



**THINK DIGITAL ACADEMY – FET-PHASE  
FORMAL ASSESSMENT AGREEMENT  
GRADE 10 - 12**

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## **THINK DIGITAL ACADEMY (TDA) FORMAL ASSESSMENT AGREEMENT AND POLICY FOR FET-PHASE (GRADES 10-12)**

### **Think Digital Academy Online School Formal Assessment Agreement**

- SACAI Exam Board fully accredited by UMALUSI
- TDA SACAI reg no. 851107 (Gr 10-12)

### **INTRODUCTION**

This assessment policy is designed to educate, direct, and guide all learners'/parents'/guardians of the Think Digital Academy Online School (**TDA**) educational community about the methodologies and objectives of assessing, documenting, and reporting learner progress. It establishes a shared understanding of the reasons behind and the methods of assessment, recording, and reporting.

### **THINK DIGITAL ACADEMY ASSESSMENT PHILOSOPHY**

TDA acknowledge that learners learn in diverse ways, at varying paces, and different stages. Assessment is an integral part of the teaching and learning cycle, aimed at fostering and enhancing learning through various assessment methods. It should be a supportive and affirmative experience, serving as a basis for curriculum development, self-reflection, and cooperative efforts.

### **ASSESSMENT OVERVIEW AT THINK DIGITAL ACADEMY**

At TDA, we conduct assessments following the South African Comprehensive Assessment Institute (SACAI) guidelines and the Curriculum and Assessment Policy Statement (CAPS) for each subject. This ensures TDA's assessments meet the standards accredited by UMALUSI.

TDA assessment processes incorporate all formal activities as outlined by SACAI and CAPS for each subject, and adhere to specific regulations set forth by SACAI, an examination board accredited by UMALUSI.

TDA offers a variety of assessment types, each serving different purposes. At TDA, we believe that quality is a key feature of all assessments, regardless of their purpose. The assessments we conduct include:

- Tests and examinations
- Oral and written tasks
- Assignments
- Practical Assessment Tasks (PATs) for subjects such as Tourism, Computer Application Technology, Hospitality Studies, Consumer Studies, Engineering Graphics & Design, and Visual Arts

Assessment at TDA is an ongoing process and is integral to both formative and summative stages of learning. It provides multiple opportunities for learners to demonstrate their understanding and allows for reassessment as necessary. The results of these assessments not only inform learners but also guide curriculum decisions.

TDA assessments are based on a clear set of criteria to gauge proficiency levels, and these criteria are communicated to learners before assessments commence. The assessments are designed to be relevant and appropriate, targeting knowledge, concepts, and skills, while also fostering the development of critical and creative thinking abilities.

At TDA, we ensure that learners receive timely feedback (marked script, answer script review period and markers feedback document). We strive to present assessment results in an easily understandable manner. Modifications are made when necessary to accommodate diverse learning needs.

### **Think Digital Academy learners are expected to:**

- Comprehend the learning objectives and the methods used for evaluation.
- Obtain clear and prompt feedback on assessments.
- Adhere to assignment deadlines, understanding that late submissions may lead to reduced grades based on effort or the assignment itself.
- Engage in self-reflection to set ambitious goals for their social and academic growth.
- Monitor their own progress and learning targets.
- Acknowledge that errors are a natural part of the learning process.
- Cultivate a growth mindset, particularly when dealing with new, challenging, or complex ideas and actions.
- Utilize feedback to enhance their learning.
- Utilize the Answer script review (query) period for academic feedback.
- Participate in academic daily live check in's – join on your dashboard.
- Expected to have a working device that is compatible with the Invigilator App.
- Please comply with the Assessment Academic Policy regarding the use of the **AI tool CHATGPT**. Any violation will result in an immediate **score of ZERO**, supported by evidence, and may lead to further disciplinary actions in line with TDA's assessment policies.

### **Parents/guardians are encouraged to commit to the following:**

- Participate in goal setting and parent communication to stay informed about their child's goals, expectations, and progress.
- Motivate their children to strive for their best, persist through challenges, and advocate for themselves respectfully.
- Celebrate their child's learning achievements.

