



Capturing of Paper 3_HL, FAL and SAL for Grade10,11 and 12 on SA-SAMS

A) Home Language

The following applies to both Grade 10 and 11 Home Language

1. Click on the **Add New Tasks** button.

School Based Assessment for 2024 (12.3.11)

Grade: Subject: Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1: Oral (Listening for comprehension)	Yes	0	1	2024/03/20	15	16.67	No	
Term1	2: Transactional writing - Formal	Yes	0	1	2024/03/20	25	27.78	Yes	10.00
Term1	3: Oral (Unprepared speech) - Formal	Yes	0	1	2024/03/20	15	16.67	No	
Term1	4: Test (Language in context) - Formal	Yes	0	1	2024/03/20	35	38.88	Yes	15.00
Term 1 Totals:						90	100.00		
Term2	5: Writing - essays - Formal	Yes	0	1	2024/06/10	50	33.33	Yes	20.00
Term2	6: Oral (Prepared speech) - Formal	Yes	0	1	2024/06/11	10	6.67	No	
Term2	7 (Mid-year examination) - Formal	Yes	2	1	2024/06/11	150	60.00	Yes	35.00
Term 2 Totals:						210	100.00		
Term3	9: Oral (Unprepared reading) - Formal	Yes	0	1	2024/09/13	10	22.22	No	
Term3	8: Literature (Assignment) - Formal	Yes	0	1	2024/09/16	35	77.78	Yes	20.00
Term 3 Totals:						45	100.00		
Term4	P4 : Oral - Formal	Yes	4	1	2024/11/22	50	0.00	No	
Term4	10 (End-of-year Examination) - Formal	Yes	4	1	2024/11/25	300	60.00	No	
SBA Year Mark - Convert Marks using Weight: 40%						0	40.00		100.00
Term 4 Totals:						350	100.00		

Add New Tasks **Edit Task** **Delete Task** **Weights / Validation** **Calendar View** **Print Task Grid** **Export to Excel** **Capture Marks** **Done**

2. Capture the following information (that are indicated with an arrow) on the new task.

Add Subject Task (12.3.11)

English Home Language (Gr 10) 0 | Grade 10

Details of Assessment Task

Description: Paper 3 Mid-year Examination Vernacular: Paper 3 Mid-year Examination

Afrikaans:

Type: Mid-year examination

Term: Term 2 : 2024/04/03 - 2024/06/14 Date: 2024/06/13

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 process

02. Different kinds of listening

03. Listening for specific information

04. Listening for critical analysis and evaluation

05. Listening for appreciation and interaction

Setup

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

Raw Total: 100

Fixed Raw Total: 100

Fixed Term Weight %: 24

Include in SBA Year Mark ?

3. Click on the **Save** button.
4. Click on the **Done** button.
5. Click on the **Weights/Validation** button.

School Based Assessment for 2024 (12.3.11)

Grade: Grade 10 Subject: English Home Language (Gr 10) Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1: Oral (Listening for comprehension)	Yes	0	1	2024/03/20	15	16.67	No	
Term1	2: Transactional writing - Formal	Yes	0	1	2024/03/20	25	27.78	Yes	10.00
Term1	3: Oral (Unprepared speech) - Formal	Yes	0	1	2024/03/20	15	16.67	No	
Term1	4: Test (Language in context) - Formal	Yes	0	1	2024/03/20	35	38.88	Yes	15.00
Term 1 Totals:						90	100.00		
Term2	5: Writing - essays - Formal	Yes	0	1	2024/06/10	50	33.33	Yes	20.00
Term2	6: Oral (Prepared speech) - Formal	Yes	0	1	2024/06/11	10	6.67	No	
Term2	7 (Mid-year examination) - Formal	Yes	2	1	2024/06/11	150	60.00	Yes	35.00
Term2	Paper 3 Mid-year Examination (Mid-year)	No	0	1	2024/06/11	100	24.00	No	
Term 2 Totals:						310	124.00		
Term3	9: Oral (Unprepared reading) - Formal	Yes	0	1	2024/09/13	10	22.22	No	
Term3	8: Literature (Assignment) - Formal	Yes	0	1	2024/09/16	35	77.78	Yes	20.00
Term 3 Totals:						45	100.00		
Term4	P4 : Oral - Formal	Yes	4	1	2024/11/22	50	0.00	No	
Term4	10 (End-of-year Examination) - Formal	Yes	4	1	2024/11/25	300	60.00	No	
SBA Year Mark - Convert Marks using Weight: 40%						0	40.00		100.00
Term 4 Totals:						350	100.00		

Add New Tasks

Edit Task

Delete Task

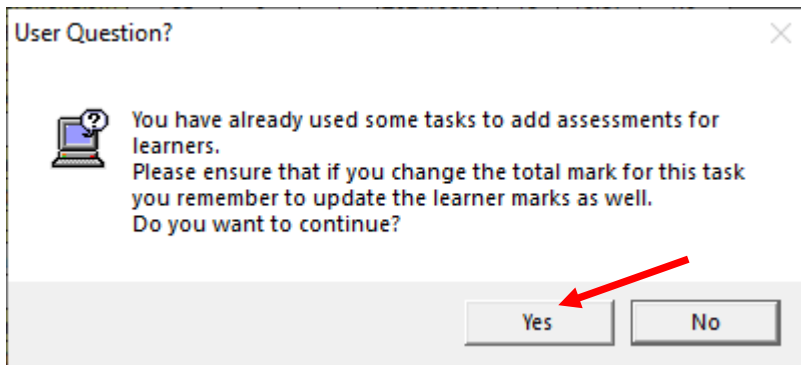
Weights / Validation

Calendar View

Print Task Grid

Export to Excel

6. The following message will appear. Click on the **Yes** button.



7. Change the **Term weight** of Mid-year Examination from **60** to **36**.

School Based Assessment for 2024 (12.3.11)

