



LORETO CONVENT SCHOOL

AMDG

SCHOOL ASSESSMENT POLICY

PREAMBLE

This policy is formulated in line with the (CAPS) Amended National Curriculum Statements for Gr. R – 12 (Government Gazette 36042; 39435) bearing in mind the needs of the (CIE) Catholic Institute of Education. All curriculum is based on the CAPS document. However, the ethos of Catholic Education will determine how the curriculum is delivered to the learners where Loreto Convent School's Vision and Mission is adhered to (Annexure A).

AIMS OF THE POLICY

1. To ensure a properly set up SAT committee (ANNEXURE B) is in place in conjunction with SBST committee (ANNEXURE C) and SAIC committee (ANNEXURE D) where all function optimally for the effectiveness of teaching and learning thereby promoting academic excellence.
2. To improve both the content and delivery of the curriculum where assessments are conducted in a fair manner for the learners to achieve the best results
3. To maintain standards through regular subject meetings, consistent assessment, moderation of work done by learners and the attendance of external workshops offered by the department
4. To ensure the integrity of the assessment and thus the results
5. To plan and provide relevant support for learners needs, strengths and weaknesses
6. To give parents and learners regular feedback on learners' academic progress in a holistic manner

SAT MANAGEMENT PLAN (ANNEXURE E)

Assessment management will be guided by the SAT management plan.

SAT/SBST/SAIC MEETINGS

1. SAT meetings will be held once a term where administration of assessments, marks, reports and moderation will be dealt with. SAT will also compile an assessment plan on a termly basis for the co-ordination of assessments.
2. SBST general meetings will be held once a term for the discussion of term results and then once a week (in conjunction with HS meetings) for the discussion of any learning interventions for specific learners, subjects and or classes.
3. SAIC meetings will be held for the intervention of alleged irregularities experienced in assessment management by either a learner or a teacher (irregular marking and the capturing of marks/ plagiarism/cheating/copying) and in terms of the Loreto Code of Conduct.

ASSESSMENT PROCEDURES

1. Bearing in mind the current curriculum (CAPS), teachers must administer tasks/tests/assignments accordingly but more than is required to give the learner extra opportunities to improve her work.
2. Standardised tests/assignments/practicals must be undertaken on a regular basis.
3. All assessments must adhere to the dates set as per the ASSESSMENT PLAN. Assessment plans are compiled on a termly basis and given to all learners in the first week of each term. It will also be notified to all parents via the school's newsletter and uploaded onto the school's website.
4. All work done within the school must be assessed according to appropriate guidelines/tools (memoranda and/or rubrics) and within the time frames as set by the timetable.
5. All teachers are responsible to keep records of all marked assessments for their own classes.
6. Parents must be kept informed of learner progress by
 - Signing of tests/assignments by parents
 - Informing parents via sms/telephone/misdemeanour report of learners work ethic and behaviour in class
 - Issuing of quarterly progress reports

LEARNERS AT RISK

1. Learners at risk are those learners identified who need extra support.
2. School will communicate with parents for intervention in whatever manner.
3. Extra classes will be provided by the school and therefore an Extra Curricula Roster will be drawn up where teachers will be responsible to help all those who need the extra support. If necessary psychological therapy will also be provided by the school.
4. Extra Curricula Rosters will be drawn up at the beginning of each term and learners will be informed of compulsory classes in the first week of each term. Registers will be given to teachers to check that all learners do attend. Deputy Principal will follow up with parents on any learner who does not attend.
5. Application for concessions will be done by the school's Educational Psychologist.
6. The school will provide extra support for progressed learners in the format of extra classes, Social Worker and Psychologist.

ABSENTEEISM

Absence of learners from assessment task and/or examinations to be read in conjunction with Attendance and Punctuality Policy:

1. If learner is absent due to illness, a doctor's certificate must be provided noting dates of sick leave and clearly stating the nature of the illness.
2. Parents are responsible to contact the school to notify of the absence.
3. Unavoidable absence: any learner who will be absent due to whatever reason must inform the SAT co-ordinator (Deputy Principal) to organise convenient dates to write the task/test/exam.
4. Should the learner be absent without a valid reason, a zero (0) will be awarded for that task/test/exam.

LATE SUBMISSION OF TASK/ASSESSMENT

1. As per the school rules, learners will be given immediate detention and given the opportunity to submit by the first coming Friday.
2. Failure to do so will result in a zero (0).

