



Bolketlo Village Motebang Road QwaQwa Tel/Fax: (058) 789 4104 P.O. Box 5801 Phuthaditjhaba 9866

Assessment Policy

VISION STATEMENT

To be an institution that strives to create a better life for all learners by becoming a center of excellence which models a well – managed and organized lifestyle.

MISSION STATEMENT

Our mission is to

- Create a conducive learning and teaching environment
- Encourage learners and educators to be self-reflective
- Promote learners self-realization by developing their career interest
- Encourage learners to contribute to the school and community
- Develop balanced learners through participation in extra – curricular activities.

Learners are assessed daily in informal activities. Marking and corrections should be done regularly. Informal testing should be done weekly and fortnightly. The formal tasks should be informed by the Assessment Programme Teaching Plan (Number of assessment tasks)

The formal tasks should be of the required standard and be in line with the examinations guidelines. Tests and memo be submitted three days before written by the learners, for moderation. Formal tasks will be regarded invalid without the HOD's approval. The Formal tasks and formal tests should be entered in the recording sheets, and the analysis works out to reflect learner performance.

1. PREPARATIONS

Preparations is done weekly. Thoroughly planning is required in this regard. The date, the subject matter, then the presentation of the lesson should be written, methods to be used must comply those in the syllabus.

2. ASSESSMENT OF LEARNERS

No educator is supposed make use of Learners help concerning his school work, e.g. schedules marking of tests are the educator's task NOT the learners.

Testing should be done once every month. The test should be of the required standard and be in line with examination guidelines. The total marks of the tests should be the same as those required by CAPS. Test must be submitted together with the memo to the HOD three days before written by learners. The test marks should be entered in the recording sheet and the summary worked out to reflect a percentage of both failure and passes and where possible indicate the average for whole class.

3. REVISION

Methods used for revision should not be stereotyped. Revision should be well planned. It should be done before each test is written.

4. AMOUNT OF WORK EXPECTED FROM EACH EDUCATOR

The teach and assess strategy must be implemented in all subjects. The amount of work to be done by each teacher will be dictated to by the SAB and the requirements for each subject.

5. MARKING AND CORRECTIONS

Each every activity given to learners must be done immediately. Control of the activities must be done by the teacher.

Corrections: it is important that marked activities should be followed by corrections. Corrections must be correct and controlled by the teacher.

6. MODERATION

10% per class will be moderated on weekly basis.

7. EDUCATORS ROLE

Importance of continuous assessment should be recognized by both the educator and learners as these marks determine the learner's progression to the next grade.

SIGNED

- Principal: *[Signature]* 28.06.2018
- SGB Chairperson: *[Signature]* 28.06.2018
- SGB Secretary: *[Signature]* 28-06-2018
- SMGD: _____
- Date: _____