- Read all relevant Information sheets and TDA communication sent out by the FET phase as this is very important information.
- Provide their children with learning opportunities outside the education frame.
- Encourage their children to meet assignment deadlines.
- Ensure their children have the necessary time, space, and support to complete assessments.
- Promote learner learning by encouraging healthy habits such as balanced nutrition, regular physical activity, and sufficient sleep.
- **Uphold all Think Digital Academy Online School policies.**
- Communicate with the relevant Head of the FET phase regarding any issues that might affect their child's learning.
- Make sure their child is punctual and attends the full day to maximize learning.

## ASSESSMENT STRATEGIES AND TOOLS

At TDA, we are committed to employing a range of valid and varied assessment strategies and tools. The Head of Assessments is responsible for selecting the most appropriate assessment tasks based on the specific knowledge, concepts, and skills being evaluated for each FET phase.

**Progress Reports** are available **under the student results tab** at the end of each term. TDA provides academic feedback that informs learners/parents/guardians of the learning goals and outcomes in their specific subject during the period.

**Learner Portfolios:** Learner work will be retained in a learner portfolio. SACAI has the right to request a learner portfolio for SBA moderation at any time.

**Marking and results:** The marking process concludes during the school holidays, and results are **released in the second week of the following term**. This schedule allows for thorough marking and SACAI moderation processes.

**Remarking of a Completed Script: Remarking of a Completed Script:** Applications for remarking will only be considered for the entire script. **A learner may only apply for the remark of an assessment if the mark is within 3% of a higher symbol, e.g., 27%, 37%, 47%, 57%, 67% or 77%.**

A **maximum of 2 remarks** per learner may be applied for.

Applications for remarking will only be considered for the entire script. The applicable fee for this process is **R275.00** (Two hundred and seventy-five Rand). Application forms can be requested from the relevant Grade Head.

**FET Accommodation/Concession Applications:** Concessions are designed to support learners who face barriers to learning and are unable to complete assessments under

standard examination conditions or within the allocated time for learners without such barriers. The fee for this process is **R825.00** (Eight hundred and twenty-five Rand). Applications and related information can be sent via email to the Head of FET, Karen de Waal ([karend@thinkdigitalacademy.org](mailto:karend@thinkdigitalacademy.org)).

**Late Submission of Non-Test/Exam Assessments (Oral, Task, and PAT Components):**

A fee of **R550-00** (Five hundred and fifty Rand) per assessment will be charged for late submissions, which must be paid before processing. Applications should be submitted to the relevant Grade Head.

**• Late submissions of tests or exams will not be accepted**

**Promotion Criteria for Learners:** To progress to the next grade, a learner must complete:

- Site-based assessments (SBA), which are externally moderated by SACAI and UMALUSI.
- Oral tasks, applicable solely to language subjects.
- PATs for subjects like Tourism, Computer Application Technology, Hospitality Studies, Consumer Studies, Engineering Graphic & Design, and Visual Arts.
- An end-of-year FET exam for all subjects per the exam cycle.

**Grade Promotion Requirements for Grades 10-12:**

- At least 40% (Code 3) in the HOME LANGUAGE.
- At least 40% (Code 3) in any TWO other subjects.
- At least 30% (Code 2) in any THREE additional subjects.

**Provision of Formal Assessments**

- TDA will provide all formal assessments for the FET phase.
- All formal assessments will align with the CAPS Curriculum Policy and be supplied following SACAI guidelines.
- Assessments will be set and moderated following the CAPS curriculum.
- TDA will be responsible for setting, moderating, and providing all formal assessments according to the Assessment Plan for each FET phase.
- Think Digital Academy will handle internal marking, moderating, and reporting of marks for all formal assessments, following the SACAI and UMALUSI external moderation processes as per the SBA moderation program.
- TDA will compile and submit the Site Based Assessment (SBA) portfolios to SACAI for external moderation and to UMALUSI for moderation verification for the FET phase.
- At the discretion of management, TDA may provide online contact sessions.

