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ADDENDUMS

- I. The questionnaire
- II. The letter of request
- III. Letter from the district office



QUESTIONNAIRE

Thank you for taking time to assist in this Doctoral Thesis study. The survey should take only TEN minutes to complete. Your answers shall be treated confidentially. Please take a moment to read through the consent below.



FACULTY OF ECONOMICS AND MANAGEMENT SCIENCES UNIVERSITY OF PRETORIA

Title of the study

'Managing Implementation of the Assessment Policy in the Senior Certificate Band'

Research conducted by: MALULEKE SAMUEL MASELESELE(25223438)

Cell number 0834559236

Dear respondent.

You are invited to participate in an academic study conducted by **MALULEKE SAMUEL MASELESELE**, a PhD student from the **Faculty of Economics and Management Science at the University of Pretoria.**

The purpose of the study is:

1. To evaluate how assessment policies are implemented in school
2. How assessment in the context of the National Curriculum Statement is managed.
3. To determine how National Curriculum Statement is managed.

Please note the following:

The targeted participants are grade 10, 11 and 12 educators;

- Your participation in this study is very important to me. However, you may choose not to participate, and you may also stop participating at any point in time without any negative consequences.
- Your responses are completely anonymous and confidential. The research outcomes and report will not include reference to any individual. The compiler of this questionnaire will have the sole ownership of the completed questionnaires and undertake responsibility to destroy them at the end of a stipulated time as shall be determined by the Ethics Committee after the completion of the study.
- The results of the study shall be used for academic purpose only and may be published in an academic journal. A summary of my findings could be provided to you on request.

Should you have any comments or queries regarding this study, please feel free to contact my supervisor Prof. P A Brynard on telephone number 012 420 3403.

Please indicate your choice to participate by ticking in the appropriate box

ACCEPTANCE

DO NOT ACCEPT



SECTION A: PERSONAL INFORMATION

[PLEASE TICK (✓) THE APPROPRIATE BOX ONLY]

1. In which age group do you classify yourself?

- | | | |
|-----------|-----------|------------|
| ① 21 – 25 | ④ 36 – 40 | ⑦ 51 - 55 |
| ② 26 – 30 | ⑤ 41 – 45 | ⑧ 56 - 60 |
| ③ 31 - 35 | ⑥ 46 – 50 | ⑨ Above 60 |

2. Gender

- | | |
|--------|----------|
| ① Male | ② Female |
|--------|----------|

3. Qualification.

What is your highest qualification?

- ① Grade 12
- ② Grade 12 and a teachers' diploma
- ③ Degree
- ④ Degree plus a teachers' certificate
- ⑤ Other post grade qualifications. (Please specify _____)

4. Please indicate the subject(s) that you are offering in grade 10 and/or 11.

- | | |
|-----------|----------|
| 1. _____; | 5. _____ |
| 2. _____. | 6. _____ |
| 3. _____; | 7. _____ |
| 4. _____; | 8. _____ |

5. Please indicate your highest qualification in subject(s) you listed in 4 above.

- | | |
|-----------|----------|
| 1. _____; | 5. _____ |
| 2. _____; | 6. _____ |
| 3. _____; | 7. _____ |
| 4. _____; | 8. _____ |

6. Please indicate your position in the school's organizational structure.

- ① School Principal/Deputy Principal. (2) Head of Department/ Senior Educator
③ Educator

SECTION B

Please read the following statements carefully and rate your awareness of the following policy issues on a scale of 1 -4 for each category.

Please TICK (✓) in the appropriate box against each statement to indicate your rating, where **1 = No idea; 2 = Not Clear; 3 = Clear Understanding; 4 = Excellent Understanding**

No 1	Awareness of Documents	Ratings			
1.	The Constitution of South Africa of 1996	1	2	3	4
2	National Education Policy Act 1996	1	2	3	4
3.	National Protocol on Recording and Reporting	1	2	3	4
4.	Assessment Policy Regulation 1718 of 1998	1	2	3	4
5.	General and Further Education and Training Quality Assurance Council.	1	2	3	4
6.	South African Schools Act 84 of 1996	1	2	3	4
7.	National Education Policy Act No. 27 of 1996	1	2	3	4
8.	Language in Educational Policy	1	2	3	4
9.	Subject Assessment Guidelines	1	2	3	4
10.	Learning Programme Guidelines	1	2	3	4
11.	Programme of Assessment	1	2	3	4
12.	Annual Programme of Assessment	1	2	3	4
13.	National Senior Certificate: A qualification at level 4 on the National Qualification Framework (NOF)	1	2	3	4
14.	Subject Statement	1	2	3	4
15.	South African Qualification Authority Act 1995	1	2	3	4
16	Employment of Educators Act No. 76 of 1998	1	2	3	4



Please read the following statements carefully and indicate which Policy document/Act addresses the statement

Please TICK (✓) in the appropriate box against each statement to indicate the document/Act, where

- 1 = The Constitution of South Africa;** **5 = Protocol on Recording and Reporting;**
2 = South African Schools Act; **6 = The National Education Policy Act;**
3 = Employment of Educators Act; **7 = Government Gazette on Assessment**
4 = South African Qualification Authority Act; **8 = Further Education and Training Act**

