

## 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 English

Home Languages:

Table 3: Overview of Programme of Assessment requirements Grade 12

Programme of Assessment Tasks per Term			External Examination
<b>Term 1:</b> 1 Written Test + 4 Tasks	<b>Term 2:</b> 2 Tasks	<b>Term 3:</b> 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	<b>Term 4:</b> 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)
<p><b>Term Mark (Terms 1-3):</b></p> <ul style="list-style-type: none"> <li>Each term, add totals and convert to % for term mark.</li> </ul> <p><b>SBA Mark:</b></p> <ul style="list-style-type: none"> <li>Add totals for assessment tasks from term 1 to term 3, excluding oral marks, and convert to 25%.</li> </ul> <p><b>External Examination</b></p> <ul style="list-style-type: none"> <li>Convert Paper 1 to 17,5%.</li> <li>Convert Paper 2 to 20%.</li> <li>Convert Paper 3 to 25%</li> <li>Add totals for oral tasks throughout the year and convert to 12,5% (Paper 4).</li> </ul>			

## Programme of Assessment Grade 12

Programme of Assessment				
Term 1				
Task 1	Task 2	Task 3	Task 4	Task 5
<b>*Oral:</b> Listening for comprehension (15 marks)	<b>Writing: (50 marks)</b> Narrative/ descriptive/ discursive/ reflective/ argumentative essay	<b>Writing: (25 marks)</b> 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	<b>*Oral:</b> Unprepared speech (15 marks)	<b>**Test: (35 marks)</b> Language in context Comprehension Summary Language structures and conventions
Term 2				
Task 6		Task 7		
<b>Literature: (35 marks)</b> Literature assignment (35) <b>OR</b> Contextual questions (10 marks) and Literary essay (25 marks)		<b>*Oral:</b> Unprepared reading aloud/ Prepared speech (10 marks)		
Term 3				
Task 8	Task 9			
<b>*Oral:</b> Unprepared reading aloud/ Prepared speech (10 marks)	<b>Trial examinations (250 marks)</b> 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.