## Formal Assessment Calendars

- A formal assessment calendar will be provided each term and uploaded to Termly Planners and Notices.
- All formal assessments must be completed and submitted by the due dates specified in the formal assessment calendar for each term.
- All formal tests and examinations must be handwritten on the scheduled dates and within the allocated time frame. No deviations will be allowed to adhere to the SACAI and UMALUSI moderation processes.
- Test and exam papers will be available by 08:00 on the scheduled date.
- Tests and exams must be completed within the timeframe indicated on the question papers. No deviations will be allowed as TDA must comply with the rules and regulations for the FET phase.
- Answer scripts must be submitted before 23:00 on the scheduled date.
- TDA will issue a one-time warning letter if a learner does not adhere to the rules and regulations.

## Submission of Formal Assessments

- All formal assessments must be submitted on the relevant due dates.
- Written formal tests and examinations must be **submitted within 30 minutes of completion**. For example, if the test is completed at 12:00, the answer script must be uploaded by 12:30.
- Tests and exams must be completed in blue ink using the TDA answer booklet available under Termly Planners and Notices.
- Written tasks must be completed using the TDA answer booklet cover page available under Termly Planners and Notices.
- Ensure that answer scripts are scanned upright, not sideways or upside down, and in the correct page order.
- Answer scripts must be scanned and saved as a single PDF document containing all pages. No other file formats will be accepted.
- **For Computer Application Technology, practical test/PAT files must be submitted as a zip file. No other compression types will be accepted (e.g., RAR files).**
- **Oral submission (MP4 or MOV)** – use the green view button to make sure that upload is done correctly.
- Answer scripts must 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 components) **will incur a fee of R550 per assessment**, payable before processing. Contact the 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.

- **IF A TEST OR EXAM IS MISSED WITHOUT A VALID REASON, THE LEARNER WILL RECEIVE ZERO.**
- If a test or exam is missed with a valid reason, such as a medical certificate, it must be submitted instead of the test/exam. Backdated medical certificates will not be accepted. **The class average will be awarded.**
- **Learner Declaration – Tests / Examination – Not including a signed declaration with your test and exam can result in ZERO.**

#### **GUIDELINES FOR APP INVIGILATION TO ENSURE THAT NO EXAM DEVIATION OCCURS DURING THE WRITING SESSIONS:**

1. **Camera Setup:** Position the camera so that your upper body and the answer book are visible during the writing session. The screen should not be angled towards the ceiling.
2. **Quiet Environment:** Ensure the surrounding environment is free from noise and distractions.
3. **No additional movement:** There should be no other movements visible during the writing session.
4. **No Communication:** Refrain from any form of communication during the writing session.
5. **No Music:** Listening to music is strictly prohibited during the writing session.
6. **Device Restrictions:** The app must be accessed on a laptop or desktop. Cell phones and mobile devices are not allowed.
7. **No other Apps or Tabs:** Do not open any other apps or tabs during the writing session unless you are specifically instructed to do so for CAT practical's.
8. **Prohibited Access:** Access to AI tools or study notes is strictly forbidden during the writing session.
9. **Prompt Compliance:** Listen for the prompt sound (a ping) to take the required selfies.
10. **Camera Requirement:** Ensure you have a functioning webcam or camera.
11. **Continuous Presence:** Do not leave or close the app at any point during the writing session.
12. **Assessment Instruction:** Please view the learners' instructions (QR Code) available on the assessments (question paper/test) to ensure that you comply with all requirements.
13. **Printing of question papers:** Question papers must be printed out and not kept open on your device as this will register as a screen flag.

**\*\*\*\* 10 minutes reading time has been added to the Invigilation tab.**



## IRREGULARITIES (*Refer to the Code of Conduct*)

- Non-submission of formal assessments on the due date.
- Submission in incorrect formats (e.g., Word documents, JPG files).
- Not completing formal tests or examinations on the scheduled date and time.
- Dishonesty regarding formal assessments.
- Plagiarism/ ChatGPT/AI/Google search
- Completing formal tests or examinations without using the Invigilator App.
- **Very important:** Gr 12 tests under the App invigilation BUT May/June and Preliminary examination will be invigilated via TDA Online invigilation process.
- **Learner Declaration – Tests / Examination – Not including a signed declaration with your test and exam can result in ZERO**

TDA reserves the right to impose sanctions on learners found guilty of any of the above-mentioned irregularities.

