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# SUBJECT POLICY AFRIKAANS HL & FAL

HOËRSKOOL BERGVLAM

MBOMBELA

EHLANZENI

This policy was adopted by the HOD, L.E. Fullard,  
of Afrikaans Home Language and First Additional Language on:

1 December 2020

BRAND MET TROTS | BURN WITH PRIDE

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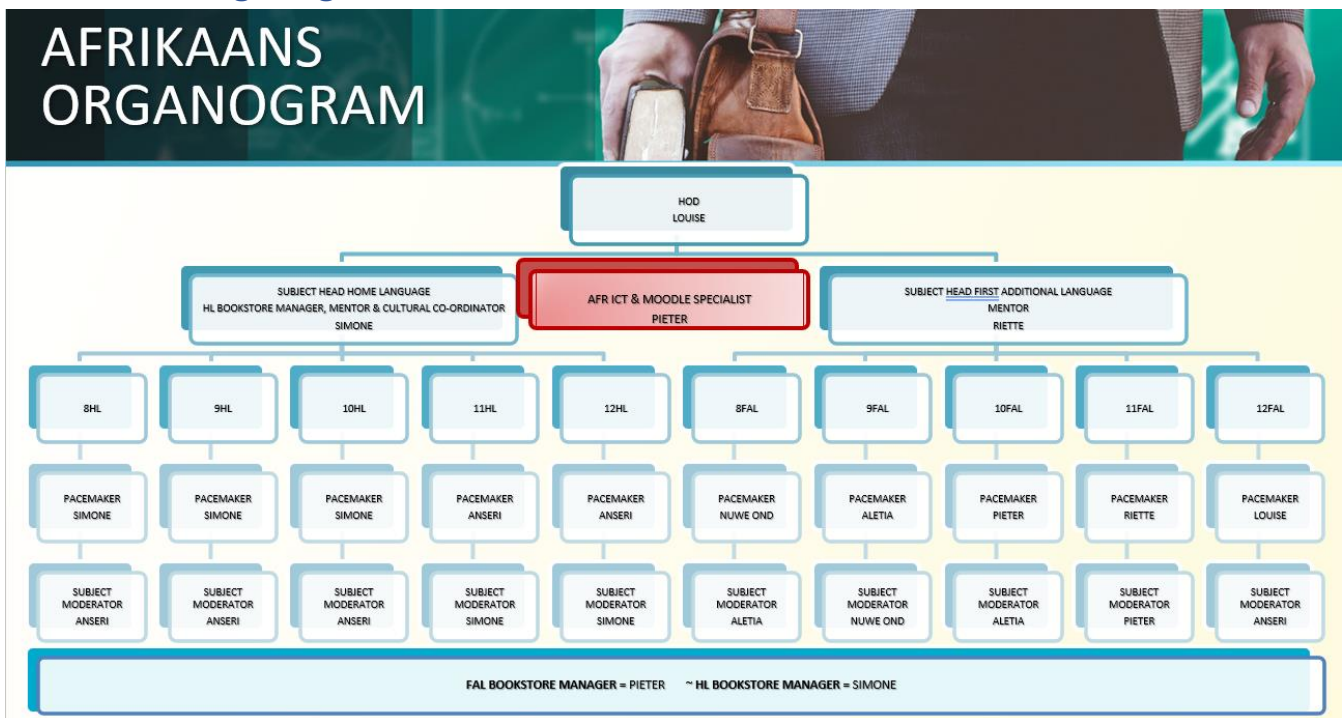
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## 1. Vision

The Afrikaans department strives to create a love and appreciation for the language amongst all learners.

Home Language learners must be inspired to value their mother tongue by striving to clearly express themselves orally as well as in writing, to broaden their vocabulary capacity and adapting spelling and grammar rules in order to properly apply them. First Additional learners must be encouraged to master the language's vocabulary, expressions, spelling and writing skills. Furthermore, they must be lead to use the language with increased confidence.

