

# **Appendix A: Letter to Subject Advisors**

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**TO THE SUBJECT ADVISORS OF MATHEMATICS, BIOLOGY AND PHYSICAL  
SCIENCE**

**SURVEY ON CONTINUOUS ASSESSMENT “CASS”**

Continuous Assessment (CASS) at Grade 12 level became policy in 2001. This aspect of assessment is still in its developmental stages.

As part of my Masters Degree at the University of Pretoria, I am conducting research on the implementation of CASS in Mathematics, Biology and Physical Science at Grade 12 level. Research in this area is essential to ensure that all educators in all provinces implement CASS correctly and consistently.

First hand information on the implementation of CASS will be useful in understanding how educators are coping with the new approach to assessment. Your inputs from the perspective of subject advisor will add value to this research.

All information supplied will be highly confidential. Your time and co-operation is appreciated.

Yours sincerely

T Singh

## **Appendix B**

# **Letter to Educators of Mathematics, Biology and Physical Science**

## **Grade 12**

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Tel: (012) 998 9793  
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**TO GRADE 12 EDUCATORS OF MATHEMATICS, BIOLOGY AND PHYSICAL  
SCIENCE**

**SURVEY ON CONTINUOUS ASSESSMENT “CASS”**

Continuous Assessment (CASS) at Grade 12 level became policy in 2001. This aspect of assessment is still in its developmental stages.

As part of my Masters Degree at the University of Pretoria, I am conducting research on the implementation of CASS in Mathematics, Biology and Physical Science at Grade 12 level. Research in this area is essential to ensure that all educators across all provinces implement CASS correctly and consistently.

First hand information on the implementation of CASS will be useful in understanding how educators are coping with the new approach to assessment.

All information supplied will be highly confidential. Your time and co-operation is appreciated.

Yours sincerely

T Singh

***School - Based Assessment: the interface between Continuous Assessment (CASS) and the external summative examination at Grade 12 level with special focus on Mathematics and Science.***

**QUESTIONNAIRE FOR SUBJECT ADVISORS: MATHEMATICS AND SCIENCE**

Continuous Assessment (CASS) at Grade 12 level became policy in 2001. This aspect of assessment is still in its developmental stages. Research in this area is essential to ensure that all educators across all provinces implement CASS correctly and consistently.

First hand information on the implementation of CASS will be useful in understanding how educators are coping with the new approach to assessment.

Your time and co-operation will be much appreciated.

**PLEASE ANSWER ALL QUESTIONS**

***Where alternate answers are provided place a cross in the appropriate block.***

1. Name of Province: \_\_\_\_\_

2. Name of District/Region: \_\_\_\_\_

3. Is your district/region largely Urban or Rural? Explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. To what extent do the schools in your district/region have sufficient resources to implement CASS? Explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Indicate what additional resources, if any, are needed by the schools in your district/region in order to be able to implement CASS effectively.

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6. Please indicate the subject/s for which you are responsible at district/regional level. *(Please place a cross in the appropriate block)*

|       |                     |         |
|-------|---------------------|---------|
| Maths | Physical<br>Science | Biology |
|-------|---------------------|---------|

7. What is your highest qualification in the subject mentioned above? *(Please place a cross in the appropriate block)*

|                                 |
|---------------------------------|
| No Post-Matric<br>Qualification |
| 2 year Teaching<br>Certificate  |
| 3-4 year Diploma                |
| 3-4 year<br>Bachelors<br>Degree |
| Hons Degree                     |
| Masters Degree                  |
| Doctorate                       |

8. How many years of experience as a subject advisor do you have at Grade 12 level in the subject mentioned in question 6. *(Please place a cross in the appropriate block)*

|                   |                |                |                |                         |
|-------------------|----------------|----------------|----------------|-------------------------|
| 1 year or<br>less | 2 - 3<br>years | 4 - 5<br>years | 6 – 8<br>years | More<br>than 8<br>years |
|-------------------|----------------|----------------|----------------|-------------------------|

9. Which CASS policy is being implemented in your province?  
(Please place a cross in the appropriate block)

|          |                      |                            |                              |
|----------|----------------------|----------------------------|------------------------------|
| Not Sure | No<br>CASS<br>Policy | National<br>CASS<br>Policy | Provincial<br>CASS<br>Policy |
|----------|----------------------|----------------------------|------------------------------|

10. Are you aware of a national policy on CASS for your subject?  
(Please place a cross in the appropriate block)

|    |     |
|----|-----|
| No | Yes |
|----|-----|

11. If you answered “yes” to the above question, and if you do have a provincial policy, what is the difference between the provincial policy and the national policy on CASS in your subject? Explain.