INTERNAL EXAMINATIONS

1. All tests and exams will be written under controlled conditions.
2. All tests and exams will be moderated by co-ordinators to ensure quality papers.
3. Formal examinations will be written end of Term 2 and Term 4 for all grades 4 – 12. The scope of work will be compiled by SAT co-ordinator and given to all learners a month before scheduled exams start and will be uploaded onto the school's website. Exam papers will be set up internally and moderated by co-ordinators for quality assurance. Moderation will be done as per SAT management plan and all papers must be in storage on due date with SAT co-ordinator. A copy of exam paper and memo will be kept by SAT co-ordinator for a maximum of three (3) years.
4. Gr. 12 will write Preliminary Examinations in the third term and as per requirements stipulated in the relevant CAPS documents. As far as possible provincial papers, provided by department, will be used. Those papers not provided by department will be internally set up and moderated first by school's co-ordinator then by department facilitator.
5. All learner exam scripts will be kept in storage for a maximum of six (6) months.
6. Gr. 12 November exam scripts will be bundled and handed over to the Head of Department for the conduct of the management plan of Examinations.

MODERATION: SCHOOL-BASED BY SUBJECT HEADS

1. To maintain high standards within the subject, all co-ordinators must be familiar with the curriculum requirements and with integrity provide unbiased feedback in the pre- and post-moderate all assessments/tests/tasks to maintain high quality of teaching and learning in the subject
2. Submission of tasks and tests to be handed over for pre-moderation to co-ordinator at least a week before the administration of task or test as per assessment plan. For the purpose of clear and uniform moderation, all co-ordinators must use the form provided by SAT co-ordinator from Department of Education, i.e. J1 and J2. Co-ordinators will not sign any task/test/exam unless all corrections and suggestions have been implemented before printing.
3. Co-ordinators will moderate at least 10% of scripts selected by co-ordinator from the pile given by the teacher. Moderation will be done with a black pen to ensure that marking is of a good standard and, therefore, is correct, consistent and fair. Constructive feedback must be given and mark adjustments, where necessary, must be made.
4. Have class visits for the purpose of improving teaching and learning in the classroom
5. Know the strengths and weaknesses of assessment in their subject to better guide teachers for the improvement of teaching and learning
6. Moderation of teachers' and learners' files will also be done by High School Deputy Principal and district (Gr. 12 specifically).

MODERATION: DISTRICT-BASED

1. District officials will guide, timeously, through a management plan of date, time and venue to submit any scripts for moderation by district moderators.
2. Reports of moderation will be kept by the teacher in the teacher's subject file.

ROLE OF THE TEACHER

1. Ensure that his/her teaching reflects his/her work schedule(s)
2. Be knowledgeable in his/her subject(s)
3. Use a range of teaching styles to reach every learner
4. Record results of all assessments and hand over to SAT co-ordinator to record on Principal Primary.
5. Give learners regular feedback once assessments have been marked for the purpose of improving learning.
6. Know their learners well for immediate intervention when needed either by counsellor or parents. Teacher must alert SBST co-ordinator of learner at risk.

RECORDING AND REPORTING LEARNER PERFORMANCE

1. All teachers are responsible to record their results on PRINCIPAL PRIMARY which will then be exported to SASAMS. (These results are recorded on the basis that moderation of scripts has been done.) Once all marks have been recorded, teachers will be given a printout of the recorded marks to check and sign off as correct (or to correct any mistakes before signing off). If adjustment to marks are to be done afterwards, the Deputy Principal will take responsibility to correct it on the system.
2. Reporting will be done with a combination of marks, percentages, comments and level descriptors are used to record a learner's progress.
3. All results are compiled as per promotion schedules by Department of Education.
4. Reports are issued once a term and reported to parents at PARENT'S EVENINGS.
5. A copy of all PS reports (terms 1 – 4) and HS reports for terms 2 and 4 will be filed in Learner Profiles which are confidential and to be kept in the Reception Area of the school at all times.

SUBMISSION OF RESULTS/STATS/PROMOTION SCHEDULES TO DEPARTMENT

1. The deputy principal with the help of the administrative officer will compile all relevant statistics and documentation for submission to the department of education.

APPEALS

1. It is the responsibility of the parent to submit a letter addressed to the Principal where the issue is clearly stated for the investigation by the relevant parties.
2. Depending on the issue, teachers, co-ordinators, Chairman of the Board of Governors and Trust representative could be part of the committee.
3. With the aid of our Code of Conduct and the Appeals Policy, the committee will investigate and follow through.