## 2. Afrikaans organogram



## 3. Job description

### 3.1 Head of Department (HOD)

- Oversee general execution of all Department related tasks.
- Serve as last line of intervention according to the school's line function for the Afrikaans Department.
- Report to Principal.
- Mentor of Subject Heads.
- Facilitating the "Taalversorging" (proofreading of formal assessment).
- Execute final moderation and sign off all Afrikaans HL & FAL Term marks.
- Execute final moderation and sign off Subject Head's examination/test papers, subject files, teacher's portfolio file, learner's portfolio files, term marks, Gr 12 ORAL Moderation in August and Gr 12 SBA Moderation in October.

### 3.2 Subject Head (SH)

- Oversee general execution of all phase related tasks.
- Serve as first line of intervention according to the school's line function for the Afrikaans Department.
- Report to HOD.
- Execute final moderation and sign off as well as written reports of: examination/test papers, subject files, teacher's portfolio files and learner's portfolio files.
- Oversee and sign off term marks (whereafter teachers export and submit to HOD electronically).
- Set pacemaker for marking examination/test papers.
- Mentor of teachers in phase.

### 3.3 Subject Modertor (SM)

- Report to Subject Head.
- Execute moderation and sign off examination/test papers, subject files, teacher's portfolio file, learner's portfolio files and term marks.
- Submit all the above to Subject Head for final moderation and signing off.

### 3.4 Subject Pacemaker (SP)

- Oversee general execution of all subject related tasks.
- Report to Subject Head.
- Responsible for the following: set of examination/test papers and demarcations, set ATP, term and lesson plans.
- Compile and update of subject file, teacher's portfolio file, learner's portfolio files and term marks.
- Ensure that the teachers sharing the subject are always fully informed of the academic programme and supplied of all copies of worksheets/tests/tasks/examination papers/demarcations etc.
- Prepare and pack examination/test papers before sessions.
- Complete all formal documentation pertaining to the subject.
- Keep a set of files for the subject.
- Update the Moodle online files and curriculum.

### 3.5 Teachers sharing a subject

- Must follow exact working schedules, term plans and deadlines for tests/tasks.
- Communicate daily.
- Share with your colleague! No special notes may be used for one class in a grade. All notes and information must reach all learners in that specific grade.
- The following is important when sharing:
  - Planning is done by the SP and submitted at deadline to HOD.
  - The SP manages all copies of worksheets/tests/exams/etc. and share copies with colleague.
  - Only the SP sets papers. No part of it may be done by the teacher sharing.
  - Both teachers must approve the paper and marking guidelines that has been set by the SP.
  - The SP compiles, copies and submit demarcation of work to colleague, learners and d6.
  - The SP is responsible for compiling and capturing all marks. An electronic copy must be sent to the teacher sharing.
  - Only the SP keeps a set of files for moderation.
  - Both teachers have 'teacher' status on Moodle although the SP manages and updates the course.

### 3.6 Afrikaans ICT specialist

- Report to HOD.
- Helps pacemaker with SASAMS and exporting of marks to Excel sheets.
- Assist teachers with set up of LMS.

### 3.7 Bookstore managers

- Report to HOD.
- Administrating and stock take of bookstore.
- Sign out of books/readers to teachers [Voorraad\_05\_1\_REKWISISIE\_REQUISITION\_voorraad&boeke].
- Record keeping of requisition.
- Administrating textbook control according to term calendar.
- Administrating the end of year collection of books/readers.

## 4. Files

### 4.1 Subject file

The subject file is ONLY online on Moodle.

### 4.2 Teacher portfolio file

The teacher must have a hard copy file as well as maintaining the Moodle 'Online Teacher Portfolio'. These two must be an exact copy of each other. The SP must continuously update both these files.