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12. To what extent are you familiar with the policy mentioned in question 9?  
(Please place a cross in the appropriate block)

|                 |                   |                      |                     |
|-----------------|-------------------|----------------------|---------------------|
| Not<br>familiar | To some<br>extent | To a large<br>extent | Totally<br>familiar |
|-----------------|-------------------|----------------------|---------------------|

13. Have educators been given a copy of the policy mentioned in question 9?  
(Please place a cross in the appropriate block)

|    |     |
|----|-----|
| No | Yes |
|----|-----|

14. To what extent do the majority of educators understand the provincial/national policy on CASS for your subject? (Please place a cross in the appropriate block)

|               |                   |                         |                     |
|---------------|-------------------|-------------------------|---------------------|
| None of<br>it | To some<br>extent | To a<br>large<br>extent | Totally<br>Familiar |
|---------------|-------------------|-------------------------|---------------------|

15. What do you understand by the term “Continuous Assessment” (CASS)?

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16. Have educators been trained to implement CASS in your subject?  
*(Please place a cross in the appropriate block)*

|             |                      |                         |                               |
|-------------|----------------------|-------------------------|-------------------------------|
| No training | Very Little training | Quite a lot of training | More than sufficient training |
|-------------|----------------------|-------------------------|-------------------------------|

17. What was the duration of their training?  
*(Please place a cross in the appropriate block)*

|      |                 |       |            |        |                  |
|------|-----------------|-------|------------|--------|------------------|
| None | Less than a day | 1 day | 2 - 3 days | 1 week | More than 1 week |
|------|-----------------|-------|------------|--------|------------------|

18. How often is training conducted?  
*(Please place a cross in the appropriate block)*

|            |              |             |              |                         |            |
|------------|--------------|-------------|--------------|-------------------------|------------|
| None given | Once a month | Once a year | Twice a year | Three-four times a year | More often |
|------------|--------------|-------------|--------------|-------------------------|------------|

19. How many educators are able to implement CASS effectively?  
*(Please place a cross in the appropriate block)*

|              |             |                  |             |
|--------------|-------------|------------------|-------------|
| None of them | Few of them | Majority of them | All of them |
|--------------|-------------|------------------|-------------|

20. To what extent do you provide support to your educators in the implementation of CASS? *(Please place a cross in the appropriate block)*

|            |                     |                  |                    |
|------------|---------------------|------------------|--------------------|
| No Support | Very Little Support | Sporadic Support | Sufficient Support |
|------------|---------------------|------------------|--------------------|



21. Indicate the type of support you are providing.  
(Please place a cross in the appropriate block)

|                         |  |
|-------------------------|--|
| Classroom Visits        |  |
| Training                |  |
| Workshops               |  |
| Subject meetings        |  |
| Cluster meeting support |  |
| Assessment exemplars    |  |
| Prepared Workbooks      |  |
| Contact by telephone    |  |
| Other                   |  |

List any other kind of support that you may be providing.

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22. What kinds of problems/challenges face educators in the implementation of CASS. Explain.

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23. How can these problems/challenges be addressed at the various levels mentioned below in order to improve the manner in which CASS is being implemented?

