



SCHOOL INFORMATION COVER SHEET
(Each language level must be completed separately)

School:
Language and Level:
District:

Centre Number:
Grade 12.....

CONTACT NUMBERS

School:

Fax:

In case of emergencies, the following cell numbers are required:

Principal's Name:

Cell No.:

Deputy Principal's Name:

Cell No.:

HOD's Name:

Cell No.:

No. of pages submitted:

CLASS	TEACHER'S NAME	TEL. / CELL NUMBERS	NO. OF LEARNERS
TOTAL			



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ANNEXURE 2B

CHECKLIST

<i>Tick the appropriate block in response to every aspect below</i>		YES	NO
ANNEXURE 2A (Cover sheet)			
1. All the required information on the cover sheet completed			
ANNEXURE 2C (Statistical analysis for languages)			
2. Analysis of candidates' marks in ANNEXURE 2C completed			
3. The totals in ANNEXURE 2C and an average mark provided			
4. Statistical analysis per class in ANNEXURE 2C with regard to candidates' oral marks completed			
5. The total for every class provided			
6. An average mark for every class provided			
7. The totals of all classes in every column provided			
8. Signatures of the teacher, HOD and principal provided to verify all statistics			
ANNEXURE 2D & 2E: (Working mark sheets – Home, First and Second Additional Languages)			
9. Separate mark sheets for Home, 1 st and 2 nd Additional Languages completed			
10. Candidates' surnames in alphabetical order – initials included			
11. An oral mark allocated to every candidate. If NO, discuss and finalise this matter with your district language facilitator. Attach proof of Department's decision.			
12. A mark per component according to the given maximum total as required, allocated to every candidate. If NO, attach detailed explanation.			
13. The totals on each page provided			
ANNEXURE 2F: (Learners' information sheet). <i>This must be completed by every candidate, kept at the school and be available for the internal and external moderation process.</i>			
ANNEXURE 2G: (Moderator's report). <i>School moderators (HODs) to complete this annexure.</i>			
ANNEXURE 2H: (Moderator's report). <i>Only cluster leaders / moderators to complete this annexure</i>			
Criteria for Oral Assessment			
14. The Assessment Rubrics of the Subject Assessment Guidelines for Languages (Grades 10-12) used in assessing the candidates' oral marks. If not, please supply the assessment grid used (approved by the District Language Subject Advisor).			
GENERAL			
15. Submission of marks should be done in the following sequence: Annexure 2A, 2B, 2C, 2D / 2E & all motivation letters, prepared in a evidence of assessment file with the school's name clearly indicated on the cover.			
16. Original plus an additional copy submitted.			
17. Copies made and retained for your school's records.			
18. All marks in black ink completed.			
19. A deviation by more than 10% occurs in the school's oral average this year (per language) from the school's total language average of the previous year?			
20. If your response to 20 (above) is YES, have you referred this to your District Subject Advisor for provincial moderation?			
21. All marks are completed in time and submitted to the relevant district official?			



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ANNEXURE 2C

STATISTICAL ANALYSIS FOR LANGUAGES

SCHOOL:

LANGUAGE AND LEVEL:

(NB: Home / First Additional / Second Additional Languages to be completed separately)

1. MARK DISTRIBUTION: The final language promotion mark of the current Grade 12s as calculated at the end of Grade 11.

SCHOOL	No. of Learners	7 80-100	6 70-79	5 60-69	4 50-59	3 40-49	2 30-39	1 0-29	AVG %

Rationale: This information is required in order to compare the Grade 12 oral results obtained this year with the language results obtained at the end of Grade 11 in the previous year

2. MARK DISTRIBUTION: Current year [(Grade 12-per class) summary of oral marks]

CLASS	No. of Learners	Rating Codes and Marks							GRAND TOTAL
		7	6	5	4	3	2	1	50 HL / FAL
		40-50	35-39	30-34	25-29	20-24	15-19	0-14	
		80-100	70-79	60-69	50-59	40-49	30-39	0-29	100 SAL
Totals For School									*AVG %

*AVG% OF ORALS MUST BE CALCULATED FOR THE SCHOOL AS A WHOLE AND NOT FOR INDIVIDUAL CLASSES

SIGNATURES

	Name in print	Signature	Date
Teacher			
HOD			
Principal			



**GRADE 12 WORKING MARK SHEET: HOME OR FIRST ADDITIONAL LANGUAGE FOR
EXAMINATION PAPER 4**
(To be completed separately for each class)

SCHOOL:

LANGUAGE AND LEVEL:

CLASS:

SURNAME AND INITIALS		EXAMINATION NUMBER	READING	SPEAKING	LISTENING	RESPONSE TO LITERATURE	TOTAL	MOD. MARK
			10	10	10	20	50	50
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
18.								
19.								
20.								
TOTAL								