Grade: Subject: Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1: Oral (Listening for comprehension)	Yes	0	1	2024/03/20	15	16.67	No	
Term1	2: Transactional writing - Formal	Yes	0	1	2024/03/20	25	27.78	Yes	10.00
Term1	3: Oral (Unprepared speech) - Formal	Yes	0	1	2024/03/20	15	16.67	No	
Term1	4: Test (Language in context) - Formal	Yes	0	1	2024/03/20	35	38.88	Yes	15.00
Term 1 Totals:						90	100.00		
Term2	5: Writing - essays - Formal	Yes	0	1	2024/06/10	50	33.33	Yes	20.00
Term2	6: Oral (Prepared speech) - Formal	Yes	0	1	2024/06/11	10	6.67	No	
Term2	7 (Mid-year examination) - Formal	Yes	2	1	2024/06/11	150	36.00	Yes	35.00
Term2	Paper 3 Mid-year Examination (Mid-year)	No	0	1	2024/06/11	100	24.00	No	
Term 2 Totals:						310	100.00		
Term3	9: Oral (Unprepared reading) - Formal	Yes	0	1	2024/09/13	10	22.22	No	
Term3	8: Literature (Assignment) - Formal	Yes	0	1	2024/09/16	35	77.78	Yes	20.00
Term 3 Totals:						45	100.00		
Term4	P4: Oral - Formal	Yes	4	1	2024/11/22	50	0.00	No	
Term4	10 (End-of-year Examination) - Formal	Yes	4	1	2024/11/25	300	60.00	No	
SBA Year Mark - Convert Marks using Weight: 40%						0	40.00		100.00
Term 4 Totals:						350	100.00		

Auto Calculate
Save / Validate

8. Click on the **Save/Validate** button.


The following applies to Grade 12 Home Language

1. Click on the **Add New Tasks** button.

School Based Assessment for 2024 (12.3.11)

Grade: Grade 12 Subject: English Home Language (Gr 12) Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1: Oral (Listening for comprehension)	Yes	0	1	2024/03/20	15	10.72	No	
Term1	2: Writing - essays - Formal	Yes	0	1	2024/03/20	50	35.71	Yes	12.00
Term1	3: Transactional writing (Unprepared s	Yes	0	1	2024/03/20	25	17.86	Yes	8.00
Term1	4: Oral - Formal	Yes	0	1	2024/03/20	15	10.71	No	
Term1	5: Test (Language in context) - Formal	Yes	0	1	2024/03/20	35	25.00	Yes	18.00
Term 1 Totals:						140	100.00		
Term2	6: Oral - Formal	Yes	0	1	2024/06/10	10	13.00	No	
Term2	7: Oral - Formal	Yes	0	1	2024/06/11	10	12.00	No	
Term2	8 (Mid-year examination) - Formal	Yes	2	1	2024/06/12	150	75.00	Yes	22.00
Term 2 Totals:						170	100.00		
Term3	9: Literature - Formal	Yes	0	1	2024/09/13	35	25.00	Yes	15.00
Term3	10 (Preparatory Examination) - Formal	Yes	3	1	2024/09/16	250	75.00	Yes	25.00
Term 3 Totals:						285	100.00		
Term4	P4 : Oral - Formal	Yes	4	1	2024/11/22	50	0.00	No	
Term4	External exam (Capture -1) - Formal	Yes	0	1	2024/11/28	1	75.00	No	
SBA Year Mark - Convert Marks using Weight: 25%						0	25.00		100.00
Term 4 Totals:						51	100.00		

Add New Tasks 

Edit Task

Delete Task

Weights / Validation

Calendar View

Print Task Grid

Export to Excel

Capture Marks

Done

2. Capture the following information (that are indicated with an arrow) on the new task.

Add Subject Task (12.3.11)

English Home Language (Gr 12) | 0 | Grade 12

Details of Assessment Task

Description: Paper 3 Mid-year Examination | Vernacular: Paper 3 Mid-year Examination

Afrikaans:

Type: Mid-year examination

Term: Term 2 : 2024/04/03 - 2024/06/14 | Date: 2024/06/13

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

Topics/Skills (Vernacular)

- <Not Used>
- 01. Listening and speaking
 - 01. Listening process
 - 02. Different kinds of listening
 - 03. Listening for specific information
 - 04. Listening for critical analysis and evaluation
 - 05. Listening for appreciation and interaction

Setup

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

Raw Total: 100

Fixed Raw Total: 100

Fixed Term Weight %: 30

Include in SBA Year Mark ?

3. Click on the **Save** button.
4. Click on the **Done** button.
5. Click on the **Weights/Validation** button.

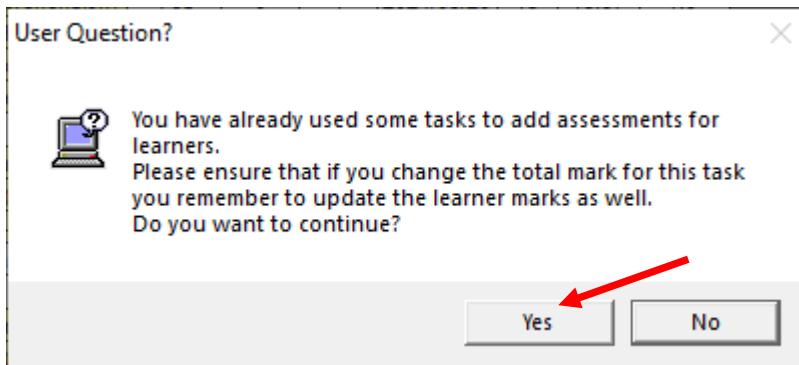
School Based Assessment for 2024 (12.3.11)

Grade: Grade 12 | Subject: English Home Language (Gr 12) | Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1: Oral (Listening for comprehension)	Yes	0	1	2024/03/20	15	10.72	No	
Term1	2: Writing - essays - Formal	Yes	0	1	2024/03/20	50	35.71	Yes	12.00
Term1	3: Transactional writing (Unprepared s	Yes	0	1	2024/03/20	25	17.86	Yes	8.00
Term1	4: Oral - Formal	Yes	0	1	2024/03/20	15	10.71	No	
Term1	5: Test (Language in context) - Formal	Yes	0	1	2024/03/20	35	25.00	Yes	18.00
Term 1 Totals:						140	100.00		
Term2	6: Oral - Formal	Yes	0	1	2024/06/10	10	13.00	No	
Term2	7: Oral - Formal	Yes	0	1	2024/06/11	10	12.00	No	
Term2	8 (Mid-year examination) - Formal	Yes	2	1	2024/06/12	150	75.00	Yes	22.00
Term2	Paper 3 Mid-year Examination (Mid-yea	No	0	1	2024/06/13	100	30.00	No	
Term 2 Totals:						270	130.00		
Term3	9: Literature - Formal	Yes	0	1	2024/09/13	35	25.00	Yes	15.00
Term3	10 (Preparatory Examination) - Formal	Yes	3	1	2024/09/16	250	75.00	Yes	25.00
Term 3 Totals:						285	100.00		
Term4	P4 : Oral - Formal	Yes	4	1	2024/11/22	50	0.00	No	
Term4	External exam (Capture -1) - Formal	Yes	0	1	2024/11/28	1	75.00	No	
SBA Year Mark - Convert Marks using Weight: 25%						0	25.00		100.00
Term 4 Totals:						51	100.00		

