



# **basic education**

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Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

## **OFFICIAL LANGUAGES: FIRST ADDITIONAL LANGUAGE (FAL)**

## **EXAMINATION GUIDELINES SENIOR CERTIFICATE (SC)**

**GRADE 12**

**2015**

**These guidelines consist of 21 pages.**

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## 1. INTRODUCTION

The Curriculum and Assessment Policy Statement (CAPS) for Official Languages: First Additional Language outlines the nature and purpose of the subject Official Languages: First Additional Language. This guides the philosophy underlying the teaching and assessment of the subject in Grade 12.

The purpose of these Examination Guidelines is to provide clarity on the depth and scope of the content to be assessed in the Grade 12 Senior Certificate (SC) Examination in Official Languages: First Additional Language.

These Examination Guidelines should be read in conjunction with the following policy documents (available at schools, district offices and on the website – [www.education.gov.za/www.thutong.org.za](http://www.education.gov.za/www.thutong.org.za)):

- A résumé of subjects for the Senior Certificate
- Curriculum and Assessment Policy Statements for all approved subjects
- Circular E27 of 2014: Literature Setworks for the Amended Senior Certificate 2015 Examinations

### Disjunctive and Conjunctive Orthography in Languages

Disjunctive Orthography	Conjunctive Orthography
English Afrikaans Sepedi Sesotho Setswana Tshivenda Xitsonga	IsiXhosa IsiNdebele IsiZulu Siswati

## 2. PURPOSE

The purpose of these guidelines is to provide information on the contents of the question papers for the Senior Certificate qualification in all 11 official languages in respect of:

- Number of sections
- Lengths and types of texts
- Types and levels of questions
- Allocation of marks
- Marking memoranda/Assessment rubrics

### 3. PAPER 1 (LANGUAGE IN CONTEXT)

#### FORMAT, STRUCTURE AND MARK ALLOCATION OF QUESTION PAPER

##### 3.1 Cover Page

The cover page shall contain the following information:

- Subject, level and paper
- Time
- Marks
- Number of pages.

<p style="text-align: center;">... First Additional Language P1</p> <p style="text-align: center;">May/June ... (year of exam)</p> <p style="text-align: center;">Time: 2 hours</p> <p style="text-align: center;">Marks: 80</p> <p style="text-align: center;">This paper consists of ... pages.</p>
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##### 3.2 Instructions and Information Page

1. This question paper consists of THREE SECTIONS:

SECTION A: Comprehension	(30 marks)
SECTION B: Summary	(10 marks)
SECTION C: Language in context	(40 marks)

2. Answer ALL the questions.
3. Start EACH section on a NEW page.
4. Rule off after each section.
5. Number the answers correctly according to the numbering system used in this question paper.
6. Leave a line after each answer.
7. Pay special attention to spelling and sentence construction.
8. Suggested time allocation:

SECTION A:	50 minutes
SECTION B:	30 minutes
SECTION C:	40 minutes
9. Write neatly and legibly.

### 3.3 SECTION A: COMPREHENSION – 30 marks

#### QUESTION 1

- **There will be TWO texts** – ONE prose and ONE visual. The visual text does not have to be related to the prose text.
- **Reading length**

**Text A (Prose):** The length of the prose text will be as follows:

Disjunctive orthography: 600–700 words

Conjunctive orthography: 450–500 words.

**Text B (Visual): 6 marks**

**Focus of questions shall be on the visual information.**

**Comprehension will be tested in context.**

#### NOTE:

- There will be ONE open-ended question in this section and only ONE multiple-choice question.

Various types of questions will be set in such a way that **ALL** the cognitive levels are catered for in the proportions indicated in each section.

Levels 1 and 2: 40% of total for section

Level 3: 40% of total for section

Levels 4 and 5: 20% of total for section

Refer to page 19 of this document for the types of questions.

#### Points to consider

- Candidates should use Standard language. Language/Expression should be appropriate in context.
- Avoid the following: contractions, slang, colloquialisms, vulgar language.
- For open-ended questions, no marks will be awarded for YES/NO or I AGREE/I DISAGREE. The reason/substantiation/motivation is what will be considered.
- No marks will be awarded for TRUE/FALSE or FACT/OPINION. The reason/substantiation/motivation is what will be considered.

3.4 **SECTION B: SUMMARY – 10 marks**

**QUESTION 2**

Candidates will be instructed to summarise in **point form**.  
Candidates should not quote verbatim.