District/Regional Level \_\_\_\_\_

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Provincial Level \_\_\_\_\_

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National Level \_\_\_\_\_

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24. Do you think that CASS is being implemented in a fair manner at the schools in your district/region? *(Please place a cross in the appropriate block)*

|    |     |
|----|-----|
| No | Yes |
|----|-----|

25. Explain your answer to the above question.

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26. Would you say that the CASS marks obtained by the learners in the majority of schools in your district/region are fair and valid? *(Please place a cross in the appropriate block)*

|    |     |
|----|-----|
| No | Yes |
|----|-----|

27. What measures are in place to ensure that the CASS marks obtained by the learners are fair and valid?

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28. Are the CASS marks obtained by the learners moderated at the various levels mentioned below. *(Please place a cross in the appropriate block)*

School level

|    |     |
|----|-----|
| No | Yes |
|----|-----|

District/Regional Level

|    |     |
|----|-----|
| No | Yes |
|----|-----|

Provincial level

|    |     |
|----|-----|
| No | Yes |
|----|-----|

29. Where CASS is moderated, explain how it is done.

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Thank you for your time and co-operation.

# **Appendix C**

## **Questionnaire for Subject Advisors of Mathematics, Biology and Physical Science**

### **Grade 12**

***School - Based Assessment: the interface between Continuous Assessment (CASS) and the external summative examination at Grade 12 level with special focus on Mathematics and Science.***

**QUESTIONNAIRE FOR SUBJECT ADVISORS: MATHEMATICS AND SCIENCE**

Continuous Assessment (CASS) at Grade 12 level became policy in 2001. This aspect of assessment is still in its developmental stages. Research in this area is essential to ensure that all educators across all provinces implement CASS correctly and consistently.

First hand information on the implementation of CASS will be useful in understanding how educators are coping with the new approach to assessment.

Your time and co-operation will be much appreciated.

**PLEASE ANSWER ALL QUESTIONS**

***Where alternate answers are provided place a cross in the appropriate block.***

1. Name of Province: \_\_\_\_\_

2. Name of District/Region: \_\_\_\_\_

3. Is your district/region largely Urban or Rural? Explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. To what extent do the schools in your district/region have sufficient resources to implement CASS? Explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Indicate what additional resources, if any, are needed by the schools in your district/region in order to be able to implement CASS effectively.

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6. Please indicate the subject/s for which you are responsible at district/regional level. *(Please place a cross in the appropriate block)*

|       |                     |         |
|-------|---------------------|---------|
| Maths | Physical<br>Science | Biology |
|-------|---------------------|---------|

7. What is your highest qualification in the subject mentioned above? *(Please place a cross in the appropriate block)*

|                                 |
|---------------------------------|
| No Post-Matric<br>Qualification |
| 2 year Teaching<br>Certificate  |
| 3-4 year Diploma                |
| 3-4 year<br>Bachelors<br>Degree |
| Hons Degree                     |
| Masters Degree                  |
| Doctorate                       |

8. How many years of experience as a subject advisor do you have at Grade 12 level in the subject mentioned in question 6. *(Please place a cross in the appropriate block)*

|                   |                |                |                |                         |
|-------------------|----------------|----------------|----------------|-------------------------|
| 1 year or<br>less | 2 - 3<br>years | 4 - 5<br>years | 6 – 8<br>years | More<br>than 8<br>years |
|-------------------|----------------|----------------|----------------|-------------------------|

9. Which CASS policy is being implemented in your province?  
*(Please place a cross in the appropriate block)*

|          |                      |                            |                              |
|----------|----------------------|----------------------------|------------------------------|
| Not Sure | No<br>CASS<br>Policy | National<br>CASS<br>Policy | Provincial<br>CASS<br>Policy |
|----------|----------------------|----------------------------|------------------------------|

10. Are you aware of a national policy on CASS for your subject?  
*(Please place a cross in the appropriate block)*

|    |     |
|----|-----|
| No | Yes |
|----|-----|

11. If you answered “yes” to the above question, and if you do have a provincial policy, what is the difference between the provincial policy and the national policy on CASS in your subject? Explain.

