

Checklist for Teacher file

NB note the following points:

1. Separate files for every Grade
2. In the front of your file have a page with your name and surname, school and subject as well as grade and year
3. Add a table of Contents to your file
4. Create cover pages for all the sections in your file
5. Remove all old marksheets, ATPs, SIP and tests from the previous year and place them in a safe place for future reference.
6. This document will be used to audit your file during the first subject meeting

Name of Teacher: _____

Grade: _____

Name of School _____

Content	ADDED TO FILE ✓
Time Table	
teacher Time table for 2026 – highlight the lessons for this subject and grade on it	
Moderation tools	
Copy of moderation tool sent by SES	
Class Lists/Mark Sheets	
Class list for 2026	
List of learners who where progressed the previous year and those who failed your subject but have passed	
Once tests are written you will add the SASAMS marksheets with all the marks captured – update SAMS after every test and print and add the marksheet here	
Planning documents	
2026 ATP/Year Planner	

• If your school requires – lesson plans	
• Latest CAPS – needed only in Gr 12 file and in Gr 9 DT file	
• Subject improvement plan	
• Gr 12 file only -Diagnostic report 2025	
• Gr 12 file only – Chief marker report •	
Assessment	
• Gr 12 file only - Exam guidelines – latest for your subject	
• Program of Assessment – see website if you do not have one	
• Test time table of the school once available	
• Any provincial test time tables shared with you once available	
• Term 1 Assessments ○ Once set Add the test and memo here as well as proof that it was internally moderated	
• Term 2 Assessments	
• Term 3 Assessments	
• Term 4 Assessments ○ Copy of PAT once received must be added here	
Circulars from the Department	
• Any circulars received during the year e.g. Lab audit	

documents or info on exam readiness	
Additional Teaching materials	
Any relevant documents you would like in your subject file for the grade that you may use during the year during teaching	