



ASSESSMENTS TERMS AND CONDITIONS

FORMAL ASSESSMENT AGREEMENT

Formal Assessments are all assessments as prescribed by the Curriculum statements per subject and per regulations from the exam board.

These include tests, exams, oral tasks, written tasks, assignments etc.

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

- a complete SBA (School Based Assessment). This means all assessments must be completed.
- For languages this includes all oral tasks.
- For applicable subjects the PAT task must also be completed.
- The end-of-year exam for all subjects must be completed.

PROVISION OF FORMAL ASSESSMENTS

- Think Digital Academy will provide learners with all formal assessments.
- All formal assessments will be set according to the CAPS Curriculum Statements and supplied in line with the SACAI Guidelines.
- All Formal Assessments will be set and moderated in accordance with the CAPS curriculum.
- Think Digital Academy will be responsible for setting, moderating and providing all Formal assessments according to the Assessment Plan for each grade.
- Think Digital Academy will be responsible for marking, moderating and reporting marks of all Formal Assessments.
- Think Digital Academy will compile and submit the School Based Assessment (SBA) portfolio of learners to the Exam board.
- Think Digital Academy may, at the discretion of management, provide contact sessions.

FORMAL ASSESSMENT CALENDARS

- A Formal Assessment calendar will be provided on a termly basis.
- All Formal Assessments must be completed and handed in by the appointed date as specified on the Assessments calendar for each term.
- All Formal tests and examinations must be written on the scheduled dates and within the allocated timeframe.
- Tests and/or exam papers will be made available by 08:00 on the scheduled date.
- Tests and/or exams must be completed within the time frame indicated on the question papers.
- Answer scripts must be submitted before 23:00 on the scheduled date.

SUBMISSION OF FORMAL ASSESSMENTS

- All Formal Assessment must be submitted on the appointed date.
- All written Formal Tests and or Examinations must be submitted within 60 minutes of the completion time of each test/ examination.
- Tests and exams must be completed in pen using the Answer book available under Termly Planners
- Written tasks must be completed using the Answer book cover page available under Termly Planners.
- Please ensure that scripts are scanned upright and not sideways or upside down and in the correct page order.
- Written tests and examinations must be signed on the first page of the script by both the learner and invigilator
- The date of the assessment must appear at the top of the first page of the script.
- Learners name and surname must appear on each page of the assessment.
- The script must be scanned and saved as a PDF document that contains all pages of the 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/tasks/PATs must be submitted as a zip file. No other compression type files will be accepted e.g. rar files.
- The script must then be submitted via the submission portal on the student's dashboard.
- Late submission of *non-test/exam assessments* will be processed at a fee of R500 per script, after payment has been received.
- NO late submissions of tests or exams will be accepted.
- NO submissions of ANY assessments will be accepted via email.
- 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 in stead of the test/exam. Learners may not submit backdated medical certificates.

IRREGULARITIES

- 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.

Think Digital Academy reserves the right to impose sanctions on learners making themselves guilty of the any of the above-mentioned.

INVIGILATION

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 invigilators.

- All Grade 10-12 learners must nominate a person to act as an invigilator during Formal tests and Examinations at their own expense. Such a person:
- May not be a family member or friend.
- Must be older than 21 years.
- Must complete an online Invigilation course provided by Think Digital Academy.

- Complete and sign the Invigilator's agreement.

REGULATIONS

Take note of the following:

- Tests and exams must be completed in pen using the Think Digital Academy Answer book which can be found under Termly planners.
- The Invigilator report has been included as page 2 of the Answer book and must be completed and submitted with each script.
- We will not process (result) any typed test- or exam scripts as they are not accepted by the exam board unless a special concession has been granted.
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Please ensure that:

- You include all pages of your script before scanning.
- You are using the Answer book front page and that this is completed with your details.
- All your pages are numbered and in the correct order.
- All pages are upright and not upside down or sideways.
- View your scanned document to ensure it is legible. We will not process documents 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

- Should you be ill on the day you will need to provide us with a medical certificate, although it cannot be post-dated. Please upload your medical certificate under the applicable tab instead of your script.
- We are aware of the challenges we face with regards to load shedding for example. We therefore provide ample time to complete and submit exams. Rather aim at submitting tasks early during the morning on the due date rather 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 are able to complete and submit assessments on time. We can unfortunately not take responsibility for power-outages or poor internet connections.
- 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.