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12. To what extent are you familiar with the policy mentioned in question 9?  
*(Please place a cross in the appropriate block)*

|                 |                   |                      |                     |
|-----------------|-------------------|----------------------|---------------------|
| Not<br>familiar | To some<br>extent | To a large<br>extent | Totally<br>familiar |
|-----------------|-------------------|----------------------|---------------------|

13. Have educators been given a copy of the policy mentioned in question 9?  
*(Please place a cross in the appropriate block)*

|    |     |
|----|-----|
| No | Yes |
|----|-----|

14. To what extent do the majority of educators understand the provincial/national policy on CASS for your subject? *(Please place a cross in the appropriate block)*

|               |                   |                         |                     |
|---------------|-------------------|-------------------------|---------------------|
| None of<br>it | To some<br>extent | To a<br>large<br>extent | Totally<br>Familiar |
|---------------|-------------------|-------------------------|---------------------|

15. What do you understand by the term “Continuous Assessment” (CASS)?

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16. Have educators been trained to implement CASS in your subject?  
*(Please place a cross in the appropriate block)*

|             |                      |                         |                               |
|-------------|----------------------|-------------------------|-------------------------------|
| No training | Very Little training | Quite a lot of training | More than sufficient training |
|-------------|----------------------|-------------------------|-------------------------------|

17. What was the duration of their training?  
*(Please place a cross in the appropriate block)*

|      |                 |       |            |        |                  |
|------|-----------------|-------|------------|--------|------------------|
| None | Less than a day | 1 day | 2 - 3 days | 1 week | More than 1 week |
|------|-----------------|-------|------------|--------|------------------|

18. How often is training conducted?  
*(Please place a cross in the appropriate block)*

|            |              |             |              |                         |            |
|------------|--------------|-------------|--------------|-------------------------|------------|
| None given | Once a month | Once a year | Twice a year | Three-four times a year | More often |
|------------|--------------|-------------|--------------|-------------------------|------------|

19. How many educators are able to implement CASS effectively?  
*(Please place a cross in the appropriate block)*

|              |             |                  |             |
|--------------|-------------|------------------|-------------|
| None of them | Few of them | Majority of them | All of them |
|--------------|-------------|------------------|-------------|

20. To what extent do you provide support to your educators in the implementation of CASS? *(Please place a cross in the appropriate block)*

|            |                     |                  |                    |
|------------|---------------------|------------------|--------------------|
| No Support | Very Little Support | Sporadic Support | Sufficient Support |
|------------|---------------------|------------------|--------------------|



21. Indicate the type of support you are providing.  
(Please place a cross in the appropriate block)

|                         |  |
|-------------------------|--|
| Classroom Visits        |  |
| Training                |  |
| Workshops               |  |
| Subject meetings        |  |
| Cluster meeting support |  |
| Assessment exemplars    |  |
| Prepared Workbooks      |  |
| Contact by telephone    |  |
| Other                   |  |

List any other kind of support that you may be providing.

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22. What kinds of problems/challenges face educators in the implementation of CASS. Explain.

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23. How can these problems/challenges be addressed at the various levels mentioned below in order to improve the manner in which CASS is being implemented?

District/Regional Level \_\_\_\_\_

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Provincial Level \_\_\_\_\_

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National Level \_\_\_\_\_

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24. Do you think that CASS is being implemented in a fair manner at the schools in your district/region? *(Please place a cross in the appropriate block)*

|    |     |
|----|-----|
| No | Yes |
|----|-----|

25. Explain your answer to the above question.

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26. Would you say that the CASS marks obtained by the learners in the majority of schools in your district/region are fair and valid? *(Please place a cross in the appropriate block)*

|    |     |
|----|-----|
| No | Yes |
|----|-----|

27. What measures are in place to ensure that the CASS marks obtained by the learners are fair and valid?

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28. Are the CASS marks obtained by the learners moderated at the various levels mentioned below. *(Please place a cross in the appropriate block)*

School level

|    |     |
|----|-----|
| No | Yes |
|----|-----|

District/Regional Level

|    |     |
|----|-----|
| No | Yes |
|----|-----|

Provincial level

|    |     |
|----|-----|
| No | Yes |
|----|-----|

29. Where CASS is moderated, explain how it is done.

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Thank you for your time and co-operation.

# **Appendix D**

## **Questionnaire for Educators of Mathematics, Biology and Physical Science**

### **Grade 12**

***School - Based Assessment: the interface between continuous assessment (CASS) and the external summative examination at Grade 12 level with special focus on Mathematics and Science.***

**QUESTIONNAIRE FOR GRADE 12 EDUCATORS: MATHS AND SCIENCE**

Continuous Assessment (CASS) at Grade 12 level became policy in 2001. This aspect of assessment is still in its developmental stages.

