

**A ABSENCES:**

- *Absence with excuse - marks are not affected.*

Disease - medical certificate

Death - death certificate / funeral letter

Court case - proof

Other - written apology by chairman of the ASCOM e.g. biathle / drama / karate

It must be handed in at the subject teacher where the child missed the FAT. This proof is then pasted in the learner's book and an A is placed on the mark schedule - the absence will NOT count towards the child.

If a child is absent during the final examination, written evidence must be signed by the principal and handed in to the LDE. In this case, only the SBA marks will count.

- *Absence without apology - learner gets 0.*

Failure to show any of the above if absent.

**B PROMOTION REQUIREMENTS:**

Phase		SBA	Year-end exam
Foundation Phase	Gr. 1 - 3	100	0
Intermed. Phase	Gr. 4 – 6	75	25
Sen. Phase	Gr. 7	40	60

F Ph:

The marks of the four quarters are added together, divided by 4 – to get the promotion mark.

InSen Ph:

Learners' SBA marks are calculated as follows:

Quarter 1 and 3 - quarterly tests and another 1/2 FATs (formal assessment tasks).

Quarter 2 - Exam and a FAT

Quarter 4 - A FAT

A FAT can be: test; task; project; case study; research; practical.

The SBA and the Final Exam together form the promotion mark.

<b>Gr. 1 - 7</b>		
<i>Level</i>	<i>%</i>	<i>Definition</i>
1	0-29	Inadequate performance
2	30-39	Basic performance
3	40-49	Moderate performance
4	50-59	Sufficient performance
5	60-69	Significant achievement
6	70-79	Meritorious performance
7	80-100	Excellent performance

#### Promotion requirements Gr. 1 - 3

- LOLT - 4
  - FAL - 3
  - Mathematics – 3
  - LS is not taken in consideration for promotion.
  - Intervention learners :
    - Promotion takes place: a) Learners who repeat the phase
    - b) Learners are older than required age in grade
  - NRP: Not ready to progress
  - RP: Ready to progress
  - PR: Previously repeated
- Promotion requirements Gr. 4 - 6
- LOLT – 4
  - FAL – 3
  - Mathematics – 3
  - Any other 2 subjects - 3
  - Intervention learners: Promotion takes place:
    - a) Learners who repeat the phase.
    - b) Learners are older than the required age in grade.

#### Promotion requirements Gr. 7

- LOLT – 4
- FAL – 3
- Mathematics – 3
- Any other 3 subjects
- 2 in any other 2 subjects
- Intervention learners: Promotion takes place:
  - a) Learners who repeat the phase.
  - b) Learners are older than the required age in grade.
  - c) LSEN learners.

### C MARKING POLICY – INSEN PHASE

- 1 Marking sits within the wider context of assessment and, as such, must be evaluated in terms of the extent in which it supports the pupil in making progress.
- 2 Marking is only effective if done properly, the comments made are specific, relate to the learner's intention and be given help in knowing how to move closer to the desired goal.  
**GENERAL:**
- 1 In the languages and mathematics – the books have to be marked once a week by the subject teacher in red ink. The date has to be written in the margin, with the teacher's signature. During the rest of, the learner or a classmate mark the work in pencil. The teacher is held responsible for the quality of the marking.
- 2 Once per term, random sampling and book control are done by the subject head. These reports are filed by the HOD as proof of internal moderation.
- 3 Once per term the HOD randomly moderates books of each grade.
- 4 Feedback has to be positive and it must motivate the learner to improve.
- 5 Marking in all the subjects may need to include the pupil's use of good TOL/LOLT, particularly spelling, punctuation and grammar.
- 6 Work copied from a class mate or handed in late must be taken into consideration.
- 7 If a learner has to redo work or has to do corrections, the teacher should follow up on this and make sure that it has been done.
- 8 When giving the books back, general mistakes should be handled classically. Pupils need to be given the opportunity to read the comments and respond to the comments by improving or doing corrections.