## INVIGILATION (*Refer to the Code of Conduct*)



THE Invigilator

- All formal tests and examinations must be invigilated as per Think Digital Academy's policy. Technical assistance for the Invigilation App is available via WhatsApp.
- Process of Invigilation App
- **Invigilator App technical assistance, WhatsApp - 073 505 8273.**
- **NO NEED FOR HUMAN INVIGILATION**
- TDA can be contacted during office hours (08:00 – 16:30). **Please note this is not for technical assistance regarding the Invigilation App.**

## ADDITIONAL INSTRUCTIONS

- Tests/exams must be handwritten in blue ink using the designated answer booklet.
- Learners must ensure all pages of their answer script are included and correctly ordered before submission.
- **TDA is not responsible for exams/tests/tasks delayed due to power outages or poor internet connections.**
- **Learner Declaration – Tests / Examination – Not including a signed declaration with your test and exam can result in ZERO**

## Important Notes

- Medical certificates must be current and submitted for missed assessments due to illness. They cannot replace formal tasks such as assignments, which must be completed within provided timelines.

## ASSESSMENT SUBMISSION REQUIREMENTS

- All tests and examinations must be handwritten and completed within the specified timeframe, using blue ink and the TDA answer booklet.
- Answer scripts must be scanned in the correct order, submitted as a single PDF file via the student dashboard submission portal.
- No submissions via email or tutor chat will be accepted.
- Late submissions of non-test/exam assessments incur a fee of **R550 per script**, post-payment receipt.

### Submission Irregularities

- Non-compliance with submission guidelines or due dates.
- Use of incorrect file formats or incomplete tests and examinations.
- Any form of dishonesty or plagiarism/Chat GPT and AI.
- **Learner Declaration – Tests / Examination – Not including a signed declaration with your test and exam can result in ZERO**

### Invigilation



THE Invigilator

- All formal tests and examinations must be invigilated according to TDA's policies, with assistance available via the Invigilation App.  
(refer to page 5)

### Special Considerations

- For missed tests due to illness, a current medical certificate must be provided in PDF format.
- While TDA recognizes challenges such as load shedding, learners are expected to manage their time effectively to ensure timely submission.
- Learners who participate in any international or national activities must provide evidence of absence. **For example:** A signed and dated Institution letter indicating that the learner will be unavailable for assessment activities.

## CONSEQUENCES OF NON-COMPLIANCE

- Non-adherence to the terms of this agreement may result in disciplinary actions, including the issuance of a warning letter or more severe sanctions for repeated offences. (See Code of Conduct).

## GENERAL GUIDELINES

- Ensure all pages of an answer script are included, correctly ordered, and legible.
- It is the learner's responsibility to confirm the successful submission of assessments.

This agreement sets forth the terms under which formal assessments are administered, aiming to uphold the integrity and rigour of the educational process at Think Digital Academy.

## ANNEXURE “A”

### THINK DIGITAL ACADEMY – ACADEMIC ASSESSMENT POLICY

#### INTRODUCTION

The policy guides learners, parents, and academic facilitators on the procedure for tests; School-based assessment (SBA): assignments, tasks and examinations and tests (formal assessments) that are externally moderated by the SACAI examination Board and UMALUSI in the FET phase.

Assessment is a process of collecting, analysing and interpreting information to assist academic facilitators and parents in making decisions about the progress of learners.

**Assessments should indicate learner academic achievement.**

The assessment procedure must ensure that the results obtained are a fair and true reflection of the ability of the learner. **The policy’s outcome is to ensure that parents, learners and academic facilitators take responsibility for the academic work and progress of the learner.**

The assessment policy is informed by the following legal frameworks:

- *National Policy on the Conduct, Administration and Management of the National Senior Certificate: A qualification at level 4 on the National Qualifications Framework (NQF). Department of Education (2009).*
- *Formal Assessments set in the Languages of Learning and Teaching (LoLT). Unless otherwise directed in the examination question paper, learners must answer all questions in the Language of Learning and Teaching (LoLT) applicable to the learner.*
- *The CAPS documents for all subject areas.*

#### PURPOSE OF THIS POLICY

1. To promote academic excellence in the Think Digital Academy environment.
2. It is important that learners know **what knowledge and skills are being assessed** and feedback should be provided to learners after assessment (marking) to enhance the learning experience.
3. To ensure that assessments are conducted fairly for the learners to achieve the best results.
4. To ensure the integrity of the assessment and thus the results.
5. To ensure that all TDA learners follow the same procedure concerning tests, examinations, and SBA (Assessments) to ensure that the system is fair and transparent.
6. To provide regular and insightful feedback to parents on the academic progress of the learner

7. To identify barriers to learning (concession/accommodation approved by SACAI) timeously, which will then inform the intervention strategies required to assist the learner.