Buttons: Add New Tasks, Edit Task, Delete Task, **Weights / Validation**, Calendar View, Print Task Grid, Export to Excel

6. The following message will appear. Click on the **Yes** button.



7. Change the **Term weight** of Mid-year Examination from **75** to **45**.

School Based Assessment for 2024 (12.3.11)

Grade: Subject: Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1: Oral (Listening for comprehension)	Yes	0	1	2024/03/20	15	10.72	No	
Term1	2: Writing - essays - Formal	Yes	0	1	2024/03/20	50	35.71	Yes	12.00
Term1	3: Transactional writing (Unprepared s	Yes	0	1	2024/03/20	25	17.86	Yes	8.00
Term1	4: Oral - Formal	Yes	0	1	2024/03/20	15	10.71	No	
Term1	5: Test (Language in context) - Formal	Yes	0	1	2024/03/20	35	25.00	Yes	18.00
Term 1 Totals:						140	100.00		
Term2	6: Oral - Formal	Yes	0	1	2024/06/10	10	13.00	No	
Term2	7: Oral - Formal	Yes	0	1	2024/06/11	10	12.00	No	
Term2	8 (Mid-year examination) - Formal	Yes	2	1	2024/06/12	150	45.00	Yes	22.00
Term2	Paper 3 Mid-year Examination (Mid-yea	No	0	1	2024/06/13	100	30.00	No	
Term 2 Totals:						270	100.00		
Term3	9: Literature - Formal	Yes	0	1	2024/09/13	35	25.00	Yes	15.00
Term3	10 (Preparatory Examination) - Formal	Yes	3	1	2024/09/16	250	75.00	Yes	25.00
Term 3 Totals:						285	100.00		
Term4	P4 : Oral - Formal	Yes	4	1	2024/11/22	50	0.00	No	
Term4	External exam (Capture -1) - Formal	Yes	0	1	2024/11/28	1	75.00	No	
SBA Year Mark - Convert Marks using Weight: 25%						0	25.00		100.00
Term 4 Totals:						51	100.00		

Auto Calculate

Save / Validate

8. Click on the **Save/Validate** button.

B) First Additional Language


The following applies to both Grade 10 and 11 First Additional Language

1. Click on the **Add New Tasks** button.

School Based Assessment for 2024 (12.3.11)

Grade: Subject: Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1: Oral (Listening for comprehension)	Yes	0	1	2024/02/20	10	10.00	No	
Term1	2: Writing - Formal	Yes	0	1	2024/02/20	30	50.00	Yes	10.00
Term1	3 : Test (Language in context) - Formal	Yes	0	1	2024/03/20	40	40.00	Yes	20.00
Term 1 Totals:						80	100.00		
Term2	4: Oral (Prepared speech) - Formal	Yes	0	1	2024/06/04	20	18.00	No	
Term2	5: Literature (Assignment) - Formal	Yes	0	1	2024/06/04	35	22.00	Yes	15.00
Term2	6 (Mid-year examination) - Formal	Yes	2	1	2024/06/12	150	60.00	Yes	35.00
Term 2 Totals:						205	100.00		
Term3	7: Oral (Unprepared speech) - Formal	Yes	0	1	2024/09/16	20	40.00	No	
Term3	8: Writing (Transactional writing) - Formal	Yes	0	1	2024/09/16	50	60.00	Yes	20.00
Term 3 Totals:						70	100.00		
Term4	10 (End-of-year Examination) - Formal	Yes	4	1	2024/11/14	300	60.00	No	
Term4	P4 : Oral - Formal	Yes	3	1	2024/11/14	50	0.00	No	
SBA Year Mark - Convert Marks using Weight: 40%						0	40.00		100.00
Term 4 Totals:						350	100.00		

Add New Tasks 

Edit Task

Delete Task

Weights / Validation

Calendar View

Print Task Grid

Export to Excel

Capture Marks

Done

2. Capture the following information (**that are indicated with an arrow**) on the new task.

Add Subject Task (12.3.11)

English First Additional Language (Gr 10) | 0 | Grade 10

Details of Assessment Task

Description: Paper 3 Mid-year Examination | Vernacular: Paper 3 Mid-year Examination

Afrikaans: [Empty]

Type: Mid-year examination

Term: Term 2 : 2024/04/03 - 2024/06/14 | Date: 2024/06/13

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

Topics/Skills (Vernacular)

<Not Used>

01. Listening and speaking

01. Listening process

02. Pre-listening: strategies to prepare learners for listening

03. Listening for specific information and comprehension

04. Listening for critical analysis and evaluation

05. Listening for interaction

Setup

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

Raw Total: 100

Fixed Raw Total: 100

Fixed Term Weight %: 24

Include in SBA Year Mark ?

3. Click on the **Save** button.
4. Click on the **Done** button.
5. Click on the **Weights/Validation** button.

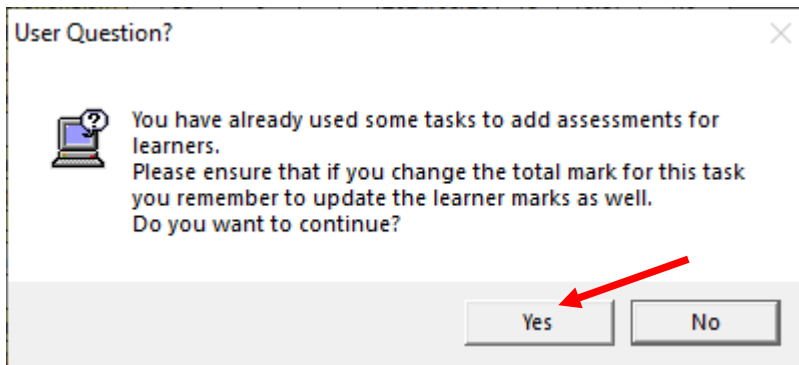
School Based Assessment for 2024 (12.3.11)

