. Evidence of progress in achieving outcomes should be used to identify areas where learners need support and remedial interventions

## **D. PURPOSE OF ASSESSMENT**

Assessment will serve to:

1. Determine whether the learning required for the achievements of specific outcomes is taking place and whether any difficulties are encountered.
2. Report to parents and other role players and stakeholders on the levels of achievement across the curriculum.
3. To provide information for the evaluation and review of learning programs used in the classroom.
4. Maximize learner's access to the knowledge, skills, attitudes, and values.



Grade RRR-12 & Matric Finishing School  
EMIS NO: 500504310

## **E. TYPES OF ASSESSMENT**

1. Classroom assessment should be formal and informal. In both cases regular feedback should be provided.
2. Informal daily assessment is the monitoring of learners progress. It can be done through observations, discussion, classrooms interactions etc. It can be used to provide feedback to the learners to improve teaching.
3. Formal assessment provides teachers with systematic way of evaluating how well learners are progressing in that particular subjects/learning are. Examples of formal assessment are projects, oral presentation, demonstration, performances, tests, examinations etc.
4. The design of the tasks should ensure that a variety of skills is assessed.

## **F. MODERATIONS**

1. All formal assessments tests are moderated by the HOD's before learners write.(PRE-MODERATION)
2. A moderation plan is drawn up by team members.
3. Moderation instruments are used for formal assessment tests.
4. Moderation instruments are filed for verification purposes.

## **G. REPORTING AND RECORDING**

1. Teacher record learner performance in all formal assessment tasks. They may not record performance in all informal or daily assessment tasks. They may choose to record in some assessment plan for each Grade, and this should be provided to learners and parents in the first week of each term.
2. Records of learner performance should provide evidence off the learner's progression



Grade RRR-12 & Matric Finishing School  
EMIS NO: 500504310

within a Grade and his /her readiness to progress to the next Grade. It should also be used to verify progress made by teachers and learners in the teaching and learning process.

3. Records should monitor learning and to plan ahead.
4. Reporting is a process of communicating learner performance to learners, parents, school and other stakeholders.
5. Reports cards are issued to parents every term end.
6. Parent review the report cards.
7. Suggestions for improvements are invited from parents etc.

#### **H. PRINCIPLES OF RECORDING**

1. Foundation phase record in the national codes/level and their description.
2. Intermediate phase record and report in national codes/levels and their description and percentages.

#### **I. MANAGEMENT OF SCHOOL ASSESSMENT RECORD:**

1. The management, maintenance and safety of the learner's profile, schedules, report card is the responsibility of the school management team.

#### **J. Record Sheets:**

These are kept by the individual teacher.

Responsible CMT: Deputy Principal

#### **K. INTERVENTION**

1. Comments/feedback are to be given by educators to individual learners either written (e.g. on the learner's work or in the learner's book) or verbally.
2. Problems are to be communicated to parents on a regular basis by inter alia
  - a. Parent/Educator evenings
  - b. Special meetings with parents or a specific grade



Grade RRR-12 & Matric Finishing School  
EMIS NO: 500504310

- c. Letter of concern requesting specified parents to meet with their child's educators
- d. Daily report forms.
3. Parents are encouraged to communicate with educators to express concerns regarding their child's progress whenever the need arises.
4. Educators are to give support where necessary and/or appropriate.

#### L. CONTROL TEST AND CLASS TEST PROCEDURES

1. Class tests must be undertaken on a **regular basis** and forms part of the informal assessment. The **control test** is written on the day designated on the **control test calendar**.
2. The learners must be given at least two (2) days' notice before a class test. The content for both the class test and control test must be clearly set out for the learner. The learner must write the content to be tested and the date of the test.
3. The test must be typed by the admin/educator and be given in for printing as stipulated in the photocopy procedure of the school.
4. **The control test must be kept in the safe once printed.** Ensure that there are enough copies for the whole class and a few extra.
5. Any learner who requires an enlarged copy, or any other aid due to a barrier to learning, must be identified before the test day and be catered for appropriately.
6. **The class test and control test must be marked within one week (7 days) of it being written.**
7. The mark must be **recorded** in the educators' record books.
8. The **test may be sent home to be signed by the parent.** This is to ensure that parents remain informed and assist with the learning process of their child.
9. **The educator must go through the test with the learners and provide the correct answers before another control test or class test or end of term examination is**



Grade RRR-12 & Matric Finishing School  
EMIS NO: 500504310

**written.** This is to ensure that the learner can correct any misconceptions he/she has and improve on their results in the next assessment.

