



*{Each invigilator must have a copy of this document at hand during testing}*

### Introduction

The Annual National Assessment (ANA) will be conducted in all schools from 18 to 21 September 2012. All learners in Grades 1-6 and 9 will write the tests set by the Department of Basic Education in both Language and Mathematics in their language of learning and teaching.

### Management of ANA

The School Principal will manage the writing of ANA in the school. It is the function of the principal to ensure that the correct tests have been received and to hand these to the relevant teachers on the morning of each test. The principal is also responsible for developing a schedule of invigilation, marking and moderation for the whole process. The principal will train teachers to act as invigilators based on this guideline. Teachers may not invigilate the classes that they are currently teaching.

### Specific guidelines for the invigilator for test administration

ANA is a **standardised** assessment. That means all learners should be given the same opportunity to answer the questions and no learner should copy from others. All questions have to be read aloud to Grades 1 and 2 learners. Grades 3-6 and 9 learners should read and work on their own. The invigilator should take the learners through practice exercise from grades 1-6 and 9 before they start writing the actual test. All learners should be assisted to fill in the cover page of each test booklet.

*Before learners start working on the actual test, the teacher/invigilator must:*

- Receive the set of test papers and the ANA Mark Sheet for the class from the principal.
- Seat the learners so that they can work comfortably and have no opportunity of copying the work of other learners.
- Tell learners that they will be taking a Language/Mathematics test.
- Tell Grades 1-6 learners that they may not use calculators; tell Grade 9 learners that they may use calculators.
- Tell the learners that they should not open the test books before you tell them to do so.
- Hand out the test books.
- Assist the learners to complete the cover sheet. The mark sheets for each class and subject will show a 9 digit National EMIS number that should be filled in on the cover of each test book.
- Point out to learners how long they have to complete the test. This information can be found near the top-left of the cover page.
- Tell learners to turn the page and then read aloud all the instructions.
- Take learners through practice exercises provided and assist where necessary.
- Make sure that all the learners understand what to do. Tell learners that all work and the answers should be written in the test book.

- Tell them that you are not allowed to assist them with the test and if they cannot answer an item, they should proceed to the next one.
- Tell them that they are free to look over their work should they finish before time is up.
- Tell them what to do if they finish everything before time is up, i.e. There may be no talking; learners should close the books, put down their pencils and fold their arms.
- Note the time on a sheet of paper and calculate the time when they have to stop.

#### *During writing*

- Check that they are all engaging with the test.
- Do not help learners to find an answer.
- No words or questions may be explained to learners.
- If a learner asks for assistance, advise as follows: “If you find this question difficult, why not go to the next one and try that one?”
- Learners who finish very early may be advised to look over their work again.
- If it is five minutes before time is up, tell the class that there are 5 minutes left.
- When time is up, tell the learners to close their books and put down their pencils.

#### *After testing*

- Collect all the test books.
- Verify that all the information on the cover sheets is correct, using the ANA Mark Sheet.
- Arrange the scripts in the same order as the names on the ANA Mark Sheet.
- Indicate absent learners with an “A” in the column for that purpose.
- Indicate learners whose test papers were removed by the Verification agent, with a “V”.
- Learners who are in the class and whose names don’t appear on the ANA Mark Sheet, have not been registered for that class. Add their names in the open spaces at the bottom of the list. Learners added to this list must first be registered and their marks will be captured afterwards.
- Hand the set of test books together with the ANA Mark Sheet directly to the principal.

#### **Guidelines for the subject teacher for marking the tests**

- The class teacher for that subject must mark the work of his/her learners strictly according to the memorandum provided by the DBE.
- Write the mark awarded for every question in the test book next to the question.
- The total mark (not percentage) must be written in the box at the top-right of the cover page.
- Scripts must be moderated by senior staff of the school and must adhere to the DBE memorandum.
- There are separate ANA Mark Sheets for Language and Mathematics. Total marks must be filled in on the ANA Mark Sheets. The column headed Moderated Mark is **not** for school use.
- The subject teacher must keep a copy of the marks of the class.
- Hand all scripts and completed ANA Mark Sheets to the principal.