## THINK DIGITAL INTERVENTION

Comments/feedback are to be given by the Heads of the FET phase after the TDA marking process to individual learners per grade.

**Academic status is to be communicated to parents and learners on a termly basis by inter alia:**

- Warning letters
- Answer script review (Query) period
- Irregularities
- Special meetings with parents via MS teams
- Academic Live check ins per daily schedule
- Email letter of concern/s
- Information sheets

## PROCEDURES WHEN WRITING FORMAL ASSESSMENTS (TESTS / EXAMINATIONS)

*See TDA Formal Assessment Agreement.*

## IRREGULARITIES

The irregularity will be dealt with per the irregularity policy of the irregularity committee.

## SUBMISSION OF WORK BY LEARNERS

1. Learners should adhere strictly to deadlines.
2. Deadlines or interim deadlines are to be clearly indicated as an integral part of the instructions for the task, and progress should be monitored accordingly.
3. The concept “**met the requirements of the subject**” is to be strictly adhered to. This implies that all work must be completed and uploaded by a learner. Late submission only for normal tasks and orals.
4. Learners who refuse to do an oral/PAT must be granted a second opportunity. If they still refuse to do the oral/PAT, they will receive **zero for the oral/PAT**.
5. Tasks **will allow for resubmission**. Please ensure that you thoroughly review your work before submitting it and remember to check the relevant submission afterward.

6. Tests and examinations **do not allow for resubmission**. Please ensure that you thoroughly review your work before submitting it and remember to check the relevant submission afterward.

## ORIGINALITY OF LEARNER'S ASSESSMENT

1. Learners are expected to commit themselves to the principles of academic integrity in all their academic work.
2. Copying of work from others and/or intrusive parental or other assistance does not contribute to a learner's development of skills and competence.
3. **Plagiarism** in any form is a serious offence and will not be tolerated. Zero marks will be awarded for work copied from resources or other learners, or for information downloaded or copied from the internet.
4. All sources used in assignments must be acknowledged in a properly constructed bibliography or reference list.
5. **Work that has been plagiarised or copied from another learner must be referred by the TDA markers to the Head of Assessments.** The work and learner concerned will be referred to the irregularities committee. If the learner is found guilty of plagiarising or copying work, they may be given zero and may be dealt with punished in terms of the TDA code of conduct.
6. Learners may not ask or acquire the service of another learner/person to complete, in whole or in part, any of their academic work and submit it as their own (For example: two learners submitting the same script per subject for assessment marking).
7. TDA may employ the use of **plagiarism detection software to review academic work for integrity and identify cases of plagiarism.**
8. A learner found guilty of committing plagiarism, whether intentionally or unintentionally, and irrespective of the degree to which the work is plagiarised, will face disciplinary action and appropriate sanction.
9. Plagiarism in assessment submissions is treated extremely seriously. If a learner is found guilty of plagiarism, **may receive zero** for the relevant questions applicable for marking and there may be additional sanctions applied that may have a material impact on the completion of the learner's programme.
10. Plagiarism in assessment submissions is treated extremely seriously. If a learner is found guilty of plagiarism, **may receive zero** for the relevant questions applicable for marking and there may be additional sanctions applied that may have a material impact on the completion of the learner's programme.
11. Use of crude language (swear words) and threatening language in assessment submissions is treated extremely seriously and **may receive zero** for the relevant questions applicable for marking and there may be additional sanctions applied that may have a material impact on the completion of the learner's programme.

12. Using ChatGPT or any similar AI tool during a formal assessment constitutes an irregularity and is considered a serious breach of academic integrity.