**Length of text:**

Disjunctive: approximately 250 words  
The summary should not exceed 70 words.

Conjunctive: 220 words  
The summary should not exceed 60 words.

**NOTE:** The summary text shall not come from the comprehension passage.

**Marks will be awarded as follows:**

- **Mark allocation:**
  - 7 marks for 7 points (1 mark per main point)
  - 3 marks for language
  - Total marks: 10
- **Distribution of language marks when candidate has not quoted verbatim:**
  - 1–3 points correct: award 1 mark
  - 4–5 points correct: award 2 marks
  - 6–7 points correct: award 3 marks
- **Distribution of Language marks when candidate has quoted verbatim:**
  - 6–7 quotes: award no language mark
  - 1–5 quotes: award 1 language mark

**NOTE:**

- **Word Count:**
  - Markers will be required to verify the number of words used.
  - Marks will not be deducted if the candidate fails to indicate the number of words used, or if the number of words used is indicated incorrectly.
  - If the word limit is exceeded, markers will read up to the last sentence above the stipulated upper limit and ignore the rest of the summary.

3.5 **SECTION C: LANGUAGE STRUCTURES AND CONVENTIONS (assessed in context) 40 marks**

**THREE QUESTIONS** as indicated below.

**Will test the following:**

- Vocabulary and language use
- Sentence structures
- Critical language awareness

**QUESTION 3:**

Advertisement (combination of visual and written/verbal): 10 marks

**QUESTION 4:**

Cartoon: 10 marks

**QUESTION 5:**

**5.1 Prose: 14 marks**

Length of text:

Disjunctive: 150–200 words

Conjunctive: 80–100 words.

**Structure with a short text: 6 marks**

**NOTE:**

There will be:

- Two open-ended questions in SECTION C (one in the advert and one in the cartoon).
- A maximum of three multiple-choice questions (one per question).

#### **4. PAPER 2 (LITERATURE)**

##### **4.1 Format**

The paper consists of FOUR sections:

SECTION A: Novel (35 marks)  
SECTION B: Drama (35 marks)  
SECTION C: Short Stories (35 marks)  
SECTION D: Poetry (35 marks)

Candidates will be required to answer a total of **TWO questions from ANY TWO sections** (**ONE** question on each genre studied) for 70 marks as shown below.

##### **SECTION A: NOVEL: 35 MARKS**

###### **QUESTIONS 1–3**

ONE CONTEXTUAL question on each novel.

###### **LENGTH OF EXTRACTS**

TWO extracts:

Disjunctive: 200–225 words each

Conjunctive: 150–175 words each

##### **SECTION B: DRAMA: 35 MARKS**

###### **QUESTIONS 4–5**

ONE CONTEXTUAL question for each drama.

###### **LENGTH OF EXTRACTS**

TWO extracts:

Disjunctive: 200–225 words each

Conjunctive: 150–175 words each

- Names of speakers shall not be counted as part of the extract.
- Stage directions shall be counted as part of the extract.

##### **SECTION C: SHORT STORIES: 35 MARKS (17 + 18/18 +17)**

###### **QUESTION 6**

- TWO short stories will be set.
- Candidates will be expected to answer questions set on BOTH short stories.

###### **LENGTH OF EXTRACTS:**

ONE extract for each short story

Disjunctive: 200–225 words

Conjunctive: 150–175 words

##### **SECTION D: POETRY: 35 marks (17 + 18/18 +17)**

###### **QUESTION 7**

- TWO seen (prescribed) poems will be set.
- Candidates will be expected to answer questions set on BOTH poems.

#### 4.2 Structure of the Question Paper

The question paper will consist of a cover page, an instruction and information page, a table of contents page, instructions for each section, the questions and a checklist.

#### 4.3 The Cover Page

The cover page should contain the following information:  
Language, level, paper year, marks and time allocation.