SIGNATURES

	Name in print	Signature	Date
Principal			
HOD			
Moderator			



GRADE 12 WORKING MARK SHEET: SECOND ADDITIONAL LANGUAGE FOR EXAMINATION PAPER 3
(To be completed separately for each class)

SCHOOL:

LANGUAGE AND LEVEL:

CLASS:

SURNAME AND INITIALS	EXAMINATION NUMBER	READING	PREPARED SPEECH	LISTENING	CONVERSATION	TOTAL	MOD. MARK
		25	25	25	25	100	100
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							

TOTAL

SIGNATURES

	Name in print	Signature	Date
Principal			
HOD			
Moderator			



LEARNER'S INFORMATION SHEET: ORALS

(To be completed by all learners and to be used for school-based as well as cluster moderation)

LANGUAGE AND LEVEL

GRADE 12

CANDIDATE'S SURNAME:

FIRST NAME:

EXAMINATION NUMBER:

SCHOOL:

NAME(S) OF SUBJECT TEACHER(S):

1. Reading: Title of text from which passage is taken

.....

2. Topic of prepared speech / unprepared speech / conversation / interview / debate:

.....

3. Listening: Title of text:

.....

4. Texts read / viewed (*Not prescribed literature*)

	Title	Type of Text (Book, magazine, film, etc.)
1.		
2.		
3.		

Interests and Hobbies:

1.

2.

3.

Home and First Additional Languages only (Oral Response to Literature)	
Title of genre	Type of activity (E.g. dialogue, role-play, group work, panel discussion, interview, general discussion, conversation, etc.)

DECLARATION: I hereby declare that the above information is correct.

SIGNATURE OF CANDIDATE:

DATE:



SCHOOL MODERATOR'S (HOD / DELEGATE) REPORT

SCHOOL: DISTRICT:
 LANGUAGE AND LEVEL: GRADE 12
 NAME OF SCHOOL MODERATOR:
 Total number of Grade 12 candidates at the school: 10% =

MODERATED MARKS OF THE CANDIDATES:

Candidate's Name	Exam. Number	Mark	Mod. mark	Comments
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Motivation for adjustment:

.....

General remarks from school moderator. (Has the moderation process been carried out according to provincial norms and standards? Give recommendations if necessary).

.....

Name of school moderator (HOD / Delegate):

Signature of school moderator (HOD / Delegate):

Date:

Contact Number:



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ANNEXURE 2H

CLUSTER / PROVINCIAL MODERATOR'S REPORT

SCHOOL: DISTRICT:
LANGUAGE AND LEVEL: GRADE 12
NAME OF SCHOOL MODERATOR:
Total number of Grade 12 candidates at the school: 10% =

MODERATED MARKS OF THE CANDIDATES:

Candidate's Name	Exam. Number	Mark	Mod. mark	Comments
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Motivation for adjustment:

.....
.....

General remarks from cluster / provincial moderator. (Has the moderation process been carried out according to provincial norms and standards? Give recommendations if necessary).

.....
.....
.....

Name of cluster / provincial / moderator:

Signature of cluster / provincial moderator:

Date:

Contact Number:

RUBRIC FOR RESPONSE TO LITERATURE: 20 MARKS

CRITERIA	EXCELLENT	VERY GOOD	GOOD	ADEQUATE	NOT ACHIEVED
CONTENTS	5	4	3	2	1
<ul style="list-style-type: none"> Outstanding knowledge of text with meaningful references to the text 					
<ul style="list-style-type: none"> Striking introduction which immediately grasps audience attention 					
<ul style="list-style-type: none"> Original content, creative and displays deep insight 					
<ul style="list-style-type: none"> Logical progression of at least THREE ideas and/or arguments; sticks to the topic; not too long and not too short 					
<ul style="list-style-type: none"> Skilful ending thoroughly drawn together 					
PRESENTATION	5	4	3	2	1
<ul style="list-style-type: none"> Natural delivery, gestures and body language outstanding, functional and convincing 					
<ul style="list-style-type: none"> Clearly audible articulation, meaning conveyed lucidly through excellent use of phrasing, pauses and inflection 					
<ul style="list-style-type: none"> Appropriate eye-contact, very little use of notes 					
CRITICAL AWARENESS OF LANGUAGE USAGE					
<ul style="list-style-type: none"> Thorough, mature vocabulary and creative language use, appropriate style and register to convince audience, sensitivity to respectful language use on cultural issues 	5	4	3	2	1
USE OF AUDIO AND/OR VISUAL AIDS					
<ul style="list-style-type: none"> Excellent and tastefully appropriate choice and presentation of visual aids; visual aids make an impact on the audience and effectively contribute to the success of the presentation 	5	4	3	2	1
MARK (Out of 20)					
COMMENTS:					