



## **STANDARDIZED TESTS AND SCHOOL-BASED ASSESMENT (SBA) TASKS**

A timetable with the dates of standardized tests and SBA task due dates is sent out every term.

### **PLEASE TAKE NOTE OF THE FOLLOWING PROCEDURES FOR LEARNERS WHO TESTS:**

1. Learners absent for the standardized test on Monday or Wednesday have to write the late test from 14:30 - 15:30 on the Friday afternoon. Learners who miss tests OTHER than the Monday / Wednesday standardized test must write that test on the first day that they have that specific subject again in the subject teacher's class.
2. The learner who missed the test must hand in a letter of absence from a parent to the subject teacher for the opportunity to write the test on a Friday afternoon or a doctor's note for an absence that included the Friday on which the late test was written. Learners who missed tests other than the Monday / Wednesday standardized test also need to hand in a letter of absence from a parent for the opportunity to write the test in the next lesson. After a learner has missed three tests, she must hand in a doctor's note
3. Learners who are absent from the Friday late test and have the required doctor's note will write the test in the first lesson they have for that subject when they are back at school.
4. Learners who have missed both a Monday and a Wednesday standardized test in the same week, must arrange a suitable lesson / afternoon slot with the teachers concerned to catch up the tests. At least one of the tests missed must be written on the Friday afternoon of the same week, and the other one as soon as possible.