



## Education and Sport Development

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### CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT DIRECTORATE: ASSESSMENT

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#### ASSESSMENT INSTRUCTION NO 29 OF 2017 (GET Senior Phase)

**TO:** DISTRICT DIRECTORS  
DISTRICT ASSESSMENT MANAGERS  
DISTRICT CES's PROFESSIONAL SUPPORT  
SUB-DISTRICT MANAGERS  
SUB-DISTRICT GET CURRICULUM COORDINATORS  
CIRCUIT MANAGERS  
SUBJECT SPECIALISTS  
GET SBA COORDINATORS  
GRADE 7 – 9 SCHOOL PRINCIPALS  
GRADE 7 – 9 TEACHERS

**FROM:** BJ NOTHNAGEL  
ACTING CHIEF DIRECTOR: EXAMINATIONS & ASSESSMENT

**DATE:** 19 OCTOBER 2017

**SUBJECT:** MARK ADJUSTMENT FOR THE SENIOR PHASE (GRADES 7-9)

This correspondence bears reference to **National Assessment Circular No. 3 of 2015** which deals with **Mark Adjustment for Grades 7-9** and **National Assessment Circular No. 1 of 2017** which deals with **Special Condonation Dispensation for Learners in the Senior Phase**.

#### Kindly note the following important issues:

1. This year adjustment can be done to a maximum of **5% per subject**.
2. Adjustment is applied in **3 subjects only**.
3. This adjustment must be done for **Senior Phase** learners only.
4. If **one of the Fundamentals does not meet adjustment requirements**, (except for Maths) do not look any further, the learner will have to be retained even if the rest of the subjects are passed, unless if the learner is already 4 years in the Phase.
5. **Mathematics as a fundamental**, can be ignored here as condonation can be applied, (check here below and study National Assessment Circular 1 of 2017)
6. Adjustment can be applied in **Fundamentals only, Electives only or a combination of Fundamentals and Electives**
7. Adjustment must be done to **effect a pass of the grade only**, it should not be done for any other reason. If a learner meets the requirements he/she is promoted. If he/she does not meet the promotion requirements with adjustments the original marks must be retained.

8. Number of learners whose marks have been adjusted and number of learners with Maths condonation per grade are to be submitted, before schools close for 2017. (Template attached).

## STEPS TO FOLLOW: MARK ADJUSTMENT

### Step 1

- ✓ All Teachers submit marks to the AA to capture in SAMS.
- ✓ The AA will make a usual print out of a Mark Schedule after capturing marks.

### Step 2

- ✓ Identify all learners in the Schedule who have **not** met promotion requirements.
- ✓ Apply the adjustment of 5% or less in a maximum of 3 subjects, check first the Fundamentals of Home Language and First Additional Language.

### Step 3

- ✓ On the Promotion Schedule scratch the original mark and write the adjusted mark.  
E.g. 

45	50
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- ✓ If a learner passes after the adjustment is applied, the NP in the Schedule must be changed to P (promoted)
- ✓ In the last column of the Promotion Schedule, “**passed with adjustment**” must be indicated.

### Step 4:

- ✓ Attach a sheet of number of learners who passed with adjustment and with Maths condonation to the Promotion Schedule that will be handed in to the district office for approval.

### Step 5

- ✓ Reports must be manually generated for all the learners whose marks have been adjusted.
- ✓ The report must have the adjusted mark, not the original mark.
- ✓ However, the comments in the report card must still indicate that the learner got promoted after marks in the stated subjects were adjusted.

### Step 6

- ✓ This Mark Schedule is the one that will be sent to the Sub-district, and a copy must be filed at the school

Subject	Pass Requirement %	Original Learner Mark	Adjustment
Home Language	50%	45%	Adjust by 5%
First Additional Language	40%	36%	Adjust by 4%
Natural Sciences	40%	37%	Adjust by 3%
Natural Sciences	30%	25%	Adjust by 5%

## STEPS TO FOLLOW: CONDONATION

### Step 1

- ✓ Do the normal adjustments of 5% in a maximum of 3 subjects.

### Step 2

- ✓ If a learner has passed all the subjects according to the Promotion Requirements but will fail due to failing Maths only, apply condonation in Maths.

### Step 3

- ✓ On the Promotion Schedule, indicate the original mark obtained in Maths and insert "C" next to the mark as a sign of condonation. E.g. 

21 "C"
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### Step 4:

- ✓ On the Report Card of the learner, indicate the original mark obtained in Maths and insert "C" next to the mark as a sign of condonation. 

21 "C"
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- ✓ Write the following statement on the learner report card:  
"Mathematics mark has been condoned and the learner is promoted to the next grade."

**NOTE:** All Electives can be passed at **30% or 40%**, but for the **Pass Requirement for the Senior Phase three (3) electives must** be passed at **40%** and any two (2) at **30%**.



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Mr BJ Nothnagel

Acting Chief Director: Examinations and Assessment