SUBJECT CHANGES

1. Learners in the FET phase may change from one subject to another.
2. Parents must send to school a letter with the request and stating clearly which subject will replace the one to be dropped. Both learner and parent must sign the letter.
3. Marks allocated to the previous subject will be passed on to the next teacher.
4. Teachers must ensure that learners catch up the work lost.

PROMOTION REQUIREMENTS

The learners will be assessed according to the criteria set out *National Protocol for Assessment Grades R-12* and must fulfil the requirements as set by the school in order to be promoted to the next grade (ANNEXURE F).

1. Grades 1 – 3

- Level 4 (50% and above) for English
- Level 3 (40% and above) for Afrikaans
- Level 3 (40% and above) for Maths

2. Grades 4 – 6

- English: 50% and above
- Afrikaans: 40% and above
- Maths: 40% and above
- 2 other subjects with 40% and above

3. Grade 7 – 8

In order to be promoted to the next grade:

- A learner must achieve a minimum of a level 4 (50%) in the language of instruction i.e. English Home Language.
- A learner must achieve a minimum of a level 3 (40%) Afrikaans FAL and Maths as well as in four (4) other subjects.

- A learner must achieve a minimum of a level 2 (30%) in one other subject.

In order to be progressed:

- If a learner has not met the requirement for Maths only, after consultation with the parent, a learner may be progressed to the next grade.

4. Grade 9

In order to be promoted to grade 10:

- A learner must achieve a minimum of a level 4 (50%) in the language of instruction i.e. English Home Language.
- A learner must achieve a minimum of a level 3 (40%) Afrikaans FAL and Maths as well as in four (4) other subjects.
- A learner must achieve a minimum of a level 2 (30%) in one other subject.

In order to be progressed:

- If a learner has not met the requirement for Maths, after consultation with the parent, a learner may be progressed to the next grade on condition that she does Mathematical Literacy.

5. Grades 10 – 12

A learner must obtain:

- 40% in English HL
- 40% in four (4) other subjects
- 30% in one other subject

IMPLEMENTATION AND REVIEW

This policy will be reviewed by the academic committee at the start of each year to ensure that it complies with the changing legislation.

Signatures:

Mrs Suzette Truter

Mrs Truter
Principal

Ms. Maria Alves

Ms Alves
HS SAT Chairperson

Ms. Michelle Hill

Ms Hill
PS SAT Chairperson

REVISED JANUARY 2024

ANNEXURE A

Vision

Learning and Leading in Love and Justice

Mission Statement

As the educating family of Loreto Convent School, it is our aim to establish a Christian community based on Gospel values and the Loreto tradition, in which the potential of each person will be fully developed. We will strive to do this by evangelisation, example, prayer, responsible discipline and unconditional acceptance of one another. By setting high educational and moral standards, we aim to produce well-educated, mature, self-disciplined citizens who will serve their own community and their country.

ANNEXURE B

Composition and Function of the School Assessment Team (SAT)

School Name: LORETO CONVENT SCHOOL

EMIS number: 8231043

Telephone number: 012 3266342

Email address: principal@loreto.co.za

Duration period of this team: 2024 - 2025

	NAME	DESIGNATION	ROLE
1.	Mrs Truter	Executive Principal	Manage and co-ordinate problems pertaining to standardisation, moderation, weighting of promotion requirements, reports, etc
2.	Ms Alves	HS Deputy Principal	Manage and co-ordinate problems pertaining to standardisation, moderation, weighting of promotion requirements, reports, etc, for HS Moderate and co-ordinate Arts and Culture, Dramatic Arts, Consumer Studies and Geography
3.	Ms Hill	PS Deputy Principal	Manage and co-ordinate problems pertaining to standardisation, moderation, weighting of promotion requirements, reports, etc, for PS Moderate and co-ordinate Accounting
4.	Mr Agyepong	moderator	Moderate and co-ordinate EMS and moderate CAT
5.	Mrs de Bruin / Mrs Smith	moderator	Moderate and co-ordinate Business Studies
6.	Mrs Hermann / Mrs de Kock	moderator	Moderate and co-ordinate Afrikaans
7.	Mrs Marais / Ms Padi	moderator	Moderate and co-ordinate Maths
8.	Mrs G Parker / Mrs Tshabangu-Manaka	moderator	Moderate and co-ordinate English, History
9.	Mrs M Parker / Ms Mazango / Mrs Smith	moderator	Moderate and co-ordinate LO
10.	Mrs Albertyn / Mrs Smit	moderator	Moderate and co-ordinate Mathematical Literacy
11.	Mr Maposa	moderator	Moderate Natural Science and Physical Science
12.	Mrs Buys / Ms Mashapa	moderator	Moderate Technology
13.	Mrs Yon	moderator	Moderate Life Sciences
14.	Mrs Moraites	Co-ordinator	Moderate and co-ordinate Senior Primary
15.	Mrs de Mendonça	Co-ordinator	Moderate and co-ordinate Intersen
16.	Mrs Ferreira	Co-ordinator	Moderate and co-ordinate FP

