

EXEMPLAR: PRE ASSESSMENT MODERATION TOOL

DISTRICT:			
SUBJECT			
GRADE			
NAME OF SCHOOL			
NAME OF EDUCATOR (S)			
NAME OF SUPERVISOR			
DATE			
TYPE OF TASK MODERATED:			
STANDARD OF ASSESSMENT TASK	YES	NO	COMMENTS
PRE-ASSESSMENT MODERATION			
Does the task/test correspond with the programme of assessment ?			
Is the duration of the paper/task indicated?			
Are the instructions clear and unambiguous?			
Is the mark allocation for the task/test in accordance with CAPS?			
Does the paper/test cater for a variety of questions ?			
Does the task/test incorporate the different cognitive levels (Blooms' Taxonomy)? (Refer to the weighting grid of the test)			
Is the assessment task pitched at the appropriate cognitive level?			
Is there a correct distribution of marks according to the norms?			
Is the time allocation, name of subject and instructions to candidates clearly indicated?			
Is the language and terminology used appropriate and relevant?			
Is the mark allocation on the assessment task the same as that on the memo?			
Is the time allocated for the completion of the task adequate?			
Is the quality of the illustrations, graphs or tables clear, relevant and user-friendly?			

Does the assessment task have the correct numbering?			
ASSESSMENT TOOLS			
Are the assessment tools for every assessment task included in the teacher's file e.g. rubric, memoranda, etc.?			
Is the marking tool relevant and appropriate for marking of the set task?			
Does the marking tool allow for alternative responses?			
Is the marking tool clear and user friendly?			
Is the marking tool complete with mark allocation?			
Does the mark distribution on the marking tool correspond with the question paper?			
Does the mark allocation correspond with the level of difficulty and time allocated for completion of the task?			

GLARING CHALLENGES

RECOMMENDATIONS

Supervisor's name

Signature

Date

SCHOOL STAMP

POST ASSESSMENT MODERATION TOOL

DISTRICT:			
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10% (or 6 if there are less than 60 learners in a class) learners files should be moderated for school based moderation			
TASK MODERATED:			
POST- ADMINISTRATION MODERATION			
MARKING			
Are the tasks dated?			
Is marking done according to the assessment tool?			
Are the marks correctly added and transferred to the mark sheet ?			
Is the quality and standard of the marking acceptable?			
RECORDS			
Is the subject recording mark sheet included in the educator's portfolio file?			
Are the recording mark sheets in accordance with the guidelines given in the CAPS?			
Are the learners' marks corresponding with the mark sheet?			
Are the marks correctly converted according to CAPS Document?			
NAMES OF LEARNERS TASKS MODERATED			
Name	Supervisor's moderated mark	Comments	
1			
2			
3			
4			
5			
6			
CHALLENGES			

RECOMMENDATIONS

SUPERVISOR: _____ SIGNATURE: _____ DATE: _____

TEACHER: _____ SIGNATURE: _____ DATE: _____

ITEM ANALYSIS TEMPLATE

School:

Subject:

Teacher:

Grade:

Analysis of Learner Performance per question:

1. STATISTICAL ANALYSIS

	Class	Class	Class	Class	Class	Class
Number wrote						
Number passed						
Number failed						
Median						

2. DIAGNOSTIC ANALYSIS

(Identify the questions where learners have performed poorly.)

Question number	Description of specific errors	Remedial measures

3. Comments (if any):

Signature of Teacher

Signature of SMT

Date

24. SUBJECT IMPROVEMENT PLAN TEMPLATE

SUBJECT: _____

GRADE: _____

		TARGET:				
ASPECT OF CURRICULUM	IDENTIFIED AREAS OF POOR PERFORMANCE	STRATEGIES TO MITIGATE POOR PERFORMANCE	RESOURCES	PERFORMANCE INDICATORS	TIME FRAMES	PROGRESS

Remarks/Recommendation:

Supervisor: _____

Date: _____

Subject Teacher: _____

Date: _____