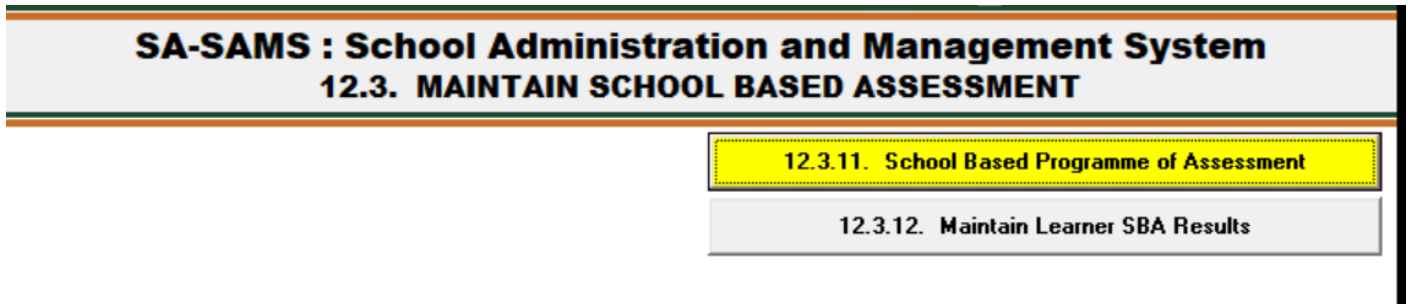


How to capture Provincial Common Paper for Grade 3

Step: 1

Open Programme of Assessment on **Menu 12.3.11** and select grade 3 and subject.



Step: 2

- Click **Add New Task**

School Based Assessment for 2024 (12.3.11)

Grade: Subject: Max View

| Term | Task Description (English) (Yellow = Formal Task) | Status | Common Test/ Task | Activity Count | Topic Count | Planned Date | Raw Task Total | Term Weight % | Include in SBA Year Mark | SBA Weight % |
|----------------|--|--------|----------------------|-------------------|----------------|-----------------|----------------------|---------------------|-----------------------------------|--------------------|
| Term1 | 1: Listening and speaking - Fo | Open | Yes | 0 | 2 | 2024/03/08 | 20 | 15.00 | Yes | 3.75 |
| Term1 | 2: Phonics - Formal | Open | Yes | 0 | 8 | 2024/03/08 | 20 | 20.00 | Yes | 5.00 |
| Term1 | 3: Reading and comprehensio | Open | Yes | 0 | 8 | 2024/03/08 | 15 | 25.00 | Yes | 6.25 |
| Term1 | 4: Writing - Formal | Open | Yes | 0 | 1 | 2024/03/08 | 40 | 30.00 | Yes | 7.50 |
| Term1 | 5: Handwriting - Formal | Open | Yes | 0 | 2 | 2024/03/08 | 15 | 10.00 | Yes | 2.50 |
| Term 1 Totals: | | | | | | | 110 | 100.00 | | |
| Term2 | 1: Listening and speaking - Fo | Open | Yes | 0 | 1 | 2024/06/11 | 10 | 15.00 | Yes | 3.75 |
| Term2 | 2: Phonics - Formal | Open | Yes | 0 | 1 | 2024/06/11 | 10 | 20.00 | Yes | 5.00 |
| Term2 | 3: Reading and comprehensio | Open | Yes | 0 | 1 | 2024/06/11 | 10 | 25.00 | Yes | 6.25 |
| Term2 | 4: Writing - Formal | Open | Yes | 0 | 1 | 2024/06/11 | 10 | 30.00 | Yes | 7.50 |
| Term2 | 5: Handwriting - Formal | Open | Yes | 0 | 1 | 2024/06/11 | 5 | 10.00 | Yes | 2.50 |
| Term 2 Totals: | | | | | | | 45 | 100.00 | | |
| Term3 | 1: Listening and speaking - Fo | Open | Yes | 0 | 1 | 2024/09/17 | 10 | 15.00 | Yes | 3.75 |

Buttons on the right: Add New Tasks, Edit Task, Delete Task, Weights / Validation, Change Task Status, Mark Capturing Status, Calendar View

Step: 3

Add **description**, **Type (Common Test)**, **Date**, **Common Test** and **Raw Total** ONLY. Then **SAVE**

Description: Vernacular:

Afrikaans: Reporting Split:

Type:

Term: Date:

Common Test/Task (For Common Tasks / Exams / Quarterly Tests, select to print a distribution report per level.)

Topics/Skills (Vernacular)

- <Not Used>
 - <Not Used>
- 01. Listening and speaking
 - 01. Listening
 - 02. Speaking
- 02. Reading and viewing: comprehension and literature
 - 01. Shared reading (including shared writing)
 - 02. Group guided reading

Setup

** Fixed: Cannot change during Weights Calculations. 0 = Not Fixed.

Raw Total:

Fixed Raw Total:

Fixed Term Weight %:

Include in SBA Year Mark ?

