

Programme of Assessment

The Programme of Assessment is designed to spread formal assessment tasks in all subjects in a school throughout a term.

Overview of requirements

The following tables provide an overview of the Programme of Assessment requirements for each term for

Home Languages:

Table 3: Overview of Programme of Assessment requirements Grade 12

Programme of Assessment Tasks per Term			External Examination
Term 1: 1 Written Test + 4 Tasks	Term 2: 2 Tasks	Term 3: 1 Trial examination comprising: 3 Papers: Paper 1: Language in context (70) - 2 hrs Paper 2: Literature (80) – 2,5 hrs Paper 3: Writing (100) – 3 hrs + 1 Task	Term 4: 1 External Examination comprising: 4 Papers: Paper 1: Language in context (70) - 2 hrs Paper 2: Literature (80) – 2,5 hrs Paper 3: Writing (100) – 3 hrs + Paper 4: Oral (50)
Term Mark (Terms 1-3): - Each term, add totals and convert to % for term mark. SBA Mark: - Add totals for assessment tasks from term 1 to term 3, excluding oral marks, and convert to 25%, External Examination - Convert Paper 1 to 17,5%, - Convert Paper 2 to 20%, - Convert Paper 3 to 25% - Add totals for oral tasks throughout the year and convert to 12,5% (Paper 4).			

Programme of Assessment Grade 12

Programme of Assessment				
Term 1				
Task 1	Task 2	Task 3	Task 4	Task 5
*Oral: Listening for comprehension (15 marks)	Writing: (50 marks) Narrative/ descriptive/ discursive/ reflective/ argumentative essay	Writing: (25 marks) Transactional writing: Friendly/formal letters (request/ complaint/ application/ business/ formal and informal letters to the press) curriculum vitae and covering letter/ obituary/ agenda and minutes of meeting / formal or informal report/ review/ newspaper article/ magazine article/ speech/dialogue/ interview / email	*Oral: Unprepared speech (15 marks)	**Test: (35 marks) Language in context Comprehension Summary Language structures and conventions
Term 2				
Task 6		Task 7		
Literature: (35 marks) Literature assignment (35) OR Contextual questions (10 marks) and Literary essay (25 marks)		*Oral: Unprepared reading aloud/ Prepared speech (10 marks)		
Term 3				
Task 8		Task 9		
*Oral: Unprepared reading aloud/ Prepared speech (10 marks)		Trial examinations (250 marks) Paper 1 – Language in context (70 marks) - 2 hrs Paper 2 – Literature (80 marks) – 2,5 hrs Paper 3 – Writing (Can be written in August / September) (100 marks) – 3 hrs		

***Oral:** Learners should do one listening for comprehension (Task 1), one unprepared speech (Task 4), and either two prepared speeches **OR** one prepared speech and one unprepared reading aloud (Task 7) and (Task 8).

****Test** could be set out of **35 marks** or, if more, should be **converted to 35 marks**. While the *Comprehension, summary, language structures and conventions* combination is suggested, teachers are urged to design a combination of aspects that fits the character (test programme, time allocation, etc.) of the school.

A test in the Programme of Assessment should not be made up of several smaller tests. Each test should cover a substantial amount of content, should be set for 45-60 minutes, and should reflect the different cognitive levels as set out for exam papers.