<p style="text-align: center;">... First Additional Language P2</p> <p style="text-align: center;">May/June ...(year of exam)</p> <p style="text-align: center;">Marks: 70</p> <p style="text-align: center;">Time: 2 hours</p> <p style="text-align: center;">This question paper consists of ... pages.</p>
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#### 4.4 Instructions and Information Page

This page should contain the following information:

1. Read these instructions carefully before you begin to answer questions.
2. Do NOT attempt to read the entire question paper. Consult the table of contents on the next page and mark the numbers of the questions set on texts you have studied this year. Thereafter, read these questions and choose the ones you wish to answer.
3. This question paper consists of FOUR sections:  
SECTION A: Novel  
SECTION B: Drama  
SECTION C: Short Stories  
SECTION D: Poetry
4. Answer TWO QUESTIONS in all, ONE question each from ANY TWO sections.  
**SECTION A: NOVEL**  
Answer the question on the novel you have studied.  
**SECTION B: DRAMA**  
Answer the question on the drama you have studied.  
**SECTION C: SHORT STORIES**  
Answer the questions set on **BOTH** short stories.  
**SECTION D: POETRY**  
Answer the questions set on **BOTH** poems.
5. Use the checklist to assist you.
6. Follow the instructions at the beginning of each section carefully.
7. Number the answers correctly according to the numbering system used in this question paper.
8. Start EACH section on a NEW page.
9. Suggested time management: Spend approximately 60 minutes on each section.
10. Write neatly and legibly.

#### 4.5 Table of Contents

This page will enable candidates to choose the questions they wish to answer without having to read through the entire question paper.

<b>SECTION A: Novel</b> <i>Answer the question on the novel you have studied.</i>		
<b>QUESTION NO.</b>	<b>QUESTION</b>	<b>PAGE NO.</b>
1 (Novel 1 title)	Contextual question	
2 (Novel 2 title)	Contextual question	
3 (Novel 3 title)	Contextual question	
<b>SECTION B Drama:</b> <i>Answer the question on the drama you have studied.</i>		
4 (Drama 1 title )	Contextual question	
5 (Drama 2 title)	Contextual question	
<b>SECTION C: SHORT STORIES</b> <i>Answer the questions set on BOTH short stories.</i>		
6.1 (Short story 1 title)	Contextual question	
6.2 (Short story 2 title)	Contextual question	
<b>SECTION D: POETRY</b> <i>Answer the questions set on BOTH poems.</i>		
7.1 (Poem 1 title)	Contextual question	
7.2 (Poem 2 title)	Contextual question	

#### 4.6 Checklist

A checklist will be provided to assist candidates to see whether they have answered the required number of questions.

<b>SECTION</b>	<b>QUESTION NUMBERS</b>	<b>NO.OF QUESTIONS ANSWERED</b>	<b>TICK</b>
A: Novel (Contextual)	1–3	1	
<b>OR</b>			
B: Drama (Contextual)	4–5	1	
<b>OR</b>			
C: Short Stories (Contextual)	6	1	
<b>OR</b>			
D: Poetry	7	1	

**NOTE:** Ensure that you have answered questions on TWO sections only.

#### 4.7 Questions

Various types of questions will be set in such a way that **ALL** the cognitive levels are catered for in the proportions indicated in each question.

Levels 1 and 2:	40% of total for section
Level 3:	40% of total for section
Levels 4 and 5:	20% of total for section

Refer to page 19 of this document for types of questions.

#### Points to consider

- For open-ended questions, no marks will be awarded for YES/NO or I AGREE/ I DISAGREE. The reason/substantiation/motivation is what will be considered.
- No marks will be awarded for TRUE/FALSE or FACT/OPINION. The reason/substantiation/motivation is what will be considered.

## 5. PAPER 3 (WRITING)

### FORMAT, STRUCTURE AND MARK ALLOCATION OF QUESTION PAPER

#### 5.1 Cover Page

The cover page must contain the following information:

- Subject, level, paper and year
- Time
- Marks
- Number of pages.

<p style="text-align: center;">... First Additional Language P3</p> <p style="text-align: center;">May/June ... (year of exam)</p> <p style="text-align: center;">Marks: 100</p> <p style="text-align: center;">Time: 2½ hours</p> <p style="text-align: center;">This question paper consists of ... pages.</p>
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#### 5.2 Instructions and Information Page

1. This question paper consists of THREE sections:

SECTION A: Essay:	50 marks
SECTION B: Longer Transactional Text:	30 marks
SECTION C: Shorter Transactional Text:	20 marks
2. Answer ONE question from EACH section.
3. Write in the language in which you are being assessed.
4. Start EACH section on a NEW page.
5. You must plan (e.g. using a mind map/diagram/flow chart/key words, etc.), edit and proof-read your work. The plan must appear BEFORE each text.
6. All planning must be clearly indicated as such and handed in. It is advisable to draw a line through all planning.
7. You are strongly advised to spend approximately:
  - 80 minutes on SECTION A
  - 40 minutes on SECTION B
  - 30 minutes on SECTION C.
8. Number the answers correctly according to the numbering system used in this question paper.
9. Give each response a suitable title/heading.
10. The title/heading must not be considered when doing a word count.
11. Write neatly and legibly.

