



Formal Assessment Agreement

FET - Phase
Grade 10 - 12



THINK DIGITAL ACADEMY FET-PHASE (GRADE 10 -12 THREE-YEAR QUALIFICATION) ASSESSMENTS TERMS AND CONDITIONS FORMAL ASSESSMENT AGREEMENT

WHAT IS AN ASSESSMENT?

Assessments are all formal as prescribed by the SACAI guidelines and CAPS per subject and regulations as received from SACAI (Examination Board accredited with UMALUSI).

These include tests, examinations, oral tasks, written tasks, assignments, PAT's etc.



For a learner to be promoted to the following grade they need to have:

- School Based Assessment (SBA). This means all assessments **must be completed** as these assessments are externally moderated by SACAI and UMALUSI during the SBA moderation process.
- Oral tasks only applicable for languages.
- PAT tasks applicable for subjects with PAT components must be completed per subject:
 - * Tourism
 - * Computer Application Technology
 - * Hospitality studies
 - * Consumer Studies
 - * Engineering Graphic & Design
 - * Visual Arts
- FET end-of-year exam for all subjects must be completed per exam cycle.

For Grade 10-12, the promotion requirements are:

- Code 3 (40%+) in the HOME LANGUAGE
- Code 3 (40%+) in any TWO subjects
- Code 2 (30 %+) in any THREE subjects

PROVISION OF FORMAL ASSESSMENTS BY THINK DIGITAL ACADEMY:

- Will provide a learner with all formal assessments for the FET- phase.
- All formal assessments will be set according to the CAPS Curriculum Policy and supplied in line with the SACAI guidelines.
- All Formal Assessments will be set and moderated in accordance with the CAPS curriculum.
- Will be responsible for setting, moderating, and providing all Formal assessments according to the Assessment Plan for each FET-phase.
- Will be responsible for internal marking, moderating, and reporting marks of all Formal Assessments. SACAI and UMALUSI external moderation process according to SBA moderation program.
- Will compile and submit the School Based Assessment (SBA) portfolio of learners to SACAI for the external SBA moderation process as well as UMALUSI moderation verification for the FET-phase.
- May, at the discretion of management, provide on-line contact sessions.

FORMAL ASSESSMENT CALENDARS:

- A Formal Assessment calendar will be provided on a termly basis and will be uploaded to termly planners.
- All Formal Assessments must be completed and submitted by the due dates as specified on the Formal Assessments calendar for each term.
- All Formal tests and examinations must be handwritten on the scheduled dates and within the allocated timeframe. No deviation will be allowed due to the adheres of SACAI and UMALUSI moderation process.
- Tests and/or exam papers will be made available from 08:00 – 23:00 on the scheduled date.
- Tests and/or exams must be completed within the time frame indicated on the question papers. No deviation will be allowed as THINK DIGITAL ACADEMY needs to comply to rules and regulations pertaining to the FET-phase.
- Answer scripts must be submitted before 23:00 on the scheduled date.

Kindly note that THINK DIGITAL ACADEMY will issue a once-off Warning letter should it be found that a learner does not adhere to THINK DIGITAL ACADEMY rules and regulations.

SUBMISSION OF FORMAL ASSESSMENTS

- All Formal Assessment must be submitted on the relevant due dates.
- All written Formal Tests and or Examinations must be submitted within 60 minutes of the completion time of each test/ examination. (For example, if the learner completed the paper at 12:00. The answer script must be uploaded by 13:00)
- Tests and exams must be completed in blue ink using the THINK DIGITAL ACADEMY answer booklet available under Termly Planners.
- Written tasks must be completed using the THINK DIGITAL ACADEMY answer booklet cover page available under Termly Planners.
- Please ensure that THINK DIGITAL ACADEMY answer scripts are **scanned upright and not sideways or upside down and in the correct page order.**
- Written tests and examinations answer script **must be signed on every page** by both the learner and invigilator.
- The answer script must be scanned and saved as a **single PDF document** that contains all pages of the answer script in one single document. **NO other file formats will be accepted/processed or resulted.**

The only exception is Computer Application Technology, in which case files for practical tests/practical's/PATs must be submitted as a zip file. No other compression type files will be accepted e.g., RAR files.