Grade: Grade 10 | Subject: English First Additional Language (Gr 10) | Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1: Oral (Listening for comprehension)	Yes	0	1	2024/02/20	10	10.00	No	
Term1	2: Writing - Formal	Yes	0	1	2024/02/20	30	50.00	Yes	10.00
Term1	3 : Test (Language in context) - Formal	Yes	0	1	2024/03/20	40	40.00	Yes	20.00
Term 1 Totals:						80	100.00		
Term2	4: Oral (Prepared speech) - Formal	Yes	0	1	2024/06/04	20	18.00	No	
Term2	5: Literature (Assignment) - Formal	Yes	0	1	2024/06/04	35	22.00	Yes	15.00
Term2	6 (Mid-year examination) - Formal	Yes	2	1	2024/06/12	150	60.00	Yes	35.00
Term2	Paper 3 Mid-year Examination (Mid-year)	No	0	1	2024/06/13	100	24.00	No	
Term 2 Totals:						305	124.00		
Term3	7: Oral (Unprepared speech) - Formal	Yes	0	1	2024/09/16	20	40.00	No	
Term3	8: Writing (Transactional writing) - Formal	Yes	0	1	2024/09/16	50	60.00	Yes	20.00
Term 3 Totals:						70	100.00		
Term4	10 (End-of-year Examination) - Formal	Yes	4	1	2024/11/14	300	60.00	No	
Term4	P4: Oral - Formal	Yes	3	1	2024/11/14	50	0.00	No	
Term 4 Totals:						350	100.00		
SBA Year Mark - Convert Marks using Weight: 40%						0	40.00		100.00

Buttons: Add New Tasks, Edit Task, Delete Task, **Weights / Validation**, Calendar View, Print Task Grid, Export to Excel

6. The following message will appear. Click on the **Yes** button.



7. Change the **Term weight** of Mid-year Examination from **60** to **36**.

School Based Assessment for 2024 (12.3.11)

Grade: Subject: Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1: Oral (Listening for comprehension)	Yes	0	1	2024/02/20	10	10.00	No	
Term1	2: Writing - Formal	Yes	0	1	2024/02/20	30	50.00	Yes	10.00
Term1	3 : Test (Language in context) - Formal	Yes	0	1	2024/03/20	40	40.00	Yes	20.00
Term 1 Totals:						80	100.00		
Term2	4: Oral (Prepared speech) - Formal	Yes	0	1	2024/06/04	20	18.00	No	
Term2	5: Literature (Assignment) - Formal	Yes	0	1	2024/06/04	35	22.00	Yes	15.00
Term2	6 (Mid-year examination) - Formal	Yes	2	1	2024/06/12	150	36.00	Yes	35.00
Term2	Paper 3 Mid-year Examination (Mid-year)	No	0	1	2024/06/13	100	24.00	No	
Term 2 Totals:						305	100.00		
Term3	7: Oral (Unprepared speech) - Formal	Yes	0	1	2024/09/16	20	40.00	No	
Term3	8: Writing (Transactional writing) - Formal	Yes	0	1	2024/09/16	50	60.00	Yes	20.00
Term 3 Totals:						70	100.00		
Term4	10 (End-of-year Examination) - Formal	Yes	4	1	2024/11/14	300	60.00	No	
Term4	P4 : Oral - Formal	Yes	3	1	2024/11/14	50	0.00	No	
SBA Year Mark - Convert Marks using Weight: 40%						0	40.00		100.00
Term 4 Totals:						350	100.00		

Auto Calculate
Save / Validate

8. Click on the **Save/Validate** button.


The following applies to Grade 12 First Additional Language

1. Click on the **Add New Tasks** button.

School Based Assessment for 2024 (12.3.11)

Grade: Grade 12 Subject: English First Additional Language (Gr 12) Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1: Oral (Listening for comprehension)	Yes	0	1	2024/03/20	10	7.69	No	
Term1	2: Writing - essays - Formal	Yes	0	1	2024/03/20	50	38.46	Yes	12.00
Term1	3: Transactional writing - Formal	Yes	0	1	2024/03/20	30	23.08	Yes	8.00
Term1	4: Test (Language in context) - Formal	Yes	0	1	2024/03/20	40	30.77	Yes	18.00
Term 1 Totals:						130	100.00		
Term2	5: Oral (Reading) - Formal	Yes	0	1	2024/06/11	20	10.00	No	
Term2	6: Oral (Prepared speech) - Formal	Yes	0	1	2024/06/11	20	10.00	No	
Term2	7: Literature (Assignment) - Formal	Yes	0	1	2024/06/11	35	5.00	Yes	15.00
Term2	8 (Mid-year examination) - Formal	Yes	2	1	2024/06/12	150	75.00	Yes	22.00
Term 2 Totals:						225	100.00		
Term3	9 (Preparatory Examination) - Formal	Yes	3	1	2024/09/19	250	100.00	Yes	25.00
Term 3 Totals:						250	100.00		
Term4	External exam (Capture -1) - Formal	Yes	0	1	2024/11/25	1	75.00	No	
Term4	P4 : Oral (End-of-year Examination) - F	Yes	3	1	2024/11/25	50	0.00	No	
SBA Year Mark - Convert Marks using Weight: 25%						0	25.00		100.00
Term 4 Totals:						51	100.00		

Add New Tasks 

Edit Task

Delete Task

Weights / Validation

Calendar View

Print Task Grid

Export to Excel

Capture Marks

Done

2. Capture the following information (that are indicated with an arrow) on the new task.

Add Subject Task (12.3.11)

English First Additional Language (Gr 12) 0 | Grade 12

Details of Assessment Task

Description: Paper 3 Mid-year Examination Vernacular: Paper 3 Mid-year Examination

Afrikaans:

Type: Mid-year examination

Term: Term 2 : 2024/04/03 - 2024/06/14 Date: 2024/06/13

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

Topics/Skills (Vernacular)

<Not Used>

01. Listening and speaking

01. Listening process

02. Pre-listening: strategies to prepare learners for listening

03. Listening for specific information and comprehension

04. Listening for critical analysis and evaluation

05. Listening for interaction

Setup

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

Raw Total: 100

Fixed Raw Total: 100

Fixed Term Weight %: 30

Include in SBA Year Mark ?