**Here are the steps outlining the policy regarding such irregularities:**

**12.1 Prohibition of AI Tools:** Learners are strictly prohibited from using AI tools like ChatGPT during formal assessments. This practice is against the principles of academic honesty.

**12.2 Detection and Reporting:** If a learner is suspected of using ChatGPT or similar tools during an assessment, the incident will be promptly reported to the Head of Assessments

**12.3 Investigation:** A thorough investigation will be conducted to confirm the use of prohibited tools. This may involve reviewing the learner's work against typical AI-generated content patterns or using technology to detect such use.

**12.4 Consequences:** If a learner is found to have used ChatGPT or similar tools, they will face serious penalties. **An immediate score of ZERO will be assigned, with evidence supporting the decision and may result in further disciplinary actions in accordance with TDA's assessment policies.**

**12.5 Education on Academic Integrity:** TDA may use this as an opportunity to reinforce the importance of academic integrity.

**12.6 Preventive Measures:** TDA has implemented more stringent monitoring during assessments to prevent the use of unauthorized tools via the Invigilation App. This includes the use of surveillance software, enhanced proctoring methods, or strict exam environment controls.

It is crucial for learners to understand that maintaining integrity is not just about adhering to rules but also about fostering fairness, respect for the educational process, and personal intellectual growth.

## **LEARNERS WHO ARE ABSENT FOR AN ASSESSMENT (TESTS AND EXAMINATION) NOT TASKS**

**A learner who misses an assessment with a valid reason:**

- The valid reason certificate must be submitted with the relevant assessment script of formal assessment. Valid reason is not applicable to tasks and assessments.

**A class average is estimated for the assessment per subject per grade.**

**A learner who misses an SBA task WITHOUT a valid reason:**

The learner is awarded a ZERO (0) for the assessment by the marker.

**“Valid reason” in this context includes the following:**

- illness supported by a valid medical certificate, issued by a registered medical practitioner.
- humanitarian reasons, which include the death of an immediate family member, supported by a death certificate.
- the learner appearing in a court hearing, which must be supported by written evidence; or
- any other reason as may be accepted as valid by the Head of the Assessment body or his or her representative.

**PROMOTION REQUIREMENTS (CAPS)**

**FET PHASE**

A learner must obtain:

- **40%** in the language of teaching (home Language)
- **40%** in two other subjects
- **30%** in three additional subjects

The Assessment committee may adjust the mark in **ONE** subject to a **maximum of 2.0%** for a learner to meet the pass requirements if the committee feels it is in the best interest of the learner to be promoted.

A learner may be retained only once in the FET Phase to prevent the learner from being retained **longer than four years in the phase.**

- Progression in grades 10-12 does not guarantee the final certification of a learner in Grade 12 and such a learner must comply with the certification as contemplated in paragraph 37(1)(a) of the policy document, NPPPR to enable him/her to obtain an NSC.

*NATIONAL POLICY PERTAINING TO THE PROGRAMME AND PROMOTION REQUIREMENTS OF THE NATIONAL CURRICULUM STATEMENT GRADES R - 12*

**SITE-BASED ASSESSMENT (SBA) INTERNAL ASSESSMENT IRREGULARITIES**

Irregularities involving learners during internal assessment may include the following:

- A learner who refuses to abide by any or all the minimum requirements for the compilation of a mark for internal assessment in a subject.



The TDA Irregularity Committee must either approve or reject the reason for the refusal given by the learner.

**A “valid reason”, in this context, constitutes the following:**

- Medical reasons as supported by a valid medical certificate issued by a registered medical practitioner.
- Humanitarian reasons, e.g. the death of an immediate family member, if supported by valid written evidence.
- The learner appearing in a court hearing; supported by written evidence; or - Any other reason as may be declared valid by the SAIC.

**A learner who presents work that is not his or her own work. This may take various forms and may include the following:**

- Copying verbatim from another source (In this case, if the TDA marker is suspicious and has evidence of sections or the complete assignment having been lifted verbatim from another source, this must be declared as an irregularity.
- An assignment or project that is not his or her own effort. (This may have been completed by another learner or person or his or her parent, or even purchased).
- Reproduction of an assignment or project from another learner and there is evidence of such copying.
- Work that has been previously presented and for which credits were received, could either be his or her own effort or that of another individual.
- The whole or part of a portfolio that is not his or her own, but that of another learner from the same service provider/learning institution.
- Any dishonest act aimed at misleading Think Digital in terms of the authenticity or originality of the assessment presented.