No.	Uses of Documents	Acts and Policies									Have no Idea	
		1	2	3	4	5	6	7	8	9		
17	This document ensures that all South African are Provided the opportunity for life long learning.											
18.	It determines Norms and Standards for educators.											
19.	One objective of this Act is to monitor and evaluate Education provision in the FET band.											
20.	The Act compels parent to cause their children under the age of 15 to attend school up to Grade 9.											
21.	This document indicates the requirements for formal recorded assessment for Grades 10-12.											
22.	It indicates that schools should provide an annual assessment plan to learners and parents in the first term.											
23.	It provides a framework for assessment and qualification for all Public and private schools in South Africa.											
24.	This Act provides the Principles for recording and reporting.											
25.	It describes the regulations, rules and provisions for the award of the National Senior Certificate at Level 4 of the NQF.											
26.	It requires that Education and Training Qualification Assurance bodies be established to monitor and audit achievements in terms of national standards and qualifications											

Please read the following statement carefully and rate the support received on NCS on a scale of 1- 4 for each category

Please TICK (√) in the appropriate box against each statement to indicate your rating where

1 = Poor; 2 = Inadequate; 3 = Adequate; 4 = Very good

No. 2	Support by District Curriculum Support Services pertaining to training and development	Ratings			
		1	2	3	4
27.	Training on NCS provided specific guidance on how to implement the new approach in classroom.				
28.	Support given provides the necessary information that could be used in assessing learners performance at school.				
29.	School visit by Curriculum Advisors helped clarify problems areas.				
30.	Assessment principles and policies were broadly Explained /clarified.				
31.	Updates and inform us about policies that impact on assessment activities.				
32.	Department training workshops where in line with departmental objectives and are supported by school.				
33.	Regulations sets realistic deadlines to cover all LO & AS.				
34.	School assessment policies complement National policies				
35.	School system provides room for the assessment activities that are in line with National policies				
36.	Time tabling enables you to have sufficient time to cover all learning Outcomes				
37.	Schools provides staff an opportunity to contribute to Assessment/test time table				



SECTION C

Please read the following statement carefully and rate your skills on a scale of 1- 4 for each category where:

1 = Not clear 2 = Need help 3 = Clear 4= Excellent

	I AM ABLE TO; I HAVE KNOWLEDGE OF:-	Ratings			
38	Evaluate and provide feedback to all learners on assessment.	1	2	3	4
39.	What to record against	1	2	3	4
40.	What to report on after assessing learners.	1	2	3	4
41.	Relevant assessment tasks for the subject(s) I teach	1	2	3	4
42.	Develop assessment programme for the subject(s) I teach	1	2	3	4
43.	Develop assessment activities and tasks based on Learning Outcomes & Assessment Standards for the subject(s) I teach.	1	2	3	4
44.	Determine the content and context for the subject from the Subject Statement.	1	2	3	4
45.	What the Subject Assessment Guidelines provide in order to assess learners	1	2	3	4
46.	Develop an Annual Programme of Assessment	1	2	3	4
47.	Conditions that guide schools to retaining learners in a grade.	1	2	3	4
48.	Procedures to be followed when a learner should be retained in the grade.	1	2	3	4
49.	What information to include in the Programme of Assessment	1	2	3	4



Limpopo

PROVINCIAL GOVERNMENT

Private Bag X578
GIYANI
0826
Tel.: (015) 812 1911
Fax.: (015) 812 3412
(015) 812 3692

REF: 25223438
ENQ: MAFAFO V.
TEL: 015 812 1911
CELL: 084 392 4561

01 OCTOBER 2007

MR.SM MALULEKE
P.O BOX 1081
ELIM HOSPITAL
0960

REQUEST TO CONDUCT RESEARCH IN THE MOPANI DISTRICT: YOURSELF.

1. I hereby acknowledge the receipt of your letter dated 26 September 2007 i.r.o the abovementioned matter.
2. Your request to conduct research in the Mopani District has been approved on condition it does not interfere with the smooth running of school activities
3. Your understanding is always appreciated.


DISTRICT SENIOR MANAGER: MOPANI EDUCATION



P. O. Box 1081
Elin Hospital
0860
26 September 2007

The Head of Department
Limpopo Department of Education
Private Bag X
Polokwane
0700

Sir/Madam

Request to conduct a research in the Mopani District

I am a registered student with the University of Pretoria for a PhD Degree in Public Affairs in the Faculty of Economic and Management Sciences. I would request permission to conduct a research in the Mopani District.

The focus area is the grade 10 and 11 schools which were supposed to implement NCS during 2006. Educators shall be requested to fill a questionnaire that shall be used to generate data. Records used for assessment shall be requested to assist in the triangulation of data generated.

The objectives of the study are to evaluate how assessment in the NCS is managed .It is hoped that the information gathered shall be shared with the different stake holders in the education system.

Should you have queries concerning my registration please contact my supervisor Professor P A Brynard at (012) 420 3403, fax (012) 362 5365

Yours truly,

A handwritten signature in dark ink, appearing to read 'SM Maluleke', written over a light blue background.

Maluleke SM (Student No 25223438)