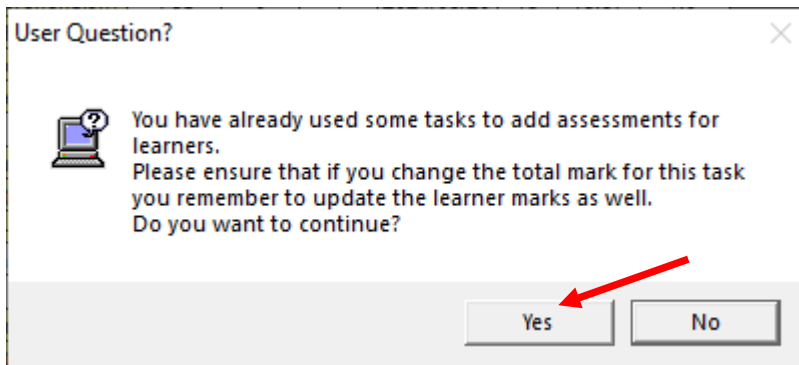
3. Click on the **Save** button.
4. Click on the **Done** button.
5. Click on the **Weights/Validation** button.

School Based Assessment for 2024 (12.3.11)

Grade: Grade 12 Subject: English First Additional Language (Gr 12) Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1: Oral (Listening for comprehension)	Yes	0	1	2024/03/20	10	7.69	No	
Term1	2: Writing - essays - Formal	Yes	0	1	2024/03/20	50	38.46	Yes	12.00
Term1	3: Transactional writing - Formal	Yes	0	1	2024/03/20	30	23.08	Yes	8.00
Term1	4: Test (Language in context) - Formal	Yes	0	1	2024/03/20	40	30.77	Yes	18.00
Term 1 Totals:						130	100.00		
Term2	5: Oral (Reading) - Formal	Yes	0	1	2024/06/11	20	10.00	No	
Term2	6: Oral (Prepared speech) - Formal	Yes	0	1	2024/06/11	20	10.00	No	
Term2	7: Literature (Assignment) - Formal	Yes	0	1	2024/06/11	35	5.00	Yes	15.00
Term2	8 (Mid-year examination) - Formal	Yes	2	1	2024/06/12	150	75.00	Yes	22.00
Term2	Paper 3 Mid-year Examination (Mid-year)	No	0	1	2024/06/13	100	30.00	No	
Term 2 Totals:						325	130.00		
Term3	9 (Preparatory Examination) - Formal	Yes	3	1	2024/09/19	250	100.00	Yes	25.00
Term 3 Totals:						250	100.00		
Term4	External exam (Capture -1) - Formal	Yes	0	1	2024/11/25	1	75.00	No	
Term4	P4: Oral (End-of-year Examination) - Formal	Yes	3	1	2024/11/25	50	0.00	No	
SBA Year Mark - Convert Marks using Weight: 25%						0	25.00		100.00
Term 4 Totals:						51	100.00		

6. The following message will appear. Click on the **Yes** button.



7. Change the **Term weight** of Mid-year Examination from **75** to **45**.

School Based Assessment for 2024 (12.3.11)

Grade: Subject: Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1: Oral (Listening for comprehension)	Yes	0	1	2024/03/20	10	7.69	No	
Term1	2: Writing - essays - Formal	Yes	0	1	2024/03/20	50	38.46	Yes	12.00
Term1	3: Transactional writing - Formal	Yes	0	1	2024/03/20	30	23.08	Yes	8.00
Term1	4: Test (Language in context) - Formal	Yes	0	1	2024/03/20	40	30.77	Yes	18.00
Term 1 Totals:						130	100.00		
Term2	5: Oral (Reading) - Formal	Yes	0	1	2024/06/11	20	10.00	No	
Term2	6: Oral (Prepared speech) - Formal	Yes	0	1	2024/06/11	20	10.00	No	
Term2	7: Literature (Assignment) - Formal	Yes	0	1	2024/06/11	35	5.00	Yes	15.00
Term2	8 (Mid-year examination) - Formal	Yes	2	1	2024/06/12	150	45.00	Yes	22.00
Term2	Paper 3 Mid-year Examination (Mid-year)	No	0	1	2024/06/13	100	30.00	No	
Term 2 Totals:						325	100.00		
Term3	9 (Preparatory Examination) - Formal	Yes	3	1	2024/09/19	250	100.00	Yes	25.00
Term 3 Totals:						250	100.00		
Term4	External exam (Capture -1) - Formal	Yes	0	1	2024/11/25	1	75.00	No	
Term4	P4 : Oral (End-of-year Examination) - Formal	Yes	3	1	2024/11/25	50	0.00	No	
SBA Year Mark - Convert Marks using Weight: 25%						0	25.00		100.00
Term 4 Totals:						51	100.00		

Auto Calculate
Save / Validate

8. Click on the **Save/Validate** button.

C) Second Additional Language


The following applies to both Grade 10 and 11 Second Additional Language

1. Click on the **Add New Tasks** button.

School Based Assessment for 2024 (12.3.11)

Grade: Subject: Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1: Oral (Listening for comprehension)	Yes	0	1	2024/03/14	25	20.00	No	
Term1	2: Oral (Prepared reading) - Formal	Yes	0	1	2024/03/14	25	40.00	No	
Term1	3: Test (Literature) - Formal	Yes	0	1	2024/03/14	40	40.00	Yes	25.00
Term 1 Totals:						90	100.00		
Term2	4: Oral (Prepared speech) - Formal	Yes	0	1	2024/06/11	25	20.00	No	
Term2	5: Writing (Transactional writing) - For	Yes	0	1	2024/06/11	20	20.00	Yes	15.00
Term2	6 (Mid-year examination) - Formal	Yes	2	1	2024/06/12	120	60.00	Yes	35.00
Term 2 Totals:						165	100.00		
Term3	7: Writing (Creative writing) - Formal	Yes	0	1	2024/09/12	40	60.00	Yes	25.00
Term3	8: Oral (Conversation) - Formal	Yes	0	1	2024/09/13	25	40.00	No	
Term 3 Totals:						65	100.00		
Term4	P4 : Oral - Formal	Yes	4	1	2024/11/25	100	0.00	No	
Term4	9 (End-of-year Examination) - Formal	Yes	4	1	2024/11/28	300	60.00	No	
SBA Year Mark - Convert Marks using Weight: 40%						0	40.00		100.00
Term 4 Totals:						400	100.00		

Add New Tasks 

Edit Task

Delete Task

Weights / Validation

Calendar View

Print Task Grid

Export to Excel

Capture Marks

Done

2. Capture the following information (that are indicated with an arrow) on the new task.

Add Subject Task (12.3.11)

English Second Additional Language (Gr 10) 0 Grade 10

Details of Assessment Task

Description: Paper 3 Mid-year Examination Vernacular: Paper 3 Mid-year Examination

Afrikaans:

Type: Mid-year examination

Term: Term 2 : 2024/04/03 - 2024/06/14 Date: 2024/06/13

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 process

02. Pre-listening: strategies to prepare learners for listening

03. Listening for specific information and comprehension

04. Listening for critical analysis and evaluation

05. Listening for interaction

Setup

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

Raw Total: 80

Fixed Raw Total: 80

Fixed Term Weight %: 24

Include in SBA Year Mark ?