STEP 4

Once the **Common Paper** has been added, then Click **Weight and Validate**.

| | | | | | | | | | | |
|-----------------------|---------------------------------------|--------|-----|---|---|------------|------------|---------------|-----|------|
| Term1 | 1: Listening and speaking - Formal | Open | Yes | 0 | 2 | 2024/03/08 | 20 | 15.00 | Yes | 3.75 |
| Term1 | 2: Phonics - Formal | Open | Yes | 0 | 8 | 2024/03/08 | 20 | 20.00 | Yes | 5.00 |
| Term1 | 3: Reading and comprehension - Formal | Open | Yes | 0 | 8 | 2024/03/08 | 15 | 25.00 | Yes | 6.25 |
| Term1 | 4: Writing - Formal | Open | Yes | 0 | 1 | 2024/03/08 | 40 | 30.00 | Yes | 7.50 |
| Term1 | 5: Handwriting - Formal | Open | Yes | 0 | 2 | 2024/03/08 | 15 | 10.00 | Yes | 2.50 |
| Term 1 Totals: | | | | | | | 110 | 100.00 | | |
| Term2 | 1: Listening and speaking - Formal | Open | Yes | 0 | 1 | 2024/06/11 | 10 | 15.00 | Yes | 3.75 |
| Term2 | 2: Phonics - Formal | Open | Yes | 0 | 1 | 2024/06/11 | 10 | 20.00 | Yes | 5.00 |
| Term2 | 3: Reading and comprehension - Formal | Open | Yes | 0 | 1 | 2024/06/11 | 10 | 25.00 | Yes | 6.25 |
| Term2 | 4: Writing - Formal | Open | Yes | 0 | 1 | 2024/06/11 | 10 | 30.00 | Yes | 7.50 |
| Term2 | 5: Handwriting - Formal | Open | Yes | 0 | 1 | 2024/06/11 | 5 | 10.00 | Yes | 2.50 |
| Term2 | Common Paper (Common test) | Closed | Yes | 0 | 1 | 2024/06/12 | 30 | 0.00 | No | |
| Term 2 Totals: | | | | | | | 75 | 100.00 | | |

Weights / Validation

Change Task Status

Mark Capturing Status

Calendar View

STEP 5

Please Click **Save/Validate**, NOTE: **DO NOT AUTO-CALCULATE**

| | | | | | | | | | | |
|-----------------------|--|--------|-----|---|---|------------|------------|---------------|-----|------|
| Term 1 Totals: | | | | | | | 110 | 100.00 | | |
| Term2 | 1: Listening and speaking - Formal | Open | Yes | 0 | 1 | 2024/06/11 | 10 | 15.00 | Yes | 3.75 |
| Term2 | 2: Phonics - Formal | Open | Yes | 0 | 1 | 2024/06/11 | 10 | 20.00 | Yes | 5.00 |
| Term2 | 3: Reading and comprehension - Formal | Open | Yes | 0 | 1 | 2024/06/11 | 10 | 25.00 | Yes | 6.25 |
| Term2 | 4: Writing - Formal | Open | Yes | 0 | 1 | 2024/06/11 | 10 | 30.00 | Yes | 7.50 |
| Term2 | 5: Handwriting - Formal | Open | Yes | 0 | 1 | 2024/06/11 | 5 | 10.00 | Yes | 2.50 |
| Term2 | Common Paper (Common test) | Closed | Yes | 0 | 1 | 2024/06/12 | 30 | 0.00 | No | |
| Term 2 Totals: | | | | | | | 75 | 100.00 | | |
| Term3 | 1: Listening and speaking - Formal | Open | Yes | 0 | 1 | 2024/09/17 | 10 | 15.00 | Yes | 3.75 |
| Term3 | 2: Phonics - Formal | Open | Yes | 0 | 1 | 2024/09/17 | 10 | 20.00 | Yes | 5.00 |
| Term3 | 3: Reading and comprehension - Formal | Open | Yes | 0 | 1 | 2024/09/17 | 10 | 25.00 | Yes | 6.25 |
| Term3 | 4: Writing - Formal | Open | Yes | 0 | 1 | 2024/09/17 | 10 | 30.00 | Yes | 7.50 |
| Term3 | 5: Handwriting - Formal | Open | Yes | 0 | 1 | 2024/09/17 | 5 | 10.00 | Yes | 2.50 |
| Term 3 Totals: | | | | | | | 45 | 100.00 | | |
| Term4 | 1: Listening and speaking (End-of-year Exam) | Open | Yes | 0 | 1 | 2024/11/22 | 10 | 0.00 | Yes | 3.75 |
| Term4 | 2: Phonics (End-of-year Exam) | Open | Yes | 0 | 1 | 2024/11/22 | 10 | 0.00 | Yes | 5.00 |

Auto Calculate

Save / Validate

PLEASE NOTE:

- This Common Paper is not replacing formal assessment Task for learner report and is not part of the SBA.
- DO NOT Auto Calculate as this will reflect the negative numbers, which will affect the calculation of the SBA mark if the weightings are fixed.

Compiled: TI Lebone

Senior Education Specialist (EMIS)