

# SHENGEZA HIGH SCHOOL

KWAMYAYIZA AREA ,KWANGWANASE 3973

## ASSESSMENT POLICY

EMIS NO. 500261849

CIRCUIT : MANGUZI

### SHENGEZA HIGH SCHOOL ASSESSMENT POLICY

#### 1. PREAMBLE

**This policy is formulated in line with the (CAPS0 National Statements for grade 8-12.** This forms the basis for on-going curriculum development delivery and assessment for grade 8-12.

This policy will govern the assessment and evaluation of learners in the whole school. All stakeholders are expected to adhere to this policy

#### 2. VISSION AND THE MISSION OF ASSESSMENT

##### 2.1 Assessment Vision:

Every learner does the best that they can at school and leaves SHENGEZA HIGH SCHOOL with the values, knowledge, skills and qualification that will give them the best chance of success in adult life. To ensure that assessment procedures are compliant and are implemented according to policy so that assessment procedures result in fair, valid and reliable assessment outputs.

##### 2.2 Assessment Mission:

To ensure that a properly constituted school School Assessment Team (SAT) is in place and is functioning effectively, resulting in quality curriculum delivery and compliant assessment procedure (academic and core vocational) to ensure enhanced learner performance. To ensure that individual education Program , Pre-vocational and vocational skill assessment are in place and are in line with individual learner needs.

#### 3. SCHOOL ASSESSMENT TEAM

The school Assessment Team (SAT) is the internal monitoring instrument within the school.

##### 3.1 Composition of SAT

- Deputy Principal (SAT Co-ordinator)
- ALL DHs
- 1,2 or 3 educator Representatives from each phase
- Refer to Annexure A

##### 3.2 SAT Meetings :

A scheduled SAT meeting must be held at least once a month as per the school Assessment Management Plan. Agenda and Minutes must be filed

#### **4. Completion of SAB and PAT**

- D.H's to ensure that each teacher adheres to program of assessment.
- Subject teachers submit their assessment dates per term to the D.H's at the beginning of each term.
- The DH's compile assessment programs with dates assigned, per subject. This is done in the form of letter per Grade or per Phase.
- SAP must be issued to parents within the first two weeks of the beginning of the school term.
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- The SAP should be working document and must be monitored monthly for compliance by SAT.

#### **5. ABSENTEESIM**

- Absence of pupils from Assessment task or Examinations
- Illness : Provision of Doctors Certificate (from a medical doctor who is not relative) covering dates in question and clear stating the nature of the illness.
- Parents of pupils who will be absent for an assessment task/examinations are required to telephone the school as early as possible to notify the teacher of circumstances.

#### **6. INTERNAL EXAMINATION**

- Tests and examinations should be written under controlled conditions at a specific time. In setting of the tests and exams, teachers should use Bloom's taxonomy to ensure that the performance is at different cognitive levels.
- Formal examinations are written at the end of term 2 Grade 8 to 12. The work is based on the work done for the first half of the year : the CAPS document must be referred to in order to ensure that minimum requirements are met.
- All examination answer scripts are post moderated by co-teacher or subject head or D.H internal .

#### **7. EXTERNAL EXAMINATION**

- The Grade 12s participate in the NSC examination towards the end of the year
- Grade 12 invigilators are trained by Principal towards the commencement of October/November NSC Examination

##### **7.1 IRREGULARITIES**

Regulated in Regulations pertaining to National Senior Certificate (Gazette 31337)

##### **7.1.2 Composition of SAIC**

- Due to the small number of teachers at Shengeza High School, the SAT team plays the role of the SAIC team
- The principal is involved in decision making processes
- If irregularities occur at Grade 12 (Academic) level, representatives from the GDE district are consulted.

## **8. MODERATION**

- Moderation must take place at the three levels
- School based moderation
- District based moderation
- Provincial moderation (Grade 12 SBA)

## **9. RECORDING**

- The main instruments for recording evidence of pupil's progress are SBS files and mark sheets.

### **GUIDELINES**

- Records must be easily interpreted and readily accessible
- Results should be easily accessible to parents and/or pupils on request.
- The recorded material must reflect the planning of teaching and learning activities

## **10. REPORTING**

### **THE PROCESS IS AS FOLLOWS**

- The reports is standardized ,in accordance with NPA Chapter 7.
- A copy of the pupil's report must be filed in the pupil profile
- The report is then checked and monitored weekly by the register teacher
- Parents meeting are held in each term.