3. Click on the **Save** button.

4. Click on the **Done** button.

5. Click on **Mid-year examination** task and click on the **Edit Task** button.

School Based Assessment for 2024 (12.3.11)

Grade: Grade 10 Subject: English Second Additional Language (Gr 10) Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1: Oral (Listening for comprehension)	Yes	0	1	2024/03/14	25	20.00	No	
Term1	2: Oral (Prepared reading) - Formal	Yes	0	1	2024/03/14	25	40.00	No	
Term1	3: Test (Literature) - Formal	Yes	0	1	2024/03/14	40	40.00	Yes	25.00
Term 1 Totals:						90	100.00		
Term2	4: Oral (Prepared speech) - Formal	Yes	0	1	2024/06/11	25	20.00	No	
Term2	5: Writing (Transactional writing) - Formal	Yes	0	1	2024/06/11	20	20.00	Yes	15.00
Term2	6 (Mid-year examination) - Formal	Yes	2	1	2024/06/12	120	60.00	Yes	35.00
Term2	Paper 3 Mid-year Examination (Mid-year)	No	0	1	2024/06/13	80	24.00	No	
Term 2 Totals:						245	124.00		
Term3	7: Writing (Creative writing) - Formal	Yes	0	1	2024/09/12	40	60.00	Yes	25.00
Term3	8: Oral (Conversation) - Formal	Yes	0	1	2024/09/13	25	40.00	No	
Term 3 Totals:						65	100.00		
Term4	P4 : Oral - Formal	Yes	4	1	2024/11/25	100	0.00	No	
Term4	9 (End-of-year Examination) - Formal	Yes	4	1	2024/11/28	300	60.00	No	
SBA Year Mark - Convert Marks using Weight: 40%						0	40.00		100.00
Term 4 Totals:						400	100.00		

6. Click on the **Maintain Task Activities** button.

Activities for Task :

Activity (Vernacular) (Yellow = Formal)	Date	Mark	Weight %
P1 : Language in context - Formal	2024/06/12	80	60.00
P2 : Literature - Formal	2024/06/14	40	40.00
TOTAL		120	100.00

The Weightings for all activities must add up to 100.

To maintain the Dates/Marks/Weights:
- Click 'Maintain Task Activities'
- Click 'Maintain Dates/Marks/Weights'
- Capture the Dates/Marks/Weights
 OR Click 'Auto Calculate Weight'
- Double Click on Date Cell to use Calendar
- Click 'Save'

Maintain Task Activities **Save** **Done**

7. Click on the **Maintain Dates/Marks/Weights** button to capture Marks and Weights.

Activities for Task :

Activity (Vernacular) (Yellow = Formal)	Date	Mark	Weight %
P1 : Language in context - Formal	2024/06/12	80	60.00
P2 : Literature - Formal	2024/06/14	40	40.00
TOTAL		120	100.00

The Weightings for all activities must add up to 100.

To maintain the Dates/Marks/Weights:
- Click 'Maintain Task Activities'
- Click 'Maintain Dates/Marks/Weights'
- Capture the Dates/Marks/Weights
 OR Click 'Auto Calculate Weight'
- Double Click on Date Cell to use Calendar
- Click 'Save'

Add Activity **Edit Activity** **Delete Activity** **Maintain Dates/Marks/Weights** **Done**

8. Type the following on the **Weight** column and click on the **Save** button.

Activities for Task :

Activity (Vernacular) (Yellow = Formal)	Date	Mark	Weight %
P1 : Language in context - Formal	2024/06/12	80	66.67
P2 : Literature - Formal	2024/06/14	40	33.33
TOTAL		120	100.00

The Weightings for all activities must add up to 100.

To maintain the Dates/Marks/Weights:
- Click 'Maintain Task Activities'
- Click 'Maintain Dates/Marks/Weights'
- Capture the Dates/Marks/Weights
 OR Click 'Auto Calculate Weight'
- Double Click on Date Cell to use Calendar
- Click 'Save'

Add Activity **Edit Activity** **Delete Activity** **Auto Calculate Weight** **Save** **Done**

9. Click on the **Done** button.

10. Click on the **Weights/Validation** button.

School Based Assessment for 2024 (12.3.11)

Grade: Subject: Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1: Oral (Listening for comprehension)	Yes	0	1	2024/03/14	25	20.00	No	
Term1	2: Oral (Prepared reading) - Formal	Yes	0	1	2024/03/14	25	40.00	No	
Term1	3: Test (Literature) - Formal	Yes	0	1	2024/03/14	40	40.00	Yes	25.00
Term 1 Totals:						90	100.00		
Term2	4: Oral (Prepared speech) - Formal	Yes	0	1	2024/06/11	25	20.00	No	
Term2	5: Writing (Transactional writing) - For	Yes	0	1	2024/06/11	20	20.00	Yes	15.00
Term2	6 (Mid-year examination) - Formal	Yes	2	1	2024/06/12	120	60.00	Yes	35.00
Term2	Paper 3 Mid-year Examination (Mid-yea	No	0	1	2024/06/13	80	24.00	No	
Term 2 Totals:						245	124.00		
Term3	7: Writing (Creative writing) - Formal	Yes	0	1	2024/09/12	40	60.00	Yes	25.00
Term3	8: Oral (Conversation) - Formal	Yes	0	1	2024/09/13	25	40.00	No	
Term 3 Totals:						65	100.00		
Term4	P4: Oral - Formal	Yes	4	1	2024/11/25	100	0.00	No	
Term4	9 (End-of-year Examination) - Formal	Yes	4	1	2024/11/28	300	60.00	No	
SBA Year Mark - Convert Marks using Weight: 40%						0	40.00		100.00
Term 4 Totals:						400	100.00		

Add New Tasks

Edit Task

Delete Task

Weights / Validation


Calendar View

Print Task Grid

Export to Excel

11. The following message will appear. Click on the **Yes** button.

User Question? ✕

 You have already used some tasks to add assessments for learners. Please ensure that if you change the total mark for this task you remember to update the learner marks as well. Do you want to continue?