ANNEXURE C

Composition and function of the (SBST) School Based Support Team

School Name: LORETO CONVENT SCHOOL

EMIS Number: 8231043

Telephone number: 012 3266342

Email address: principal@loreto.co.za

Duration period of this team: 2024- 2025

	NAME	DESIGNATION	ROLE
1.	Mrs Truter	Executive Principal	Oversee and manage problems pertaining to learners holistically (extra lessons, subject changes, aptitude tests, parent involvement, Social worker, psychologist)
2.	Ms Alves	HS Deputy Principal	Manage and co-ordinate problems pertaining to learners holistically (extra lessons, subject changes, aptitude tests, parent involvement, Social worker, psychologist)
3.	Ms Hill	PS Deputy Principal	Manage and co-ordinate problems pertaining to learners holistically (extra lessons, subject changes, aptitude tests, parent involvement, Social worker, psychologist)
4.	PS / HS Staff: Specifically for English, Maths, Afrikaans, Life Science, Physical Science, CAT, Accounting, MLit, NS	teachers	Extra lessons on a weekly basis
5.	Mrs Buys, Mrs Prinsloo, Mrs Grové	Educational Psychologist, Social Worker, Psychologist	Manage learner barriers and give career guidance
6.	Mrs Grové	Psychologist	Additional support depending on barriers experienced by learners and to possibly make referrals psychiatrist and/or occupational therapists, etc.
7.	Mrs Goosen	Remedial teacher	
8.	Mrs Prinsloo	Social Worker	
9.	Mrs Buys	Educational Psychologist	

ANNEXURE D

Composition and Function of the (SAIC) School Assessment Irregularity Committee

School Name: LORETO CONVENT SCHOOL

EMIS number: 8231043

Telephone number: 012 3266342

Email address: principal@loreto.co.za

Duration period of this team: 2024 - 2025

	NAME	DESIGNATION	ROLE
1.	Mrs Truter	Executive Principal	Manage and co-ordinate problems
2.	Ms Alves	HS Deputy Principal	Manage and co-ordinate problems
3.	Ms Hill	PS Deputy Principal	Manage and co-ordinate problems
4.	HS staff member	Teacher	Depending on the irregularity and subject teacher, and who is involved
5.	Parent		
6.	Learner		

LORETO CONVENT SCHOOL



SAT MANAGEMENT PLAN FOR 2024

TIME FRAME	ACTIVITY	RESPONSIBILITY
SAT MEETINGS		
22 January		SAT members
15 April		SAT members
15 July		SAT members
7 October		SAT members
SBST MEETINGS		
30 January	SBST Gr. 8 – 12	HS SAT co-ordinator/HS teachers
16 April	SBST Gr. 8 – 12	HS SAT co-ordinator/HS teachers
16 July	SBST Gr. 8 – 12	HS SAT co-ordinator/HS teachers
8 October	SBST Gr. 8 – 12	HS SAT co-ordinator/HS teachers
Follow-up: Once a week at HS meetings on Tuesdays	SBST Gr. 8 – 12	HS SAT co-ordinator/HS teachers
Once a month:	Gr. RR – 7	PS SAT co-ordinator/PS teachers
CLASS VISITS		
Term 1: 19 February (to start)	PS and HS	SAT co-ordinator
WORK SCHEDULES AND ASSESSMENT PLANS		
22 January	PS and HS	Teachers
9 April	PS and HS	Teachers
9 July	PS and HS	Teachers
1 October	PS and HS	Teachers
COMPLETION OF TERM/PROMOTION SCHEDULES		
20 March	All grades	Admin. Officer
14 June	All grades	Admin. Officer
20 September	All grades	Admin. Officer
29 November	All grades	Admin. Officer
PRE-MODERATION		
13 – 24 May	Gr. 4 – 7 exams	Co-ordinators/Moderators/Teachers
29 April – 10 May	Gr 8 – 12 exams	Co-ordinators/Moderators/Teachers
14 – 22 October	Gr. 4 – 11 exams	Co-ordinators/Moderators/Teachers
Before every task/test	All grades	Co-ordinators
POST-MODERATION		
After every task/test/exam	All grades	Co-ordinators
EXAM SCOPES		
12 April	SP and HS	
4 October	SP and HS	