Research in this area is essential to ensure that all educators across all provinces implement CASS correctly and consistently. First hand information on the implementation of CASS will be useful in understanding how educators are coping with the new approach to assessment.

Your answers to the questions below will assist in identifying the issues that need attention in the effective implementation of CASS.

Your time and co-operation is much appreciated.

**PLEASE ANSWER ALL QUESTIONS**

***Where alternate answers are provided place a cross in the appropriate block.***

1. Name of Province: \_\_\_\_\_

2. School EMIS No.: \_\_\_\_\_

3. Details of School:

Location of School (*Place a cross in the appropriate block*)

|                      |
|----------------------|
| Rural                |
| Township             |
| Urban-suburbs        |
| Urban-centre of City |

4. Does your school have ALL the necessary resources to implement CASS effectively? (*Place a cross in the appropriate block*)

|    |     |
|----|-----|
| No | Yes |
|----|-----|

5. If your answer is "no" to the above question, then indicate what resources are needed by your school in order to be able to implement CASS effectively.

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6. What subject/s are you currently teaching at Grade 12 level?

|        |                  |         |
|--------|------------------|---------|
| Math's | Physical Science | Biology |
|--------|------------------|---------|

7. What is your highest qualifications obtained in the subject mentioned above? *(Place a cross in the appropriate block)*

|                              |
|------------------------------|
| No Post-Matric Qualification |
| 2 year Teaching Certificate  |
| 3-4 year Diploma             |
| 3-4 year Bachelors Degree    |
| Hons Degree                  |
| Master's Degree              |
| Doctorate                    |

8. How many years of teaching experience do you have at Grade 12 level in the subject mentioned in question 6. *(Place a cross in the appropriate block)*

|                |             |             |             |                   |
|----------------|-------------|-------------|-------------|-------------------|
| 1 year or less | 2 - 3 years | 4 - 5 years | 6 – 8 years | More than 8 years |
|----------------|-------------|-------------|-------------|-------------------|

9. Which CASS policy are you implementing in your subject? *(Place a cross in the appropriate block)*

|          |                      |                        |
|----------|----------------------|------------------------|
| Not Sure | National CASS Policy | Provincial CASS Policy |
|----------|----------------------|------------------------|

10. Do you have a copy of the policy mentioned in question 9? *(Place a cross in the appropriate block)*

|    |     |
|----|-----|
| No | Yes |
|----|-----|

11. To what extent do you understand the policy mentioned in question 9?  
(Place a cross in the appropriate block)

|            |                |                   |                  |
|------------|----------------|-------------------|------------------|
| None of it | To some extent | To a large extent | Totally Familiar |
|------------|----------------|-------------------|------------------|

12. What do you understand by the term “Continuous Assessment” (CASS)?

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13. Have you received training to implement CASS in your subject?  
(Place a cross in the appropriate block)

|             |                      |                         |                               |
|-------------|----------------------|-------------------------|-------------------------------|
| No training | Very Little training | Quite a lot of training | More than sufficient training |
|-------------|----------------------|-------------------------|-------------------------------|

14. If you have received training, how long did the training last?  
(Place a cross in the appropriate block)

|             |                 |       |            |                 |                  |
|-------------|-----------------|-------|------------|-----------------|------------------|
| No training | Less than a day | 1 day | 2 - 3 days | 3 days - 1 week | More than 1 week |
|-------------|-----------------|-------|------------|-----------------|------------------|

15. How often is training conducted? (Place a cross in the appropriate block)

|                |              |                           |              |             |
|----------------|--------------|---------------------------|--------------|-------------|
| Not applicable | Once a month | Three - Four times a year | Twice a year | Once a year |
|----------------|--------------|---------------------------|--------------|-------------|

16. To what extent was the training of assistance to you in the implementation of CASS for your subject? (Place a cross in the appropriate block)

|               |                        |                 |                  |
|---------------|------------------------|-----------------|------------------|
| No assistance | Very little assistance | Some assistance | Great assistance |
|---------------|------------------------|-----------------|------------------|