- 9 Marking should be done in legible handwriting. Ticks should only be made if the teacher is 100% sure that everything is correct. If the teacher just checks the word, he should make a 'C' in the margin.
- 10 The following symbols have to be made in the margin in all subjects:

<b>RED</b>	<b>MEANING</b>	<b>CORRECTIONS (in pencil)</b>
?....	Not clear	Rewrite sentence
o	Punctuation	Fill in
^	Letter/word left out	Write word/letter
Wo	Word order	Rewrite sentence
=	Spelling mistake	Write twice
Cor	Corrections	Answer next to x
D/H	Date/heading	Fill in
C	Capital letter	Rewrite word/sentence

The learner then has to do corrections accordingly. Corrections will be checked by the teacher. For this, a book with class lists in it – indicating what has to be followed up – will be used.

### **LANGUAGE**

1. Marking needs to be regular, kept up to date and promptly returned to pupils. Learner books are marked by the teacher at least once a week.
2. Important and significant errors should be corrected. There may be a case for not correcting every error, where for example; to do so might discourage a pupil. (creative writing)
3. The pupil's use of English (particularly spelling, punctuation and grammar) is important and will be indicated. Corrections have to be done.

### **MATHEMATICS**

1. All the work is marked daily – by the child himself or a classmate. If incorrect, he makes a cross and writes the whole answer next to the cross.
2. If the child has more than half of his work wrong, the teacher intervenes, explains the work classically/individually and the child must do corrections.
3. Intervening by the teacher (individually) is done in green ink in the child's book.
4. Corrections have to be marked the next day.
5. In the Maths Department, we make use of the stinker (negative) and smiley (positive) system.
  - 3 Stinkers – transgression
  - 3 Smileys – achievement
  - 2 Smileys can cancel one stinker

### **NS / SS / TECHNOLOGY / EMS / VA**

1. The focus is expanding the knowledge of the child.
2. Rubrics are used so the child knows what is expected from him.
3. The teacher thus focuses on facts. Grammar mistakes/spelling mistakes will be indicated and the child will do corrections.
4. After completion of an assignment, the correct answers will be given and the children will write this in with pencil.
5. Books have to be marked at least once every 10-day cycle and will be given back promptly.

## **D ACADEMIC EXCURSIONS:**

Based on the academic results of the two exams, learners can qualify for the academic excursions. This takes place in the first and third quarters.

Gr. 4 - average of 87,5% and higher

Gr. 5 - average of 85% "

Gr. 6 - average of 82,5% "

Gr. 7 - average of 80%

## **E ACADEMIC PROGRESS:**

Quarter 3 is looked at in Grades 1 and 2 based on learners' progress - from Gr. 1 to Gr. 7. These learners will then be rewarded with an excursion. The score improvement per grade varies and may vary from year to year.

## **F GROUPING OF CLASSES:**

Grades 4 and 5:

At the beginning of the year, each learner's promotional - and mathematics results are taken into consideration.

On the basis of this average, the learners are then divided into classes. The purpose of this is to determine who should be in the intervention class where basic capturing will take place.

The other two classes are classified heterogeneously.

Grades 6 and 7:

The Department of Education annually focuses on problems experienced in certain subjects - especially mathematics. The classification of classes at Laerskool Warmbad aims to specifically address the needs of each group of learners. Enriching exercises for those who have already mastered the concepts and basic capturing for those who have not mastered it yet. Intervention is therefore done much more intensively where necessary and differentiation is 100% more successful. No group experiences the pressure of 'I can not keep up'.

At the beginning of the year:

the promotion mark and the mathematics mark of the previous year are taken into consideration - and the children are then classified in into the following classes:

An intervention class where learners receive extra help.

A class that focuses on enrichment.

A class I which learners can perform themselves without any pressure.

## **ABBREVIATIONS:**

ASCOM	-	Assessment Committee
SBA	-	School Based Assessment
LDE	-	Limpopo Department of Education
F Ph	-	Foundation Phase
FAT	-	Formal Assessment Task
LOLT	-	Language of Learning and Teaching
FAL	-	First Additional Language
LV/LS	-	Lewensvaardigheid / Life Skills
NW/NS	-	Natuurwetenskap / Natural Science
SW/SS	-	Sosiale Wetenskap / Social Science
EBW/EMS	-	Ekonomiese Bestuurswetenskap / Economic and Management Science
VK/VA	-	Visuele Kuns / Visual Arts