



*HOW DO I ADMINISTER
GRADE 3, 6 and 9
COMMON TESTS?*

**A HELP GUIDE FOR SCHOOLS
AND DISTRICTS**

**PREPARED BY
DIRECTORATE ASSESSMENT & EXAMINATIONS**



Why do the Grade 3, 6 & 9 learners write Literacy/Language and Numeracy/Mathematics Common tests?

This is in line with the provisions of the Eastern Cape Department of Education Turnaround Strategy as well as the efforts towards the achievement of Education Department Action Plan: 2014 targets and the goals of "Schooling 2025".

GRADE 3



Where do I collect the Literacy and Numeracy Common tests?

From the District office or another distribution point that the District has identified.



When do I collect the Literacy and Numeracy tests?

*Collect Literacy and Numeracy common tests on **Thursday 26 May 2011** as early as possible.*



Can I collect Literacy and Numeracy common tests on Thursday 26 May 2011?

Yes, however remember that Common Tests are secure documents and must be written on the same day and at the same time, as shown on the time table, by all schools.



What will I receive from the District?

You will receive one question paper for each learner in Grade 3 for literacy and numeracy according to their mother tongue, i.e. English, Afrikaans, IsiXhosa or Sesotho.



Will I receive sufficient question papers for each learner for Literacy and Numeracy?

Yes! You will receive sufficient copies of the question paper for each learner according to the statistics that you returned for your school.

N.B

If there are insufficient question papers please be aware that, as you may have not returned the statistics form for Grade 3, the school will receive the number indicated in 2010 EMIS stats.

N.B

You are reminded that it is a gross irregularity to open question papers before the date and time indicated on the time table.







As this is Grade 3, will the question papers be in mother tongue?

Yes! Literacy and Numeracy question papers are all in mother tongue and must be written in mother tongue.



I am back at school with a pack of question papers. What now?

The following is required.

1.  Hard surface on which each learner can write.
2.  Pencils/pens and paper.
3.  Scissors for cutting open the wrapping holding the question papers.
4.  Clean the chalk board and remove helpful posters from the walls.



At 08h30



Settle the Grade 3 learners down in their classrooms and explain that they will be writing a test.



The teacher should answer any questions asked by the learners and put the learners at ease.



At 08h50



Teachers should settle the learners and hand out tests. These should be face down.



Allow all learners to read through question paper.

NB

The Teacher may answer questions for clarity but not assist learners in any way with the test questions.



At 09h00



Learners write for as long as indicated on the question paper. I.e. 1 hr or 1.5 hrs or 2 hrs.



During this time, the following is not allowed:



Writing helpful material on the board



Use of cell phone by either teacher or learner



Individual assistance of learner



Teacher sleeping, marking, sitting or being inattentive.



Allowing extra time to any learner unless a concession was granted by Assessment & Examinations Directorate.



At end of test:



Collect answers.



Give learners a break.



Continue normal classes for the remainder of the school day



Marking and recording the work.

Teachers mark the answers.

A common marking memorandum is available from the District Office at the end of the test.



How do I record the marks as part of school-based assessment?

The Grade 3 Common Test for June will replace the last of the Formal Assessment Tasks for Term 2.

Total Marks allocated for the 3 Learning Programmes are as follows:

- Literacy: 25
- Numeracy: 30



Does the District Office need these marks?

Yes. Record the marks on the mark schedule supplied by the District Office and submit these marks before closing school for the 2nd term.

GRADE 6 AND 9



Where do I collect the Common tests for Languages and Mathematics?

From the District office or another distribution point that the District has identified.



When do I collect the common test question papers?

Collect Languages on Thursday 26 May 2011 as early as possible.

You will also receive question papers that are to be written on Friday 27 May 2011 and Monday 30 May 2011 respectively.

N.B

You are reminded that it is a gross irregularity to open question papers before the date and time indicated on the time table. The question papers for Mathematics, Afrikaans 1st Additional and English 1st Additional Languages will have to be kept in a safe place and kept sealed until they are written. Mathematics until Friday 27 May 2011 and the Afrikaans and English 1st Additional Languages question papers will have to be kept in a safe place and kept sealed until Monday 30 May 2011.



Grade 3 writes Home Language only.



What question papers will I receive?

You will receive one question paper for each learner in Grade 6 and 9 according to the Home Language and 1st Additional Language offered in your school, i.e. English HL and Afrikaans FAL or IsiXhosa or Sesotho HL and English FAL or Afrikaans HL and English FAL.

Please note that no IsiXhosa or Sesotho FAL papers are available.

You will receive one question paper for each learner in Grade 6 and 9 for Mathematics in either English or Afrikaans.

You will receive one question paper for each learner in all other Learning Areas in either English or Afrikaans.



Will I receive sufficient question papers for each learner in all Learning Areas?

Yes! Provided that you submitted the correct information to the District Office.

N.B

If there are insufficient question papers please be aware that, as you may have not returned the statistics form for Grades 6 and/or 9, the school will receive the number indicated in 2010 EMIS stats.



What about the other Learning Areas?

No other Learning Areas have been Provincially Set except those indicated in the Time Table provided in Assessment Instruction 30/2011.