The content of the hard copy TEACHER PORTFOLIO, that needs to be submitted to the circuit for moderation, is as follows:

#### **Voorblad:**

- Afrikaans
- Huistaal / Eerste Addisionele Taal
- MEESTER
- PORTEFEULJE
- Graad
- Onderwyser

### **Inhoudsopgawe: Graad 12**

1. Werkskedule
    - Assesseringsprogram
    - Puntelyste
  2. Moderering:
    - Rekord van Moderering
    - Skoolgebaseerde Moderering
    - Kringgebaseerde Moderering
    - Distrik- en Provinsiale Moderering
  3. Verklaringsvorm
  4. Mondeling Inligtingsvorm
  5. Rubrieke en Nasiensimbole
  6. Formele Assessering
    - Kwartaal 1
    - Kwartaal 2
    - Kwartaal 3
- \*Taak 1 – 10 (Task cover sheets and assignments)

### **Inhoudsopgawe: Graad 8-11**

1. Werkskedule
    - Assesseringsprogram
    - Puntelyste
  2. Moderering:
    - Rekord van Moderering
    - Skoolgebaseerde Moderering
    - Kringgebaseerde Moderering
    - Distrik- en Provinsiale Moderering
  3. Verklaringsvorm
  4. Mondeling Inligtingsvorm
  5. Rubrieke en Nasiensimbole
  6. Formele Assessering
    - Kwartaal 1
    - Kwartaal 2
    - Kwartaal 3
- \*Taak 1 – 10 (Task cover sheets and assignments)

### **4.3 Learner portfolio file**

The content of the hard copy LEARNER PORTFOLIO, that needs to be submitted to the circuit for moderation, is as follows:

#### **Voorblad:**

- Afrikaans
- Huistaal / Eerste Addisionele Taal
- PORTEFEULJE
- Graad
- Onderwyser
- Naam, van en sleutel

### **Inhoudsopgawe: Graad 12**

1. Werkskedule
    - Assesseringsprogram
    - Letterkunde
  2. Verklaringsvorm
  3. Mondeling Inligtingsvorm
  4. Rubrieke en Nasiensimbole
  5. Formele Assessering
    - Kwartaal 1
    - Kwartaal 2
    - Kwartaal 3
- \*Taak 1 – 10 (Task cover sheets and assignments)

### **Inhoudsopgawe: Graad 8-11**

1. Werkskedule
    - Assesseringsprogram
  2. Verklaringsvorm
  3. Rubrieke en Nasiensimbole
  4. Formele Assesering
    - Kwartaal 1
    - Kwartaal 2
    - Kwartaal 3
- \*Taak 1 – 10 (Task cover sheets and assignments)

## **4.4 Online files: Moodle**

### **4.4.1 Online subject file**

The content of the ONLINE TEACHER PORTFOLIO is as follows:

- Moderation by subject advisor
- Internal moderation by subject head, HOD, principal
- Policy documents:
  - School subject policy
  - ATP
  - Term plan
  - CAPS
  - CAPS amendments
  - Exam guidelines
  - NPA
  - NPPPPR
  - PAM
  - Minimum NSC requirements
  - Creative writing templates
- Personal timetable
- Meeting minutes
- Class visit reports
- CPR, SIP, ISP, TARGET and moderation of papers

### **4.4.2 Online teacher portfolio file**

The content of the ONLINE TEACHER PORTFOLIO is as follows:

- External moderation by circuit
- School based moderation by subject head, HOD and principal
- Circuit/provincial based moderation by circuit leader & CI
- Markbook
- Copy of declaration form (learners)
- Copy of oral form (learners)
- Literature genres
- Rubrics: orals
- Rubrics: creative writing
- Marking grid/methods
- Formal assessment programme

\*Task 1 – 10 must be according to the CAPS document.

## 5. Checking of files

The checking of files are conducted according to the term calendar schedule.

### 5.1 Online subject file (Moodle)

The SP must update the ONLINE SUBJECT FILE and the SH must check the file and complete the online feedback.

### 5.2 Online teacher portfolio file

The SP must update the ONLINE TEACHER PORTFOLIO and the SH must check the file and complete the online feedback.