5.3 **SECTION A: ESSAY**

**QUESTIONS 1–8**

Candidates will be expected to answer ONE essay question.

**Length of essay**

Disjunctive Orthography: 250–300 words

Conjunctive Orthography: 190–240 words

**Types of essays to be set**

narrative; descriptive; reflective; discursive; argumentative
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**Number of topics to be set**

There will be **8 topics** to choose from, of which a minimum of TWO and a maximum of THREE shall be visual stimuli.

**Weighting and rubrics**

Essays will be assessed according to the following criteria:

CRITERIA	MARKS
Content and planning <b>(60%)</b>	30
Language, style and editing <b>(30%)</b>	15
Structure <b>(10%)</b>	5
<b>Total</b>	<b>50</b>

Refer to **Appendix A** on the assessment of an essay.

5.4 **SECTION B: LONGER TRANSACTIONAL TEXT**

**QUESTIONS 9–12**

**Length of texts**

Disjunctive Orthography: (content only) 120–150 words

Conjunctive orthography: (content only) 80–100 words

**Types of texts candidates will be required to write**

(Refer to the CAPS: page 85.)

**FOUR** topics will be set from the categories indicated below.

**CATEGORY A:**

Friendly letter/formal letter (request/application/business/complaint/sympathy/ congratulations/thanks) formal/informal letters to the press

**CATEGORY B:**

Curriculum Vitae and covering letter (asked as a combination)/obituary

**CATEGORY C:**

Reviews/newspaper article/magazine article agenda and minutes of meeting (asked as a combination)/formal/informal reports

**CATEGORY D:**

Dialogue/written interview/written formal/informal speech

Candidates will be expected to answer **ONE** question.

**Weighting and rubrics**

Texts will be assessed on the following criteria:

CRITERIA	MARKS
Content, planning and format <b>(60%)</b>	18
Language, style and editing <b>(40%)</b>	12
<b>TOTAL</b>	<b>30</b>

Refer to **Appendix B** on the assessment of a longer transactional text.

5.5 **SECTION C: SHORTER TRANSACTIONAL TEXT:**

**QUESTIONS 13–15**

**Length of texts**

Disjunctive Orthography: 80–100 words

Conjunctive Orthography: 60–80 words

**Types of texts**

Refer to the CAPS: page 85.

**THREE** questions will be set from the categories indicated below.

**CATEGORY A:**

Advertisement/Invitation card/Flyer/Poster

**CATEGORY B:**

Diary entries/Postcard

**CATEGORY C:**

Instructions/Directions

NO MARKS ARE AWARDED FOR PICTURES, SKETCHES, etc.

**Weighting and rubrics**

Texts will be assessed on the following criteria:

CRITERIA	MARKS
Content, planning and format <b>(60%)</b>	12
Language, style and editing <b>(40%)</b>	8
<b>TOTAL</b>	<b>20</b>

Refer to **Appendix C** on the assessment of a shorter transactional/reference/informational text.

**6.1 APPENDIX A: ASSESSMENT RUBRIC: ESSAY**

- Always use the rubric when marking the creative essay (Paper 3, Section A).
- Marks from 0–50 have been divided into FIVE major level descriptors.
- In the Content, Language and Style criteria, each of the five level descriptors is divided into an upper and a lower level subcategory with the applicable mark range and descriptors.
- Structure is not affected by the upper level and lower level division.