10. No other class test may be scheduled on the day that a control test is being written.

### **M. PROCEDURES WHEN WRITING A CLASS TEST, CONTROL TEST OR EXAMINATION**

1. An accurate absentee register should be taken and recorded in the educator's record book or on the brown folder if it is an examination or a control test.
2. All learners have to be seated in their desks (preferably in alphabetical order).
3. **Only the stationery needed for the test must be on the desk.** Pencil bags and calculator covers have to be placed in the learners' school bags. The bags have to be closed and placed in front or on the back of the class.
4. Learners are to check that there are no notes, cell phones or other materials that could aid them, on their person. Cell phones have to be off and placed in the school bag.
5. The test has to be handed out **face down**.
6. Once each learner has a test, they can be asked to turn it over. Go through each page of the test with the learners. Read the first and last line on each page to ensure that each learner has every page before the test is started.
7. Ensure that the learners adhere to the time indicated for the test. Do not give any extra time for the test, unless a learner has a card indicating that they have been approved for extra time. (The COLLEGE applies to the KZN DoE for extra time).
8. The educator must be vigilant and walk around the class while the test is being written.
9. All learners must remain seated and silent until all the test scripts have been collected.
10. The educator has to count the test scripts to ensure that all the learners have handed in.



Grade RRR-12 & Matric Finishing School  
EMIS NO: 500504310

## N. SETTING OF EXAMINATIONS, MODERATION, MARKING, CAPTURING OF EXAMINATION MARKS AND REPORT PROCESSING

1. **End of term examinations must be marked in 5 working days after examination date.**
2. **On the 6<sup>th</sup> day mark schedule with scripts and analysis of the subject results** must be submitted by educator to Head of Department (HoD) for moderation (quality assurance) by self or forwarding to designate subject moderator.
3. In the event that **three quarters** of the learners have failed to get **70%** and above in the task/examinations, immediate **corrective action(s)** need be taken by the HoD in consultation with the Deputy Principal and Principal.
4. **Moderator has one day** to execute his/her duties, submit report and scripts to HoD.
5. **Moderator appointed by department only deals directly** with examiner/educator during the setting of the examination.
6. Upon receipt on **the 7<sup>th</sup> day** and being satisfied that all **moderator recommendations have been implemented**, the HoD forwards to Deputy Principal the **signed mark schedule** and moderator report for further scrutiny with the whole batch of scripts.
7. The Deputy Principal as academic head now takes custody of the scripts and **SIGNS OFF** the mark schedules for mark capturing by Administrative clerk and processing of school reports.
8. The Administrative clerk **ONLY** captures marks from a mark schedule that has four signatures from: a) educator b) moderator c) HoD and d) Deputy Principal.
9. Deputy Principal working with HoDs collects printed reports and have educators comment, sign and return to them.





Grade RRR-12 & Matric Finishing School  
EMIS NO: 500504310

10. At the SMT/Assessment Committee meeting, all reports from moderators will serve.
11. It is the office of Deputy Principal that collects ALL reports and submit to office of Business manager.
12. Office of Business Manager then ensures all reports have newsletters, financial statements etc and are NOW collected for distribution by class educators.
13. Class educators return to Business Manager all remaining reports in their envelopes.
14. **Upon finalization of marks capturing, the Principal submits to the Director/Chief Executive Officer for endorsement before submission to any outside board.**

## O. EMERGENCIES

1. Learners must be **discouraged** from going to the bathroom during a test or examination. If a learner needs to go to the bathroom during a test or examination (in an emergency), the educator should call the office for assistance. Another educator will be sent to assist. Learners may not go to the bathroom during the first hour and the last half hour of an examination. Learners that have medical conditions and need to go to the bathroom more regularly must be in possession of a permission slip from the Principal as informed by the Dr's note.
2. A learner to sign a log sheet when leaving and coming into the examination room.
3. If an emergency evacuation commences during the test, follow the policy as set out for emergency drills.

## P. IRREGULARITIES

1. Irregularities concerning learners must be dealt with in terms of paragraphs 47, 48 and 49 of the policy document, National Policy on the Conduct, Administration and Management of the National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF).