12. Change the **Term weight** of Mid-year Examination from **60** to **36**.

School Based Assessment for 2024 (12.3.11)

Grade: Subject: Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1: Oral (Listening for comprehension)	Yes	0	1	2024/03/14	25	20.00	No	
Term1	2: Oral (Prepared reading) - Formal	Yes	0	1	2024/03/14	25	40.00	No	
Term1	3: Test (Literature) - Formal	Yes	0	1	2024/03/14	40	40.00	Yes	25.00
Term 1 Totals:						90	100.00		
Term2	4: Oral (Prepared speech) - Formal	Yes	0	1	2024/06/11	25	20.00	No	
Term2	5: Writing (Transactional writing) - For	Yes	0	1	2024/06/11	20	20.00	Yes	15.00
Term2	6 (Mid-year examination) - Formal	Yes	2	1	2024/06/12	120	36.00	Yes	35.00
Term2	Paper 3 Mid-year Examination (Mid-yea	No	0	1	2024/06/13	80	24.00	No	
Term 2 Totals:						245	100.00		
Term3	7: Writing (Creative writing) - Formal	Yes	0	1	2024/09/12	40	60.00	Yes	25.00
Term3	8: Oral (Conversation) - Formal	Yes	0	1	2024/09/13	25	40.00	No	
Term 3 Totals:						65	100.00		
Term4	P4 : Oral - Formal	Yes	4	1	2024/11/25	100	0.00	No	
Term4	9 (End-of-year Examination) - Formal	Yes	4	1	2024/11/28	300	60.00	No	
SBA Year Mark - Convert Marks using Weight: 40%						0	40.00		100.00
Term 4 Totals:						400	100.00		

Auto Calculate

Save / Validate

13. Click on the **Save/Validate** button.


The following applies to Grade 12 Second Additional Language

1. Click on the **Add New Tasks** button.

School Based Assessment for 2024 (12.3.11)

Grade: Subject: Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1: Oral (Listening for comprehension)	Yes	0	1	2024/03/14	25	25.00	No	
Term1	2: Writing (Narrative / Descriptive text)	Yes	0	1	2024/03/14	40	40.00	Yes	25.00
Term1	3: Test (Literature) - Formal	Yes	0	1	2024/03/14	40	35.00	Yes	20.00
Term 1 Totals:						105	100.00		
Term2	4: Oral (Prepared speech) - Formal	Yes	0	1	2024/06/11	25	12.50	No	
Term2	5: Oral (Conversation) - Formal	Yes	0	1	2024/06/11	25	12.50	No	
Term2	6 (Mid-year examination) - Formal	Yes	2	1	2024/06/12	120	75.00	Yes	25.00
Term 2 Totals:						170	100.00		
Term3	7: Oral (Prepared reading) - Formal	Yes	0	1	2024/09/13	25	25.00	No	
Term3	8 (Preparatory Examination) - Formal	Yes	3	1	2024/09/13	200	75.00	Yes	30.00
Term 3 Totals:						225	100.00		
Term4	P4 : Oral - Formal	Yes	4	1	2024/11/25	100	0.00	No	
Term4	External exam (Capture -1) - Formal	Yes	0	1	2024/11/28	1	75.00	No	
SBA Year Mark - Convert Marks using Weight: 25%						0	25.00		100.00
Term 4 Totals:						101	100.00		

Add New Tasks 

Edit Task

Delete Task

Weights / Validation

Calendar View

Print Task Grid

Export to Excel

Capture Marks

Done

2. Capture the following information (that are indicated with an arrow) on the new task.

Add Subject Task (12.3.11)

English Second Additional Language (Gr 12) 0 Grade 12

Details of Assessment Task

Description: Paper 3 Mid-year Examination Vernacular: Paper 3 Mid-year Examination

Afrikaans:

Type: Mid-year examination

Term: Term 2 : 2024/04/03 - 2024/06/14 Date: 2024/06/13

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

Topics/Skills (Vernacular)

<Not Used>

01. Listening and speaking

01. Listening process

02. Pre-listening: strategies to prepare learners for listening

03. Listening for specific information and comprehension

04. Listening for critical analysis and evaluation

05. Listening for interaction

Setup

Raw Total: 80

Fixed Raw Total: 80

Fixed Term Weight %: 30

Include in SBA Year Mark ?

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

3. Click on the **Save** button.

4. Click on the **Done** button.

5. Click on **Mid-year examination** task and click on the **Edit Task** button.

School Based Assessment for 2024 (12.3.11)

Grade: Grade 12 Subject: English Second Additional Language (Gr 12) Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1: Oral (Listening for comprehension)	Yes	0	1	2024/03/14	25	25.00	No	
Term1	2: Writing (Narrative / Descriptive text)	Yes	0	1	2024/03/14	40	40.00	Yes	25.00
Term1	3: Test (Literature) - Formal	Yes	0	1	2024/03/14	40	35.00	Yes	20.00
Term 1 Totals:						105	100.00		
Term2	4: Oral (Prepared speech) - Formal	Yes	0	1	2024/06/11	25	12.50	No	
Term2	5: Oral (Conversation) - Formal	Yes	0	1	2024/06/11	25	12.50	No	
Term2	6 (Mid-year examination) - Formal	Yes	2	1	2024/06/12	120	75.00	Yes	25.00
Term2	Paper 3 Mid-year Examination (Mid-year)	No	0	1	2024/06/13	80	30.00	No	
Term 2 Totals:						250	130.00		
Term3	7: Oral (Prepared reading) - Formal	Yes	0	1	2024/09/13	25	25.00	No	
Term3	8 (Preparatory Examination) - Formal	Yes	3	1	2024/09/13	200	75.00	Yes	30.00
Term 3 Totals:						225	100.00		
Term4	P4 : Oral - Formal	Yes	4	1	2024/11/25	100	0.00	No	
Term4	External exam (Capture -1) - Formal	Yes	0	1	2024/11/28	1	75.00	No	
SBA Year Mark - Convert Marks using Weight: 25%						0	25.00		100.00
Term 4 Totals:						101	100.00		

6. Click on the **Maintain Task Activities** button.

Activities for Task :

Activity (Vernacular) (Yellow = Formal)	Date	Mark	Weight %
P1 : Language in context - Formal	2024/06/12	80	60.00
P2 : Literature - Formal	2024/06/14	40	40.00
TOTAL		120	100.00

The Weightings for all activities must add up to 100.