**ASSESSMENT RUBRIC FOR ESSAY – FIRST ADDITIONAL LANGUAGE [50 MARKS]**

Criteria		Exceptional	Skilful	Moderate	Elementary	Inadequate
<b>CONTENT AND PLANNING</b> (Response and ideas) Organisation of ideas for planning; Awareness of purpose, audience and context <b>30 MARKS</b>	Upper level	<b>28–30</b>	<b>22–24</b>	<b>16–18</b>	<b>10–12</b>	<b>4–6</b>
		-Outstanding/Striking response beyond normal expectations -Intelligent, thought-provoking and mature ideas -Exceptionally well organised and coherent (connected), including introduction, body and conclusion/ending	-Very well-crafted response -Fully relevant and interesting ideas with evidence of maturity -Very well organised and coherent (connected), including introduction, body and conclusion/ending	-Satisfactory response -Ideas are reasonably coherent and convincing -Reasonably organised and coherent, including introduction, body and conclusion/ending	-Inconsistently coherent response -Unclear ideas and unoriginal -Little evidence of organisation and coherence	-Totally irrelevant response -Confused and unfocused ideas -Vague and repetitive -Unorganised and incoherent
	Lower level	<b>25–27</b>	<b>19–21</b>	<b>13–15</b>	<b>7–9</b>	<b>0–3</b>
		-Excellent response but lacks the exceptionally striking qualities of the outstanding essay -Mature and intelligent ideas -Skilfully organised and coherent (connected), including introduction, body and conclusion/ending	-Well-crafted response -Relevant and interesting ideas -Well organised and coherent (connected), including introduction, body and conclusion	-Satisfactory response but some lapses in clarity -Ideas are fairly coherent and convincing -Some degree of organisation and coherence, including introduction, body and conclusion	-Largely irrelevant response -Ideas tend to be disconnected and confusing -Hardly any evidence of organisation and coherence	-No attempt to respond to the topic -Completely irrelevant and inappropriate -Unfocused and muddled

**ASSESSMENT RUBRIC FOR ESSAY – FIRST ADDITIONAL LANGUAGE [50 MARKS] (continued)**

		<b>14–15</b>	<b>11–12</b>	<b>8–9</b>	<b>5–6</b>	<b>0–3</b>
<b>LANGUAGE, STYLE AND EDITING</b>  Tone, register, style, vocabulary appropriate to purpose/effect and context; Word choice; Language use and conventions, punctuation, grammar, spelling  <b>15 MARKS</b>	<b>Upper level</b>	-Tone, register, style and vocabulary highly appropriate to purpose, audience and context -Language confident, exceptionally impressive -Compelling and rhetorically effective in tone -Virtually error-free in grammar and spelling -Very skilfully crafted	-Tone, register, style and vocabulary very appropriate to purpose, audience and context -Language is effective and a consistently appropriate tone is used -Largely error-free in grammar and spelling -Very well crafted	-Tone, register, style and vocabulary appropriate to purpose, audience and context -Appropriate use of language to convey meaning -Tone is appropriate -Rhetorical devices used to enhance content	-Tone, register, style and vocabulary not appropriate to purpose, audience and context -Very basic use of language -Tone and diction are inappropriate -Very limited vocabulary	-Language incomprehensible -Tone, register, style and vocabulary less appropriate to purpose, audience and context -Vocabulary limitations so extreme as to make comprehension impossible
	<b>Lower level</b>	<b>13</b>	<b>10</b>	<b>7</b>	<b>4</b>	
		-Language excellent and rhetorically effective in tone -Virtually error-free in grammar and spelling -Skilfully crafted	-Language engaging and generally effective -Appropriate and effective tone -Few errors in grammar and spelling -Well crafted	-Adequate use of language with some inconsistencies -Tone generally appropriate and limited use of rhetorical devices	-Inadequate use of language -Little or no variety in sentence -Exceptionally limited vocabulary	
<b>STRUCTURE</b>  Features of text; Paragraph development and sentence construction  <b>5 MARKS</b>		<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>0–1</b>
		-Excellent development of topic -Exceptional detail -Sentences, paragraphs exceptionally well-constructed	-Logical development of details -Coherent -Sentences, paragraphs logical, varied	-Relevant details developed -Sentences, paragraphs well-constructed -Essay still makes some sense	-Some valid points -Sentences and paragraphs faulty -Essay still makes sense	-Necessary points lacking -Sentences and paragraphs faulty -Essay lacks sense
<b>MARK RANGE</b>		<b>43–50</b>	<b>33–40</b>	<b>23–30</b>	<b>13–20</b>	<b>0–10</b>