EXAM PAPERS / CONTROLLED TESTS IN STORAGE				
27 May		Gr 4 – 7		Teachers
13 May		Gr 8 – 12		Teachers
23 October		Gr 4 – 11		Teachers
TEST/EXAMS				
Mid-February to mid-March		All grades (term tests)		Teachers
3 May		Gr 10 – 12 Afrikaans FAL Paper 3 exam		HS Teachers
10 May		Gr 10 – 12 English HL Paper 3 exam		
20 May – 14 June		Gr. 8 – 12 (exams)		Teachers
30 May – 14 June		Gr 4 – 7 (exams)		
August / September		All grades (term tests)		Teachers
August / September / October		Gr. 12 Prelims		Teachers
6 September		Gr 8 – 11 Afrikaans FAL Paper 3 exam		HS teachers
20 September		Gr 8 – 11 English HL Paper 3 exam		
28 October – 22 November		Gr. 4 – 11 (exams)		Teachers
MARKS IN				
Term 1	15 March	FP, PS and HS		Teachers
Term 2	12 June	FP		Teachers
	9 July	SP and HS		Teachers
Term 3	26 August	Gr 12 SBA		Teachers
	16 September	FP, SP and HS		Teachers
	25 September	Gr 12 Prelim		Teachers
Term 4	4 November	SP and HS (SBA's / PAT / ORALS)		Teachers
	20 November	FP CASS		Teachers
	25 November	SP and HS		Teachers
PARENTS' EVENING/REPORTS HANDED OUT				
	Reports emailed	Parents' Evening		
Term 1	20 March	16 April 17 April	PS HS	Teachers
Term 2	12 July	16 July 17 July	PS HS	Teachers
Term 3	1 October	By appointment	Whole school	Dpt Principal
Term 4	29 November			
Gr. 9 SUBJECT CHOICE				
17 July			HS SMT	
BOOKLISTS				
5 August			SP and HS HOD	
COMPLETION OF POSSIBLE RETENTION SCHEDULES				
July/August			SAT co-ordinators	
UPDATE OF LEARNER PROFILES				
25 – 29 November			Teachers	

ANNEXURE F

AS PER CAPS POLICIES



LORETO CONVENT SCHOOL PROMOTION POLICY

Weighting of marks occurs as follows for promotion purposes as per SASAMS (Department of Education mark recording programme):

TERM 1, 2 and 3

Total of all assessments converted to 100.

TERM 4

Grade 4 – 11

Exam counts 100%

NB FET: Dramatic Arts, Consumer Studies, Computer Applications Technology, English HL and Afrikaans FAL have a PAT component.

Dramatic Arts, Computer Applications Technology, Life Orientation and Consumer Studies:
PAT 25% + EXAM 75%

English HL and Afrikaans FAL

PAT 12,5% and EXAM 62,5% (converted to 100%)

PROMOTION MARKS

All recorded marks on PRINCIPAL PRIMARY are exported to and calculated by SASAMS

YEAR MARK ratio:

Term 1 Term 2 Term 3
1 : 1 : 1

Grade 4 – 6

Year mark = 80% + Term 4 = 20%

Grade 7 – 9

Year mark = 60% + Term 4 = 40%

Grade 10 – 11

Year mark = 40% + Term 4 = 60%

Promotion Requirements

Gr. 7 – 9

English 50% and above

Afrikaans 40% and above

Maths 40% and above

4 other subjects with 40% and above

1 other subject with 30% and above

Gr. 10 – 11

English 40% and above

4 other subjects 40% and above

1 other subject 30% and above

Gr. 12 Bachelor's

Any 4 subjects above 50% except
for LO and where Home Language
is above 40%

NB:

Each assessment (as per SASAMS) has its own weighting.

IMPLEMENTATION AND REVIEW

This policy will be reviewed by the SAT committee at the start of each year to ensure that it complies with the changing legislation.

Signatures:

Mrs. Suzette Truter

Mrs Truter
Principal

Date: 01/01/2024

Ms. Maria Alves

Ms Alves
HS SAT Chairperson

Date: 01/01/2024

Ms. Michelle Hill

Ms Hill
PS SAT Chairperson

Date: 01/01/2024