To maintain the Dates/Marks/Weights:
- Click 'Maintain Task Activities'
- Click 'Maintain Dates/Marks/Weights'
- Capture the Dates/Marks/Weights
 OR Click 'Auto Calculate Weight'
- Double Click on Date Cell to use Calendar
- Click 'Save'

Maintain Task Activities **Save** **Done**

7. Click on the **Maintain Dates/Marks/Weights** button to capture Marks and Weights.

Activities for Task :

Activity (Vernacular) (Yellow = Formal)	Date	Mark	Weight %
P1 : Language in context - Formal	2024/06/12	80	60.00
P2 : Literature - Formal	2024/06/14	40	40.00
TOTAL		120	100.00

The Weightings for all activities must add up to 100.

To maintain the Dates/Marks/Weights:
- Click 'Maintain Task Activities'
- Click 'Maintain Dates/Marks/Weights'
- Capture the Dates/Marks/Weights
 OR Click 'Auto Calculate Weight'
- Double Click on Date Cell to use Calendar
- Click 'Save'

Add Activity **Edit Activity** **Delete Activity** **Maintain Dates/Marks/Weights** **Done**

8. Type the following on the **Weight** column and click on the **Save** button.

Activities for Task :

Activity (Vernacular) (Yellow = Formal)	Date	Mark	Weight %
P1 : Language in context - Formal	2024/06/12	80	66.67
P2 : Literature - Formal	2024/06/14	40	33.33
TOTAL		120	100.00

The Weightings for all activities must add up to 100.

To maintain the Dates/Marks/Weights:
- Click 'Maintain Task Activities'
- Click 'Maintain Dates/Marks/Weights'
- Capture the Dates/Marks/Weights
 OR Click 'Auto Calculate Weight'
- Double Click on Date Cell to use Calendar
- Click 'Save'

Add Activity **Edit Activity** **Delete Activity** **Auto Calculate Weight** **Save** **Done**

9. Click on the **Done** button.

10. Click on the **Weights/Validation** button.

School Based Assessment for 2024 (12.3.11)

Grade: Subject: Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1: Oral (Listening for comprehension)	Yes	0	1	2024/03/14	25	25.00	No	
Term1	2: Writing (Narrative / Descriptive text)	Yes	0	1	2024/03/14	40	40.00	Yes	25.00
Term1	3: Test (Literature) - Formal	Yes	0	1	2024/03/14	40	35.00	Yes	20.00
Term 1 Totals:						105	100.00		
Term2	4: Oral (Prepared speech) - Formal	Yes	0	1	2024/06/11	25	12.50	No	
Term2	5: Oral (Conversation) - Formal	Yes	0	1	2024/06/11	25	12.50	No	
Term2	6 (Mid-year examination) - Formal	Yes	2	1	2024/06/12	120	75.00	Yes	25.00
Term2	Paper 3 Mid-year Examination (Mid-ye	No	0	1	2024/06/13	80	30.00	No	
Term 2 Totals:						250	130.00		
Term3	7: Oral (Prepared reading) - Formal	Yes	0	1	2024/09/13	25	25.00	No	
Term3	8 (Preparatory Examination) - Formal	Yes	3	1	2024/09/13	200	75.00	Yes	30.00
Term 3 Totals:						225	100.00		
Term4	P4 : Oral - Formal	Yes	4	1	2024/11/25	100	0.00	No	
Term4	External exam (Capture -1) - Formal	Yes	0	1	2024/11/28	1	75.00	No	
SBA Year Mark - Convert Marks using Weight: 25%						0	25.00		100.00
Term 4 Totals:						101	100.00		

Add New Tasks

Edit Task

Delete Task

Weights / Validation

Calendar View

Print Task Grid

Export to Excel

11. The following message will appear. Click on the **Yes** button.

User Question? ✕

You have already used some tasks to add assessments for learners.

Please ensure that if you change the total mark for this task you remember to update the learner marks as well.

Do you want to continue?

Yes

12. Change the **Term weight** of Mid-year Examination from **75** to **45**.

School Based Assessment for 2024 (12.3.11)

Grade: Subject: Max View

Term	Task Description (English) (Yellow = Formal Task)	Common Test/ Task	Activity Count	Topic Count	Planned Date	Raw Task Total	Term Weight %	Include in SBA Year Mark	SBA Weight %
Term1	1: Oral (Listening for comprehension)	Yes	0	1	2024/03/14	25	25.00	No	
Term1	2: Writing (Narrative / Descriptive text)	Yes	0	1	2024/03/14	40	40.00	Yes	25.00
Term1	3: Test (Literature) - Formal	Yes	0	1	2024/03/14	40	35.00	Yes	20.00
Term 1 Totals:						105	100.00		
Term2	4: Oral (Prepared speech) - Formal	Yes	0	1	2024/06/11	25	12.50	No	
Term2	5: Oral (Conversation) - Formal	Yes	0	1	2024/06/11	25	12.50	No	
Term2	6 (Mid-year examination) - Formal	Yes	2	1	2024/06/12	120	45.00	Yes	25.00
Term2	Paper 3 Mid-year Examination (Mid-year)	No	0	1	2024/06/13	80	30.00	No	
Term 2 Totals:						250	100.00		
Term3	7: Oral (Prepared reading) - Formal	Yes	0	1	2024/09/13	25	25.00	No	
Term3	8 (Preparatory Examination) - Formal	Yes	3	1	2024/09/13	200	75.00	Yes	30.00
Term 3 Totals:						225	100.00		
Term4	P4 : Oral - Formal	Yes	4	1	2024/11/25	100	0.00	No	
Term4	External exam (Capture -1) - Formal	Yes	0	1	2024/11/28	1	75.00	No	
SBA Year Mark - Convert Marks using Weight: 25%						0	25.00		100.00
Term 4 Totals:						401	100.00		

13. Click on the **Save/Validate** button.