**6.2 APPENDIX B: ASSESSMENT RUBRIC: LONGER TRANSACTIONAL TEXT ESSAY**

**ASSESSMENT RUBRIC FOR LONGER TRANSACTIONAL TEXT – FIRST ADDITIONAL LANGUAGE [30 MARKS]**

Criteria	Exceptional	Skilful	Moderate	Elementary	Inadequate
<p><b>CONTENT, PLANNING AND FORMAT</b></p> <p>Response and ideas; Organisation of ideas for planning; Purpose, audience, features/conventions and context</p> <p><b>18 MARKS</b></p>	<p><b>15–18</b></p> <ul style="list-style-type: none"> <li>-Outstanding response beyond normal expectations</li> <li>-Intelligent and mature ideas</li> <li>-Extensive knowledge of features of the type of text</li> <li>-Writing maintains focus</li> <li>-Coherence in content and ideas</li> <li>-Highly elaborated and all details support the topic</li> <li>-Appropriate and accurate format</li> </ul>	<p><b>11–14</b></p> <ul style="list-style-type: none"> <li>-Very good response demonstrating good knowledge of features of the type of text</li> <li>-Maintains focus – no digressions</li> <li>-Coherent in content and ideas, very well elaborated and details support topic</li> <li>-Appropriate format with minor inaccuracies</li> </ul>	<p><b>8–10</b></p> <ul style="list-style-type: none"> <li>-Adequate response demonstrating knowledge of features of the type of text</li> <li>-Not completely focused – some digressions</li> <li>-Reasonably coherent in content and ideas</li> <li>-Some details support the topic</li> <li>-Generally appropriate format but with some inaccuracies</li> </ul>	<p><b>5–7</b></p> <ul style="list-style-type: none"> <li>-Basic response demonstrating some knowledge of features of the type of text</li> <li>-Some focus but writing digresses</li> <li>-Not always coherent in content and ideas</li> <li>-Few details support the topic</li> <li>-Necessary rules of format vaguely applied</li> <li>-Some critical oversights</li> </ul>	<p><b>0–4</b></p> <ul style="list-style-type: none"> <li>-Response reveals no knowledge of features of the type of text</li> <li>-Meaning obscure with major digressions</li> <li>-Not coherent in content and ideas</li> <li>-Very few details support the topic</li> <li>-Necessary rules of format not applied</li> </ul>
<p><b>LANGUAGE, STYLE &amp; EDITING</b></p> <p>Tone, register, style, purpose/effect, audience and context; Language use and conventions; Word choice; Punctuation and spelling</p> <p><b>12 MARKS</b></p>	<p><b>10–12</b></p> <ul style="list-style-type: none"> <li>-Tone, register, style and vocabulary highly appropriate to purpose, audience and context</li> <li>-Grammatically accurate and well-constructed</li> <li>-Virtually error-free</li> </ul>	<p><b>8–9</b></p> <ul style="list-style-type: none"> <li>-Tone, register, style and vocabulary very appropriate to purpose, audience and context</li> <li>-Generally grammatically accurate and well-constructed</li> <li>-Very good vocabulary</li> <li>-Mostly free of errors</li> </ul>	<p><b>6–7</b></p> <ul style="list-style-type: none"> <li>-Tone, register, style and vocabulary appropriate to purpose, audience and context</li> <li>-Some grammatical errors</li> <li>-Adequate vocabulary</li> <li>-Errors do not impede meaning</li> </ul>	<p><b>4–5</b></p> <ul style="list-style-type: none"> <li>-Tone, register, style and vocabulary less appropriate to purpose, audience and context</li> <li>-Inaccurate grammar with numerous errors</li> <li>-Limited vocabulary</li> <li>-Meaning obscured</li> </ul>	<p><b>0–3</b></p> <ul style="list-style-type: none"> <li>-Tone, register, style and vocabulary do not correspond to purpose, audience and context</li> <li>-Error-ridden and confused</li> <li>-Vocabulary not suitable for purpose</li> <li>-Meaning seriously impaired</li> </ul>
<b>MARK RANGE</b>	<b>25–30</b>	<b>19–23</b>	<b>14–17</b>	<b>9–12</b>	<b>0–7</b>

