

FORMAL ASSESSMENTS

Date approved:	November 2010	Date Policy Updated:	26/01/2026	Date of next review:	2027
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:	2027, 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 FORMAL ASSESSMENTS

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 biological parent or adoptive parent or legal guardian of a learner; or
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.

Deputy Principal – an Educator appointed or acting as the academic manager of the school.

DH – Department Head

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

2. FORMAL ASSESSMENTS

Rough draft of an assessment must be submitted to the Moderator (Senior Educator), then DH no less than two weeks before the date on which the learners write the assessment. The educator must then make the necessary corrections.

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 or the assessment must have a question analysis grid. The assessment should be typed, corrected with memo and stapled at least two days before the assessment is written.

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

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

If more than one educator is teaching the subject in the grade, memo meetings must be held to discuss possible and acceptable answers so that fair, consistent marking takes place.

3. EXAMS / CONTROLLED TESTS

As exams and formal assessments 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. Where no Marking Management Plan is available, a 3-day turnaround time is adhered to. District Common Papers written will be checked, changed and copied according to the Management Plan set by the school.


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

Learners with accommodations (reader / scribe) will write in a separate venue. As far as possible, a different scribe / reader will be provided for each assessment.

Marking must be done in red pen and moderated in green pen.



MRS. C.J. LIEBENBERG
PRINCIPAL



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