



Assessment Policy:

The grade 4-7 learners will be writing their first proper exams for 2017. This document is to provide guidelines and to rule out uncertainties so that learners may see it as a real opportunity to show what they remember and have mastered.

A test series is written in Term 1 & 3 and formal exams are written in term 2 & 4.

CASS = Continuous assessment

FA = formal assessment

A. How are the test series and exams alike?

1. A test series and exams take place in formal settings, where learners:
 - are arranged into alphabetical order ,
 - are not allowed to take their suitcases into the venue
 - may only take a pencil, pen, ruler, sharpener and eraser in with them
 - are all allowed to visit the cloakrooms before they start writing.
2. Learners write in the morning straight after Bible reading and prayer.
3. Learners may not go home after the FA, unless they are ill and have a doctor's certificate, or the teachers agree that the learner is ill.
4. If a learner is unable to write the question paper on the particular day, it will not be allowed to be written on another day or at another time. Alternative formulas will be used to calculate their final results by looking at their CASS marks.
5. Learners receive notification before the FA that stipulates exactly what is being written about.
6. Departmental recommendations state that the FA should be over the period of 9 days.
7. School closes at 12h30 for gr. 1-3 and 13h00 for gr. 4-7 learners.
8. All the learners have 2 breaks during FA:
10h00 to 10h30 and 11h50 to 12h00
9. Grade 4's write on their question papers whereas the other grades write on folio paper.
10. The teachers go through the answer sheets with the learners after the FA. They are put into a file and are allowed to be taken home with the reports. No answer sheets, however, are allowed to be taken home after the November exams. Parents may peruse these at the school at a specified time. Likewise, no question papers for gr. 5-7 will be sent home throughout the year, but parents are welcome to make an appointment with the specific teacher to peruse the question paper at school.

B. How do Test series and Exams differ from one another?

Test series: March and September	Exams: June and November
1. Learners pack their suitcases as per usual, following the daily timetable.	1. Learners only bring the books of the learning area that is being written the following day.
2. Classes swap normally as on the timetable after the FA has been written.	2. Learners remain in the exam venue and learn for the next day's exam.
3. The mark allocation for each learning area is less, and tests take less time. CASS marks are added to the FA to work out the final mark.	3. Marks are more for each learning area, and the exams take longer to write. CASS marks are added to the FA to work out the final mark.
4. Content subjects: only the term's work is tested. Languages and Mathematics: the whole year's work is tested, with focus on the term just completed. Guidelines as set out individually by teachers.	4. Content subjects: only the term's work is tested. Languages and Mathematics: the whole year's work is tested, with focus on the term just completed. Guidelines as set out individually by teachers.

C. Formal assessment tips:

FAs are divided into 3 sections: **Vocabulary, Knowledge and Skills.**

Learners' knowledge cannot be tested merely by questioning your child orally. Help your child to study by setting up question papers for your child. Learners must then read the questions themselves, determine the key words, recognise the total amount of marks out of which the question consists and then answer the question themselves in full sentences.

Variations on types of questioning as follows:

Vocabulary:

1. Give **one word** for the following description / definition.
2. Terminology: **Describe** the following word...
3. Give the **definition** for...
4. **Match** column B to the correct answer in column A
5. Give a **synonym** (a word with a similar meaning) for...
6. **Circle** or **underline** the correct answer.

Knowledge:

1. **Answer** the following questions: What, who, where, why, etc.
2. **Fill in the missing words:** An animal that gives birth to live young is a ____.
3. Say whether the following is **true or false**. If the statement is false, correct it to make it true, for example,
Mammals have feathers. False, *birds* have feathers.
4. Comprehension questions: **Explain** what condensation is. [4]
5. Long questions: **Name** 5 characteristics of mammals. [5]; or **Describe** the process of the water cycle. [4]

Skills: the application of knowledge and skills

1. **Tabulate:** compare the characteristics of mammals and birds by referring to their hide, food, habitat, etc.
 2. **Time line:** Fill in the events on the timeline according to dates.
 3. **Sketch with labels.**
 4. Make your own **conclusion**
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