**6.2 APPENDIX C: ASSESSMENT RUBRIC: SHORTER TRANSACTIONAL TEXT ESSAY**

**ASSESSMENT RUBRIC FOR SHORTER TRANSACTIONAL TEXT – FIRST ADDITIONAL LANGUAGE [20 MARKS]**

<b>Criteria</b>	<b>Exceptional</b>	<b>Skilful</b>	<b>Moderate</b>	<b>Elementary</b>	<b>Inadequate</b>
<p><b>CONTENT, PLANNING &amp; FORMAT</b></p> <p>Response and ideas; Organisation of ideas; Features/conventions and context</p> <p><b>12 MARKS</b></p>	<p><b>10–12</b></p> <ul style="list-style-type: none"> <li>-Outstanding response beyond normal expectations</li> <li>-Intelligent and mature ideas</li> <li>-Extensive knowledge of features of the type of text</li> <li>-Writing maintains focus</li> <li>-Coherence in content and ideas</li> <li>-Highly elaborated and all details support the topic</li> <li>-Appropriate and accurate format</li> </ul>	<p><b>8-9</b></p> <ul style="list-style-type: none"> <li>-Very good response demonstrating good knowledge of features of the type of text</li> <li>-Maintains focus – no digressions</li> <li>-Coherent in content and ideas, very well elaborated and details support topic</li> <li>-Appropriate format with minor inaccuracies</li> </ul>	<p><b>6-7</b></p> <ul style="list-style-type: none"> <li>-Adequate response, demonstrating knowledge of features of the type of text</li> <li>-Not completely focused –some digressions</li> <li>-Reasonably coherent in content and ideas</li> <li>-Some details support the topic</li> <li>-Generally appropriate format but with some inaccuracies</li> </ul>	<p><b>4-5</b></p> <ul style="list-style-type: none"> <li>-Basic response, demonstrating some knowledge of features of the type of text</li> <li>-Some focus but writing digresses</li> <li>-Not always coherent in content and ideas</li> <li>-Few details support the topic</li> <li>-Necessary rules of format vaguely applied</li> <li>-Some critical oversights</li> </ul>	<p><b>0-3</b></p> <ul style="list-style-type: none"> <li>-Response reveals no knowledge of features of the type of text</li> <li>-Meaning obscure with major digressions</li> <li>-Not coherent in content and ideas</li> <li>-Very few details support the topic</li> <li>-Necessary rules of format not applied</li> </ul>
<p><b>LANGUAGE, STYLE &amp; EDITING</b></p> <p>Tone, register, style, vocabulary appropriate to purpose and context; Language use and conventions; Word choice; Punctuation and spelling</p> <p><b>8 MARKS</b></p>	<p><b>7–8</b></p> <ul style="list-style-type: none"> <li>-Tone, register, style and vocabulary highly appropriate to purpose, audience and context</li> <li>-Grammatically accurate and well-constructed</li> <li>-Virtually error-free</li> </ul>	<p><b>5-6</b></p> <ul style="list-style-type: none"> <li>-Tone, register, style and vocabulary very appropriate to purpose, audience and context</li> <li>-Generally grammatically accurate and well-constructed</li> <li>-Very good vocabulary</li> <li>-Mostly free of errors</li> </ul>	<p><b>4</b></p> <ul style="list-style-type: none"> <li>-Tone, register, style and vocabulary appropriate to purpose, audience and context</li> <li>-Some grammatical errors</li> <li>-Adequate vocabulary</li> <li>-Errors do not impede meaning</li> </ul>	<p><b>3</b></p> <ul style="list-style-type: none"> <li>-Tone, register, style and vocabulary less appropriate to purpose, audience and context</li> <li>-Inaccurate grammar with numerous errors</li> <li>-Limited vocabulary</li> <li>-Meaning obscured</li> </ul>	<p><b>0–2</b></p> <ul style="list-style-type: none"> <li>-Tone, register, style and vocabulary do not correspond to purpose, audience and context</li> <li>-Error-ridden and confused</li> <li>-Vocabulary not suitable for purpose</li> <li>-Meaning seriously impaired</li> </ul>
<b>MARK RANGE</b>	<b>17–20</b>	<b>13–15</b>	<b>10-11</b>	<b>7-8</b>	<b>0–5</b>

## 7. TYPES OF QUESTIONS AND COGNITIVE LEVELS

Using Barrett's Taxonomy, various types of questions will be set in such a way that **ALL** the cognitive levels are catered for in the proportions indicated:

Levels 1 and 2:	40% of total marks
Level 3:	40% of total marks
Levels 4 and 5:	20% of total marks

**NOTE:** See table below

### Barrett's Taxonomy

Level	Description	Question types
1	<b>Literal</b> (information in the text)	e.g. Name the ...; List the ...; Identify the ...; Describe the ...; Relate the ...
2	<b>Reorganisation</b> (analysis, synthesis or organisation of information)	e.g. Summarise the main ideas ...; State the differences/ similarities ...
3	<b>Inference</b> (engagement with information in terms of personal experience)	e.g. Explain the main idea ...; What is the writer's intention ...; What, do you think, will be ...
4	<b>Evaluation</b> (judgements concerning the value or worth)	e.g. Do you think that ...; Discuss critically ...
5	<b>Appreciation</b> (assess the impact of the text)	e.g. Discuss your response ...; Comment on the writer's use of language ...

