

**ENGLISH FIRST ADDITIONAL/ HOME LANGUAGE
SCHOOL BASED ASSESSMENT
PRE - MODERATION TOOL**

NAME OF SCHOOL:	GRADE AND LEVEL:
NAME OF EXAMINER:	TASK NUMBER:
NAME OF MODERATOR:	TYPE OF TASK:
DATE OF MODERATION:	SCHEDULED DATE OF TASK:

CRITERIA	YES	NO	COMMENT
TECHNICAL CRITERIA			
The assessment task/question paper is complete with the appropriate assessment tool (rubric/marking guideline).			
The cover page has all relevant details such as time allocation, name of the subject, and instructions to candidates.			
The layout of the paper is aligned with CAPS and the 2021 Examination guidelines.			
The paper has the correct numbering.			
The time allocation is aligned to the requirements of the task.			
Appropriate fonts are used throughout the paper.			
Is the mark allocation correct/appropriate in total and per question (where applicable)?			
The quality of the visuals is suitable for printing.			
CONTENT	YES	NO	COMMENT
The instructions are clear and unambiguous.			
Is the content or topic of the activities suitable?			

• The paper effectively addresses the content outlined in CAPS and the 2021 Examination guidelines.			
• A cognitive level grid calculator is attached.			
• There is an appropriate distribution of cognitive levels? <i>Barret's Taxonomy:</i> 40% (literal and reorganisation) 40% (inference) 20% (evaluation and appreciation)			
LANGUAGE USAGE	YES	NO	COMMENT
• Is the language usage correct?			
• Is the level of the language usage appropriate for the grade and level?			
CRITERIA	YES	NO	COMMENT
ASSESSMENT TOOL			
• The cover page includes all essential details: subject name, level, grade, task number, description, mark allocation, duration, and number of pages available.			
• An appropriate assessment tool (rubric/marking guideline) is available?			
• Is the assessment tool/marking guideline clear and detailed?			
• Is the mark allocation correct for the total of the question paper/task and per question?			
• Is the assessment tool/marking guideline typed/presented neatly?			
• The mark allocation on the question paper is the same as on the marking guideline.			

GENERAL COMMENT ON THE STANDARD/QUALITY OF THE TASK/QUESTION PAPER:



RECOMMENDATIONS:

MODERATORS			
NAME AND SURNAME	SIGNATURE	DESIGNATION	DATE