



## WRITTEN TESTS AND EXAMS

Date approved:	November 2010	Date Policy Updated:	03/03/2021	Date of next review:	2024
Developed by:	Policy Development and Review Committee (PDRC) of the School Governing Body (SGB)				
Approved by:	School Governing Body				
Responsible body:	School Governing Body				
Supporting documents, procedures and forms for this policy:	Legislation (see below)				
References and legislation:	<p>The South African Schools Act (1996) as amended          The Constitution of the Republic of South Africa (1996)          National Education Policy Act (Act 27 of 1996)          Language in Education Policy in terms of Section 3(4)(m) of the National Education Policy Act (Act 27 of 1996)          Language Policy for Public Schools – Government Notice 1701 in Government Gazette No. 18546 on 19 December 1997</p>				
Scope:	SGB, School Management Team (SMT), Educator Staff, Learners				
Expiry date of the policy:	2024, provided there are no changes or updates.				
Objectives of policy:	Guideline for educators on procedures to follow regarding written tests and exams				

## **ARBOR PRIMARY SCHOOL**

### **POLICY FOR WRITTEN TESTS AND EXAMS**

#### **1. DEFINITIONS OF TERMS:**

Learners – all children enrolled as learners (students) at the school.

Educator – person employed at a school to teach / educate the learners.

Parent / Guardian – a) the parent or guardian of the learner; b) the person legally entitled to custody of a learner.

School Governing Body (SGB) – means a Governing Body contemplated in Section 16(i); (ii) S.A.S.A. Act 84/1996

SASA – South African Schools Act 84 of 1996.

DH – Department Head

Principal – an Educator appointed or acting as the head of a school.

#### **2. TESTS**

Rough draft of a test must be submitted to the Moderator (Senior Educator) no less than two weeks before the date on which the learners write the test.

The test should be typed, corrected with memo and stapled at least two days before the test is written. The DH and Senior Educator must have signed the final draft and memo off to indicate that all checks have been done. The memo must include levels of questioning to ensure the test is fair.

The Moderator can be questioned along with the examiner if there are problems with the test.

Once the test has been photocopied it will be handed to the Educator. The Educator can package the papers. No copies may be removed or given to a third party before the test is written unless permission is granted by the Principal or Deputy. (This only occurs when a learner needs to write a test early because he / she knows prior to the test that he / she will be away – this request is done in writing by the parents).

Memo meetings must be held to discuss possible and acceptable answers so that fair, consistent marking takes place.

### 3. EXAMS

Rough draft of an exam must be submitted before or on the date stipulated on the year planner. The exam must be moderated by both the senior educator indicated for that subject and the DH. Levels of questioning must be submitted on the memo.

Once the exam has been typed, corrected and memo checked, it must be stapled and packaged on or before the date set on the year planner.

No exam may be removed or given to a third party before the exam is written, unless permission is granted by the Principal or Deputy. This is only done in a controlled environment, in the office, if a learner needs to write the test early because he / she is away on the day the exam is scheduled to be written and knows prior to the exam. This request must be done in writing by the parents.

As exams and tests are not re-used for another exam, they can then be used for revision purposes. Parents and teachers can request a copy of past exams and tests. These will also be available on the school website / D6 Communicator.

Marking will be done according to the Marking Management Plan. District Common Papers written will be checked, changed and copied according to the Management Plan set by the school.

All exams and tests must be marked and returned to the learners within 2 weeks of writing the exam.

Any learner who is absent from school for an examination needs to provide a doctor's letter. Absence for any other reason is not permitted during the examination time frame.

Memo meetings must be held to discuss possible and acceptable answers so that fair, consistent marking takes place.

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**MR P.A. ARENTSEN**  
**PRINCIPAL**

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**Name: \_\_\_\_\_**  
**CHAIRPERSON SGB**

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**Name: \_\_\_\_\_**  
**DISTRICT OFFICIAL**