## 8. ASSESSMENT IN LANGUAGES

### 8.1 Cognitive levels

According to **Barrett's Taxonomy of Reading Comprehension** there are FIVE cognitive levels. In ascending order of complexity, these are: Literal, Reorganisation, Inference, Evaluation and Appreciation. In **Bloom's Taxonomy**, the following SIX question categories are defined: Knowledge, Comprehension, Application, Analysis, Synthesis and Evaluation.

While the overlaps in the two taxonomies are evident, the exploration of **Types of Questions** below uses the cognitive levels as outlined in **Barrett's Taxonomy**.

## 8.2 Types of questions

### **Contextual Questions (Language and Literature Papers):**

Contextual questions are set on a variety of selected texts (in the Language Paper) and on extracts from the prescribed texts (in the Literature Paper) to assess language competency and to gauge the extent of the insight and depth of understanding espoused in the CAPS. The level of complexity depends on the level at which the Language is being assessed (i.e. HL or FAL).

#### (a) **Literal**

Questions that deal with information explicitly stated in the text.

- Name the things/people/places/elements ...
- State the facts/reasons/points/ideas ...
- Identify the reasons/persons/causes ...
- List the points/facts/names/reasons ...
- Describe the place/person/character ...
- Relate the incident/episode/experience ...

#### (b) **Reorganisation:**

Questions that require analysis, synthesis or organisation of information explicitly stated in the text.

- Summarize the main points/ideas/pros/cons/ ...
- Group the common elements/factors ...
- State the similarities/differences ...
- Give an outline of ...

#### (c) **Inference:**

- Questions that require a candidate's engagement with information explicitly stated in the text in terms of his/her personal experience.
- Explain the main idea ...
- Compare the ideas/attitudes/ actions ...
- What is the writer's (or character's) intention/attitude/motivation/reason ...
- Explain the cause/effect of ...
- What does an action/comment/attitude (etc.) reveal about the narrator/writer/character ...
- How does the metaphor/simile/image affect your understanding ...
- What, do you think, will be the outcome/effect (etc.) of an action/situation ...
- True/False questions
- Multiple-choice questions
- Choose the correct option (from a given list)
- Fill in the blanks (using contextual clues)
- Questions on visual and graphic literacy

(d) **Evaluation:**

These questions deal with judgements concerning value and worth. These include judgements regarding reality, credibility, facts and opinions, validity, logic and reasoning, and issues such as the desirability and acceptability of decisions and actions in terms of moral values.

- Do you think that what transpires is credible/realistic/ possible ...?
- Is the writer's argument valid/logical/conclusive ...
- Discuss/Comment critically on the action/ intention/ motive/attitude/ suggestion/implication ...
- Do you agree with the view/statement/observation/interpretation that ...
- Is the character's attitude/behaviour/action justifiable or acceptable to you? Give a reason for your answer.
- What does a character's actions/attitude(s)/motives ... show about him/her in the context of universal values?
- Discuss critically/Comment on the value judgements made in the text.

(e) **Appreciation:**

These questions are intended to assess the psychological and aesthetic impact of the text on the candidate. They focus on emotional responses to the content, identification with characters or incidents, and reactions to the writer's use of language (such as word choice and imagery).

- Discuss your response to the text/incident/situation/conflict/dilemma ...
- Do you empathise with the character? What action/decision would you have taken if you had been in the same situation?
- Discuss/Comment on the writer's use of language ...
- Discuss the effectiveness of the writer's style/introduction/ conclusion/imagery/metaphors/use of poetic techniques/literary devices ...

## 9. CONCLUSION

This Examination Guidelines document is meant to articulate the assessment aspirations espoused in the CAPS document. It is therefore not a substitute for the CAPS document which educators should teach to.

Qualitative curriculum coverage as enunciated in the CAPS cannot be over-emphasised.