### 5.3 Teacher portfolio file (hard copy), learner files and scripts/workbooks

The SP must ensure that the following documents are included and completed in the file:

1. *Rekord van moderering van onderwysersleë en takeboeke van leerders*
2. *Skoolmoderering en kringmoderering vorms (pas aan)*
3. *Bergvlam kontroleblad*
4. The rest of the file must be an exact copy of the master file in the HOD office.
5. *Kwartaal- & assesseringsplanne* (must be completed by the learners)
6. *Assesseringsprogram & Letterkunde program*

Six LEARNER PORTFOLIOS as well as the TEACHER PORTFOLIO (packed in crate) must be submitted for moderation in the following order: SM – SH – HOD – Principal.

## 6. Stationery lists for learners

Available on [www.bergvlam.co.za](http://www.bergvlam.co.za) – home page. Every year the current grade teacher determines the content of the stationery list for the following year.

## 7. Textbooks and prescribed literature

- GET Gr 8 & 9 (HL & FAL): as prescribed by DBE. Readers of own choice.
- FET Gr 10 - 12(HL & FAL): as prescribed by DBE. Grammar textbook, poems, novel, drama, film study, short stories. Books can be requested from bookstore managers.
- Subject teachers must ensure to record the book number and condition on a class list when books are issued to learners.

## 8. Tests and exams

The test and exam dates are determined by the term calendar schedule.

### 8.1 Set of papers and moderation

The following procedures need to be followed:

- Own papers must be 100% according to the minimum requirements of the CAPS and marking guidelines.
- Ensure that the correct time allocation is given.
- When papers are submitted for moderation, marking guidelines must be attached to the papers.
- The prescribed cover page for moderation must be attached.
- Moderation must be conducted in the following order: SP to teacher sharing – SM – SH – HOD.
- Trail of changes must be attached throughout the process of moderation.
- Once the HOD signed off on papers, copies must be made, papers should be packed (x3 extra) and placed in the school's safe.

### 8.2 Moderation of answer sheets/scripts

The following procedures need to be followed:

- Select 10% (or minimum of six) answer sheets/scripts for moderation.
- Add a MODERATION OF ANSWER SHEETS cover page (filled out), a set of marking guidelines and submit it to the SH.
- SH moderates the papers and sign off. The SH submit it to the HOD to sign off.



### 8.3 Deadlines

Deadlines will be determined at a subject meeting.

### 8.4 Portfolio tasks

The SP determines the content of tasks.

Learners must be given enough time to complete tasks.

The dates must be recorded in the "Takeboek" in the staff room.

Results must be given to learners as quickly as possible.

Learners must be given an opportunity to check the marking of their tasks according to the marking guidelines.

## 9. Marks

The following is important when capturing marks:

- The capturing of marks are done on SASAMS (continuously).
- Marks in the portfolio and on SASAMS must correlate.
- At the end of term the SP must export marks and send it electronically to HOD.

It is important that learners are always given the opportunity to check their own marks before the SP captures it on SASAMS.

## 10. Class visits

The HOD and IQMS class visit schedule will be available at the first subject meeting at the beginning of the year.

## 11. Olympiads, expos and competitions

Learners must be encouraged to participate in these activities. The co-ordinator will communicate these events throughout the year.

## 12. Absent teacher arrangements

Every teacher must prepare files on Moodle when they are absent to ensure that teaching and learning continues in the teacher's absence.

## 13. WhatsApp groups and Moodle platform

Teachers must create a WhatsApp group at the beginning of the year – preferably a broadcast where one way communication is secured.

The SP must also prepare the Moodle platform at the beginning of the year by enrolling all learners to the course.

## 14. ATP, term and lesson plans

ATPs, term plans and lesson plans must be prepared throughout the term in order to submit the final planning during the last week of the term for the following term. These documents must be updated on Moodle as well as sent to the HOD electronically.

## 15. Subject meetings

All copies of subject meetings must be uploaded on the Moodle ONLINE SUBJECT FILE.