Grade RRR-12 & Matric Finishing School  
EMIS NO: 500504310

If a learner is suspected of cheating:

- a. Remove the answer sheet and write the time on the page.
  - b. Issue another answer sheet/folio paper. The learner continues to write the test on the new answer sheet/folio paper.
  - c. At the end of the test, take the learner and the sheet to the deputy in charge of academics.
  - d. The irregularity will be dealt with in accordance to the policy of the irregularities committee.
2. Suspected internal irregularities involving educators constitutes an act of misconduct and will be dealt with in accordance to the *Employment of Educators Act and SACE regulations*.

### Q. FORMAL ASSESSMENT TASKS FOR GRADE 3 – 6

#### GRADE 3

LEARNING AREA	TERM 1	TERM 2	TERM 3	TERM 4
MATHS	3	3	3	3
ENGLISH	3	3	3	3

#### GRADE 4 - 6

##### The number of Formal tasks

LEARNING AREA	TERM 1	TERM 2	TERM 3	TERM 4
LANGUAGE	2	2	2	2
FAL	2	2	2	2



Grade RRR-12 & Matric Finishing School  
EMIS NO: 500504310

MATHS				
NATURAL SCIENCE & TECH				
SOCIAL SCIENCE				

## 5. RATING CODES

RATING CODES /LEVELS	DESCRIPTION OF COMPETENCE	PERCENTAGE
7	Outstanding Achievement	80-100
6	Meritorious Achievement	70-79
5	Substantial Achievement	60-69
4	Adequate Achievement	50-59
3	Moderate Achievement	40-49
2	Elementary Achievement	30-39
1	Not Achieved	0-29

## R. FORMAL ASSESSMENT & SUBMISSION OF WORK BY LEARNERS

1. Learners should adhere strictly to deadlines.
2. Deadlines may be negotiated between educator and learners, but they must be the SAME for all classes in that subject area.
3. Deadlines or interim deadlines are to be clearly indicated as an integral part of the instructions for the task, and progress should be monitored accordingly.
4. Procedure for work not handed in on time:
  - a. 10% of the total mark is to be deducted for each day that the assignment, project or task is late.
  - b. After one week (5 school days), an assignment, project or task will no longer be



Grade RRR-12 & Matric Finishing School  
EMIS NO: 500504310

awarded marks for that assessment period. The task receives a zero (0) mark for that assessment period.

c. The task, referred to in b above, must be marked. The mark, less 50%, will then be used for the final mark calculation at the end of the year.

## **S. SUBMISSION OF GROUP WORK**

1. To discourage “passengers”, peer assessment in group work will count heavily to determine the amount of input of individual group members, i.e. a learner should not be awarded the average mark for the group when she has played little or no part in the research or preparation of the assignment.
2. Oral group presentations: learners absent for presentations must submit a medical certificate and the assessment will be rescheduled where possible.

## **T. ORIGINALITY OF LEARNER’S WORK**

1. Copying of work from others and/or intrusive parental or other assistance does not contribute to a learner’s development of skills and competence.
2. Plagiarism in any form is a serious offence and will not be tolerated. Zero marks will be awarded for work copied from resources or from other learners, or for information downloaded or copied from the internet.
3. All sources used in assignments have to be acknowledged in a properly constructed bibliography or reference list.
4. Work that has been plagiarized or copied from another learner must be referred to the head of Academics. The work and learner concerned will be referred to the irregularities committee. If the learner is found guilty of plagiarizing or copying work they may be given zero and may be punished in terms of the code of conduct. The



Grade RRR-12 & Matric Finishing School  
EMIS NO: 500504310

learner may be given an opportunity to redo the work and the mark will then only be calculated in the final SBA at the end of the year.

