



Unit 4: Process of
Assessment and
Annual Study Plans

Internal Assessment

An open wooden door is shown, slightly ajar, leading to a bright white space. The door is dark brown with a brass handle. The background is a plain white wall and floor.

- An internal assessment takes place within your school**
- Basically your teacher sets a task to evaluate your work and progress**
- Your assessment can be formal OR informal**

Informal Assessment

- **Are not for marks that are recorded or reported**
- **Educators may observe your performance in class, and see if you participate and if you understand the work**
- **Examples of informal assessments include: short tasks, worksheets, a discussion, group work, record-keeping, a mind map and role plays**
- **The marks you obtain here is for you and your teacher to see how you are progressing**
- **In LO there are also certificate tasks you can choose to do such as: First Aid, a learner driver's licence, computer literacy and study skills courses.**

Formal Assessments

- **Forms part of your formal Programme of Assessment.**
- **These tasks are marked by your educator and a record is kept of your marks.**
- **Formal assessments require you to study, read questions carefully, write your answers down, and hand in your tasks on time.**
- **Examples of formal assessments include: exams and tests, case studies, assignments, written reports, oral presentations, projects etc.**
- **For each of your subjects you have to do a number of tasks and exams, mid-year and at the end of the year**
- **The report you receive at the end of the term is a record of your marks for your formal assessments**

External Assessment

- External assessments take the form of examinations
- The examinations are set outside of your school, not by your educator
- It could be set by your Provincial Education Department
- In Grade 12 your end of year examinations are set by the Department of Basic Education

Skills Focus

Make an annual study plan

1. First fill in all your tests and examination dates.
2. Then fill in all the due dates for your tasks.
3. After that fill in your other commitments, such as choir or soccer practice.
4. Now carefully work out when you plan time to work on your tasks. It is not helpful to start a project or an essay the day before it is due! So, work out how much time you need for each task and exam studying, and then break this down into smaller blocks of time, as shown in this example:
 - You decide you need ten hours altogether for a project, and you have four weeks to complete it.
 - You see that you can fit in two hours each Wednesday afternoon for the next four weeks to work on this project. Write that in your study plan.
 - You still need two more hours to finish writing up the project, which you will have to do on the weekend before the due date. Write that in yours study plan.

Include important personal dates that may affect your studying time. For example, if you are going to your brother's wedding, you can be sure that you will not be studying for a day before and maybe a day after the wedding. So you need to make another time to study or do your tasks. You can use a diary or you can draw up your own study plan in the form of a table. You could have a table for each term so that you can also have one page, what you have to do for the whole term. You could also have a study plan for a month or for each week.

Complete the Activity below in your work book

Activity 8: Draw up an annual study plan

In the form of tables, draw up a study plan for each month in Term 2, 3 and 4. Include as much detail as needed.