17. Do you receive any support from your subject advisor regarding the implementation of CASS? *(Place a cross in the appropriate block)*

|            |                     |                  |                    |
|------------|---------------------|------------------|--------------------|
| No Support | Very Little Support | Sporadic Support | Sufficient Support |
|------------|---------------------|------------------|--------------------|

18. If you are receiving support, what kind of support are you receiving? *(Place a cross in the appropriate block)*

|                         |  |
|-------------------------|--|
| Classroom visits        |  |
| Workshops               |  |
| Training                |  |
| Cluster meeting support |  |
| Subject meetings        |  |
| Prepared workbooks      |  |
| Assessment exemplars    |  |
| Contact by telephone    |  |
| Other                   |  |

Name any other form of support that you may be receiving.

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19. What problems/challenges do you face if any, with the implementation of CASS.

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20. Do you think that CASS is being implemented in a fair manner at your school?  
(Place a cross in the appropriate block)

|    |     |
|----|-----|
| No | Yes |
|----|-----|

21. Explain your answer to the above question.

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22. Do you think that the marks obtained by your learners for CASS are fair and valid?

|    |     |
|----|-----|
| No | Yes |
|----|-----|

23. Explain your answer to the above question.

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Thank you for your time and co-operation.

## **Appendix E**

### **Interview Schedule for Assessment Experts at National, Provincial and District level and Umalusi**

*School-Based Assessment: the interface between Continuous Assessment (CASS) and the external summative examination at Grade 12 level with special focus on Mathematics and Science.*

### **INTERVIEW SCHEDULE**

Interview schedule for district, provincial and national officials involved in the monitoring and management of assessment at Grade 12 level.

**Time of interview:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Name of Interviewee:** \_\_\_\_\_

Continuous Assessment (CASS) at Grade 12 level became policy in 2001. This aspect of assessment is still in its developmental stages. Your observations and comments on the current assessment practices of educators at Grade 12 level will assist in identifying the needs of educators and how they can be assisted to improve the implementation of CASS.

Your contribution from an Inter-Provincial Examinations Committee (IPEC) perspective will add value to this research.

Your time and co-operation is much appreciated.

**PLEASE ANSWER THE FOLLOWING QUESTIONS**

1. To what extent do you think that educators at Grade 12 level are able to implement CASS effectively?

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2. What do you think are some of the major problems/challenges facing educators in the implementation of CASS?

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3. What measures can be taken at district and provincial level to support educators in the implementation of CASS?

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4. An educator in Biology is required to assess a learner in 16 different aspects for CASS. Apart from evaluating the learner in different contexts, the educator has to compile his own portfolio and keep records of the learner's marks. In addition, the educator is required to complete the syllabus and carry on with the normal classroom activities, such as tests, practical work, examinations, etc.

- 4.1 How do you think educators are coping with the current workload?

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4.2 How do you think educators perceive CASS?  
[University of Pretoria etd – Singh, T \(2004\)](#)

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4.3 Why do you think such perception exists?

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5. Do you think educators have been given sufficient training to implement CASS effectively?

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6. By whom is the training provided?

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7. What type of training is provided to them?

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8. How often is the training conducted? \_\_\_\_\_

9. During the Standardisation meeting at the end of 2001 and 2002, it was discovered that a number of schools have submitted CASS marks as much as 20% or more higher than the examination marks achieved by learners. This situation was viewed as unacceptable by Umalusi and letters were sent by the provincial education departments to the schools concerned, requesting an explanation as to why the CASS marks were substantially higher than the exam marks.

9.1 What do you think of the action taken by Umalusi and the provincial education departments?

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University of Pretoria etd – Singh, T (2004)

9.2 Do you think that the CASS marks of a learner should be higher, lower or the same as the marks achieved by the learner in the examination.

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9.3 How much higher or lower than the exam mark, should the CASS mark be?

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10. To what extent do you think that the CASS marks submitted by educators for the final examination are fair, valid and reliable?

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**Thank you for your time and co-operation**