#### U. LEARNERS WHO ARE ABSENT FOR AN ASSESMENT.

1. A learner who misses an assessment with a valid reason:
  - a. The permission letter or doctor's certificate must be kept with the learner's record of assessment.
  - b. **A mark is NOT estimated for the task.** The learner's mark is indicated as an INCOMPLETE on the report and a comment is written by the class educator indicating that the learner did not write the test in the particular subject and so, has not met the requirements for that subject for the term and that the report is incomplete.
  - c. **The learner's final SBA mark is to be adjusted with the revised total for the SBA mark for the year.** At the end of the year, in order to calculate the final mark, the tasks that had not been written, are not assessed, but the total marks are scaled up to the correct total for the SBA.
  - d. This adjustment is done at the end of the year only.
2. A learner who misses an SBA task WITHOUT a valid reason:
  - a. The learner is given zero (0) for the task and the intervention form must be completed and added in place of the task in the learner's record of work.
  - b. **The parent MUST be contacted telephonically and a note made of the date of the telephone call on the intervention document.**
3. "Valid reason" in this context includes the following:
  - a. illness supported by a valid medical certificate, issued by a registered medical practitioner;



Grade RRR-12 & Matric Finishing School  
EMIS NO: 500504310

- b. humanitarian reasons, which includes the death of an immediate family member, supported by a death certificate;
- c. the learner appearing in a court hearing, which must be supported by written evidence; or
- d. any other reason as may be accepted as valid by the Head of the Assessment body or his or her representative

## V. PROMOTION REQUIREMENTS (NSC)

### 1. Grade 8

In order to be promoted to grade 9:

- A learner must achieve a minimum of a level 2 in MOST learning areas.
- No condonations are allowed.
- A learner may spend no more than four years in this phase

### 2. Grade 9

In order to be promoted to grade 10:

- At least a level 3 (40% -49%) for one official language and Mathematics
- At least a level 2 (30%-39%) in another official language.
- At least a level 3 (40%-49%) in four other learning areas

Condonations:

- Mathematics may be condoned if the learner achieves a level 2.

A learner classified as an immigrant **must** do a second official language but is exempt from passing the language.



Grade RRR-12 & Matric Finishing School  
EMIS NO: 500504310

[An Immigrant learner first enrolled at and entered a South African school in Grade 7 or a more senior grade, or having begun his or her schooling at a school in South Africa, has attended school outside South Africa for two or more consecutive years after Grade 3 or its equivalent, and has subsequently returned to South Africa.]

- Only ONE subject may be condoned

### 3. Grade 10-12

A learner must obtain:

- 40% in English HL
- 40% in two other subjects
- 30% in three additional subject

The Assessment committee may adjust the mark in ONE subject to a maximum of 2.0% in order for a learner to meet the pass requirements if the committee feels it is in the best interest for the learner to be promoted.

A learner must offer two official languages unless classified as an immigrant. Immigrants may do another officially recognized subject in place of the second official language. Application to the KZN DoE for immigrant status is completed by the head of academics.

### 4. PROMOTION REQUIREMENTS (CAPS)

#### Grade 8 and 9

- Adequate Achievement (Level 4, (50-59%)) in one language at Home Language level.



Grade RRR-12 & Matric Finishing School  
EMIS NO: 500504310

- Moderate Achievement (Level 3, (40-49%)) in the second required official language at First Additional Language level
- Moderate Achievement (Level 3, (40-49%)) in Mathematics
- Moderate Achievement (Level 3, (40-49%)) in any three (3) of the other required subjects
- At least an Elementary Achievement (Level 2, (30-39%)) in any two (2) of the other required subjects
- Immigrant learners may be exempted from achieving one official language, provided they obtain at least an Elementary Achievement (Level 2, (30-39%)) in all three (3) the remaining subjects.
- A learner may only be progressed once in the Senior Phase in order to prevent the learner being retained in this phase for longer than four years.

## W. IMPLEMENTATION AND REVIEW

This policy will be reviewed by the academic committee at the start of each year to ensure that it complies with the changing legislation.

It will be work-shopped with the educators at the start of each academic year.

Each class educator will explain the procedures to their class at the start of each year.

Responsible SMT: Principal

Principal: Mr M. Charamba

Signature.....Date: 01 July 2018

Implementation date: 1 July 2018

Review date: 01 July 2020



Bramhill Building,  
Cnr 140 Langalibalele Street,  
Pietermaritzburg, 3201, SA.



Web: [www.thornhillcc.co.za](http://www.thornhillcc.co.za)  
Admissions@thornhillcollege.com  
finance@thornhillcollege.com  
Tel : 033 342 0507 / 4309;  
Cell No.: 071 972 0479 / 078 670 4571

Grade RRR-12 & Matric Finishing School  
EMIS NO: 500504310