N.B

You are reminded that it is a gross irregularity to open question papers before the date and time indicated on the time table.





As this is Grade 6 and 9, in what language will the question papers be available?

In English or Afrikaans only.



I am back at school with a pack of question papers. What now?

The following is required.



A hard surface on which each learner can write.



Pencils/pens and paper.



Test books (Note Language and Mathematics will be answered on the question paper.)



Scissors for cutting open bag holding question papers.



Clean the chalk board and remove helpful posters from the walls.



At 08h30



Settle the Grade 6 / 9 learners down in their classrooms and explain that they will be writing a test.



The teacher should answer any questions asked by the learners and put the learners at ease.



At 08h50



Teachers should settle the learners and hand out test books (if required) and question papers. These should be placed face down on the hard surface.

NB. On Thursday, May 2011 this is the Home Language Question paper.



Allow all learners to read through the question paper.

NB The Teacher may answer questions for clarity but not assist learners in any way with the test questions.



At 09h00



Learners write for as long as indicated on the question paper. I.e. 1 hr or 1.5 hrs or 2 hrs.



During this time, the following is not allowed:



Writing helpful material on the board



Use of cell phone by either teacher or learner



Individual assistance of learner



Teacher sleeping, marking, sitting or being inattentive.



Allowing extra time to any learner unless a concession was granted by Assessment & Examinations Directorate.



At end of test:



Collect answers.



Give learners a break.



Continue normal classes for the remainder of the school day



Marking and recording the work.

Teachers mark the answers.

A common marking memorandum is available from the District Office at the end of the test.



How do I record the marks as part of school-based assessment?

The following marks apply in Grade 6 and Grade 9:

The Grade 6 Common Test for June will replace the Test indicated as the Formal Assessment Task for Term 2.

The Grade 9 Common Test for June will replace the Test indicated as the Formal Assessment Task for Term 2.



Does the District Office need these marks?

Yes. Record the marks on the mark schedule supplied by the District Office and submit these marks before closing school for the 2nd term. (Assessment Instruction to follow)



FAQS (Frequently asked questions)

As the Principal of a school, may I delegate the responsibility of collecting Common Test question papers from the District to someone else?

Yes, provided that:

- *The person is an official of the Department of Education;*
- *The duty is delegated in writing;*
- *The District Office is informed;*
- *The official understands that the documents are secure and may not be shown to any other person.*



My school is too far for me to collect the question papers every day! Can I be given more than one question paper?



*The security of question papers is compromised once it leaves the secure storage area of the District. However, the Provincial Office does understand that some schools are far from the District Office. **All question Papers to be written on 26, 27 and 30 May 2011 shall be collected on 26 May 2011.***

What are the implications of giving me multiple question papers at one time?



Question papers will be released to the Principal of the school only (See FAQ 1);



Principals will have to sign a declaration form, a copy of which is attached, and leave it with the District Examinations Section.



The Principal may under no circumstances show the question papers to anyone else before the date and time shown on the official timetable.



What about the marking memorandum?

The marking memorandum will only be released after the question paper has been written. Multiple memoranda cannot be given to schools.



Assessment policy is very strict on this issue and no exceptions will be made. Please consider the following alternatives that Principals may consider to acquire the memoranda from the District Office or nodal point.:

- ✓ Using educators who do not live far away from the District Office.
- ✓ Sharing the task with Principals from neighbouring schools.
- ✓ Asking the District to fax them.
- ✓ Requesting the EDO to meet you at a place midway between the school and the District office, etc.



What if I have more questions?

Please contact the CES: Curriculum or the Examinations Section at the District office for assistance.



Province of the EASTERN CAPE
 DEPARTMENT OF EDUCATION
DECLARATION

| | |
|--------------------------------|--|
| NAME OF DISTRICT | |
| NAME OF SCHOOL | |
| NAME OF PRINCIPAL | |
| CONTACT NO OF PRINCIPAL | |

DECLARATION

COLLECTION OF COMMON TESTS GRADES 3,6 & 9

I declare the following:

- *I am the Principal of the above named school/*I have a letter of delegation from the Principal and am known to the District Office.**
 *Delete inapplicable
- Because of the distance between the school and the District Office, I am unable to collect these question papers on a daily basis.**
- I have collected the question papers listed below:**

| GRD | LEARNING PROGRAMME/AREA | GRD | LEARNING PROGRAMME/AREA | GRD | LEARNING PROGRAMME/AREA |
|------------|--------------------------------|------------|--------------------------------|------------|--------------------------------|
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4. I understand that I may not show these papers to anyone before the date and time shown on the official time table.
5. I understand that should I compromise the security of examination material, I may be charged in terms of the Information Secrecy Act and the Employment of Educators Act.

FULL NAME OF PRINCIPAL/DELEGATED OFFICIAL

**SCHOOL
STAMP**

SIGNATURE OF PRINCIPAL/DELEGATED OFFICIAL

DATE

FULL NAME OF DISTRICT OFFICIAL

**DISTRICT
STAMP**

SIGNATURE OF DISTRICT OFFICIAL (WITNESS)

DATE