- The answer script must then be submitted via the submission portal on the student's dashboard.
- Late submission of **non-test/exam assessments** (Oral components and/or Task and PAT's components) will be processed at a fee of R500 per answer script, after payment has been received. Please contact your relevant FET-assessment navigator for assistance.
- NO late submissions of tests or exams will be accepted.
- NO submissions of ANY assessments **will be accepted via email or tutor chat.**
- Should a test or exam be missed **without a valid reason** the learner will receive zero.
- Should a test or exam be missed **a valid reason must be supplied.** e.g., medical certificate/sick note. This must be submitted instead of the test/exam. Learners may not submit backdated medical certificates.

IRREGULARITIES

(Please peruse the Code of Conduct)

- Non-submission of Formal Assessments on the due date.
- Submission in wrong format e.g., Word documents, jpg files etc.
- Not completing Formal tests or examinations on the appointed date and/ or at the appointed time.
- Dishonesty with regards to Formal Assessments.
- Plagiarism.
- Completing Formal tests or examinations without an invigilator present.
- Not including a completed invigilation report with your test/examination.



THINK DIGITAL ACADEMY reserves the right to impose sanctions on learners making themselves guilty of the any of the above-mentioned.

INVIGILATION

(Please peruse the Code of Conduct)

All Formal tests and examinations must be invigilated according to the THINK DIGITAL ACADEMY'S Invigilation policy. Learners are responsible for their own invigilation arrangements. Invigilation must be administered by approved independent invigilators.

- All Grade 10-12 learners must appoint an independent person to act as an invigilator during Formal tests and Examinations at their own expense.

Invigilator must comply to the following:

- May not be a family member or guardian.
- Must be older than 21 years.
- Must complete an online Invigilation course provided by THINK DIGITAL ACADEMY.
- Complete and sign the Invigilation report with each test/examination.

TAKE NOTE OF THE FOLLOWING:

- Tests and exams must be completed in blue ink using the THINK DIGITAL ACADEMY answer booklet which can be found under Termly planners.
- The Invigilator report has been included as page 3 of the answer booklet and must be completed and submitted with each answer script.
- THINK DIGITAL ACADEMY will not process (result) any **typed test- or exam answer scripts** as they are not accepted by SACAI exam board unless a special concession has been granted.

PLEASE ENSURE THAT:

- The learner includes all pages of his/her answer script before scanning.
- The learner is using the answer booklet front page and that this is completed with his/her details.
- All script pages are numbered and in the correct order.
- All scripts are upright and not upside down or sideways.
- View the scanned script to ensure it is legible. THINK DIGITAL ACADEMY will not process scripts which are unclear and not legible.
- It is the responsibility of the learner to ensure that submission of an assessment has been successful.



MISSED PAPERS DUE TO ILLNESS / LOADSHEDDING / INTERNET CONNECTIONS

- Should the learner be ill on the day you will need to provide us with a medical certificate, although it **cannot be post-dated**. Please upload the medical certificate in a PDF format under the applicable tab instead of the answer script.

THINK DIGITAL ACADEMY is aware of the challenges with regards to load shedding for example. THINK DIGITAL ACADEMY therefore provide ample time to complete and submit exams/tests/tasks. Rather aim at submitting exams/tests/tasks early during the morning on the due date than waiting until just before the tab closes at 23:00 in the evening.

- It is the responsibility of the learners to have a back-up plan in place to ensure they can complete and submit assessments on time.
- THINK DIGITAL ACADEMY can unfortunately not take responsibility for power-outages or poor internet connections.



VERY IMPORTANT:

- **Medical certificates etc will not be accepted in place of formal tasks such as assignments/tasks etc as ample time is provided for learners to complete these.**

GR12 PARENT / CANDIDATE CONTACT INFORMATION

In accordance with the POPI Act, THINK DIGITAL ACADEMY may gather, process, store and share the Gr12 personal information that SACAI Exam Centres require for the 6-week NSC examination cycle.

This includes:

- ✚ Candidate and parent/guardian contact number.
- ✚ Candidate and parent/guardian email address.
- ✚ Candidate ID or Passport Number.
- ✚ Candidate Full Name and Surname.

The only parties who will have access to this information and for what purpose they will use it is as follows:

- ✚ Chief Invigilator
- ✚ Assistant Chief Invigilator

This information will be used to communicate with regards to compulsory candidate NSC meeting, correspondence.

*** PLEASE NOTE THIS FORMAL ASSESSMENT AGREEMENT IS VALID FOR THE DURATION OF YOUR REGISTRATION WITH THINK DIGITAL ACADEMY FET PHASE.**