**A learner who, in respect of any component of a mark for an internal assessment that is completed under controlled conditions does any of the following:**

- Creates a disturbance or intimidates others, or behaves in an improper or unseemly manner, despite a warning.
- Is drunk or behaves in a disorderly manner.
- Disregard the arrangements or reasonable instructions of the teacher, despite a warning.
- **Online invigilation:** continues to disregard assessment regulations, despite a warning.
- With the writing of an internal examination, engages in dishonest acts before the commencement of the examination, while the examination is being written, or as the answer scripts are handed in or marked. Refer to Section 4 (4) (c) to (f) of the National Policy document.

- A learner making a false statement in respect of the authenticity of a particular component of a mark for internal assessment.
- The fabrication of evidence in general and especially in respect of the stipulations above constitutes fraud and will be dealt with as such. [Refer to the relevant sections of the Code of Conduct.

**The irregularity and sanction will be reported to the parent of the learner in the form of a**

- **Warning letter**
- **Zero letter**
- **ChatGPT (AI) letter in writing**

### **BREACH OF LEARNER CODE OF CONDUCT**

- All learners are expected to abide by the *TDA Code of Conduct* which has been developed to assist and guide learner behaviour.
- Any corrective measures or disciplinary action against a learner who has violated the TDA Code of Conduct and Formal Assessment Agreement, and the sanction arising there from, will correspond with and be appropriate to the offence that has been committed.
- The disciplinary process is carried out as per the *TDA Code of Conduct*.

## ANNEXURE “B”

### 2024 THINK DIGITAL ACADEMY NATURAL DISASTER POLICY

Disaster Management Act, 2002 (Act No. 57 of 2002)

#### INTRODUCTION

This policy provides guidance to learners, parents, and academic facilitators on the procedures to follow during natural disasters. With the increasing disaster risks in South Africa, Think Digital Academy recognizes the importance of establishing a comprehensive policy framework to address the effects of natural disasters on learners, parents, and guardians, particularly concerning the formal assessment process.

South Africa's exposure to various weather hazards, such as droughts, cyclones, tornadoes, and severe storms, highlights the necessity for proactive measures to reduce the risk of widespread disruption and hardship.

Learners affected by natural disasters may also experience emotional distress, including symptoms of depression such as sadness or loss of interest in activities, as well as anxiety, with concerns about safety. Studies have shown that children can face chronic mental health challenges even years after a disaster.

Think Digital Academy's intervention strategy for learners unable to attend assessments (tests and examinations) due to natural disasters is governed by specific criteria designed to effectively manage and support the educational process during such critical times.

#### PURPOSE OF THIS POLICY

To foster academic excellence within the Think Digital Academy environment for learners affected by natural disasters.

#### Criteria for managing formal assessments during a natural disaster:

1. **Assessment Component Absence:** Learners who miss one component of an assessment must still fulfil all requirements for external examinations and internal assessments, including practical tasks, to qualify for late submission without any additional costs.
2. **Management of Absences:** In the event that a learner is unable to sit for an examination due to illness, trauma, or unforeseen events, including natural disasters, they must apply to Think Digital Academy's Head of Assessments, Ms. Jessica Olivier ([jessica@thinkdigitalacademy.org](mailto:jessica@thinkdigitalacademy.org)), for review and administration based on individual merit.

3. **Subsequent Examination:** Learners may be permitted to take a subsequent examination if they are unable to participate in the scheduled exam due to exceptional circumstances, such as a natural disaster.
4. **Exemption from Examination:** In rare cases, learners may be exempt from an examination if they are unable to attend both the original and subsequent exams due to a natural disaster. In such instances, the missing mark formula will be applied to calculate the grade, applicable to no more than one paper per subject. Medical evidence must be provided to support claims of chronic medical treatment.

By setting clear criteria and procedures for handling assessments during natural disasters, Think Digital Academy aims to maintain the continuity of education while supporting learners and their families in challenging times, thereby promoting resilience and academic achievement.