

## PLANNING FOR THE SBA

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| <p>✓ CHECK WHEN THE ASSESSMENTS WILL BE OPEN</p>  | <ul style="list-style-type: none"> <li>★ The notifications in “Teacher Space” on the MCO &amp; SBA sites show when the SBAs will be available</li> </ul>  |
| <p>✓ PLAN AN SBA LAB TIMETABLE FOR EACH CLASS/GRADE</p>   | <ul style="list-style-type: none"> <li>★ Teachers ensure that learners are working individually i.e one device per learner</li> <li>★ Learners can be allocated to a specific assessment session</li> <li>★ It helps to let learners know in advance when their assessment session will take place</li> </ul> |
| <p>✓ PLAN FOR SUFFICIENT TIME FOR LEARNERS TO COMPLETE THE SBA</p>  | <ul style="list-style-type: none"> <li>★ All SBAs have a time limit during which learners submit their attempt. When the time limit expires, the assessment will submit automatically</li> <li>★ Check the load shedding schedule to plan for possible interruptions</li> </ul>                               |
| <p>✓ REVIEW ASSESSMENT FRAMEWORKS IN TEACHER SPACE</p>  | <ul style="list-style-type: none"> <li>★ Teachers can see what content will be covered in the assessment in the SBA Frameworks. The Frameworks are available in advance and show the content coverage per grade</li> </ul>  |
| <p>✓ REVIEW ASSIGNMENT / PROJECT / INVESTIGATION OVERVIEWS IN TEACHER SPACE</p>                                 | <ul style="list-style-type: none"> <li>★ The overview explains the assessment task as per CAPS requirements</li> </ul>  |
| <p>✓ ALLOW YOUR LEARNERS TO COMPLETE BRAIN QUESTS (WEEKLY ONLINE MATHS EXERCISES) BEFORE ATTEMPTING THE SBA</p> | <ul style="list-style-type: none"> <li>★ Brain Quests help to prepare the learners for the SBAs</li> </ul>  |
| <p>✓ “TEACHER SPACE” ON THE SBA SITE CONTAINS THE DAILY ASSESSMENT PASSWORD</p>                                 | <ul style="list-style-type: none"> <li>★ The SBA password changes daily until the assessment closes</li> </ul>  |
| <p>✓ REMIND LEARNERS TO BRING A PEN &amp; PAPER WITH THEM</p>   | <ul style="list-style-type: none"> <li>★ Some SBA questions require calculations</li> </ul>   |

HELPFUL TIPS

## DURING THE SBA ATTEMPT

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| <p>✓ ENSURE THAT THERE IS AN EXAM ATMOSPHERE</p>   | <ul style="list-style-type: none"> <li>★ SBAs are completed under exam conditions</li> <li>★ Learners work individually</li> <li>★ It helps to remind learners that the computers’ calculator function is not accessible during the SBA</li> </ul>   |
| <p>✓ LEARNERS &amp; TEACHERS CHECK THAT LEARNERS ARE LOGGED INTO THE SBA SITE WITH THE CORRECT LOGIN DETAILS</p> | <ul style="list-style-type: none"> <li>★ Teachers check if correct learner name appear at the top of their screen, the red strip/bar will show that learners are on the SBA site</li> </ul>  |
| <p>✓ READ THROUGH THE ASSESSMENT INSTRUCTIONS WITH LEARNERS</p>  | <ul style="list-style-type: none"> <li>★ The instructions remind learners to log in with their own username</li> <li>★ The instructions remind learners not to use calculators but rather to use a pen &amp; paper for all calculations</li> <li>★ It reminds learners to submit once completed/ before the end of the session/period</li> </ul> |
| <p>✓ PROVIDE LEARNERS WITH THE ASSESSMENT PASSWORD WHEN THEY ARE READY TO START THE SBA</p>                      | <ul style="list-style-type: none"> <li>★ This will help with time management as learners start at the same time</li> </ul>   |
| <p>✓ REMIND LEARNERS OF THE ASSESSMENT TIME LIMIT</p>  | <ul style="list-style-type: none"> <li>★ It is helpful to remind learners of this during the assessment (e.g.) 30/20/10 minutes left</li> </ul>  |
| <p>✓ REMIND LEARNERS TO ANSWER ALL OF THE QUESTIONS</p>  | <ul style="list-style-type: none"> <li>★ Unlike Brain Quests, SBAs cannot be re-attempted</li> </ul>   |
| <p>✓ REMIND LEARNERS TO FOLLOW THE SUBMISSION STEPS UNTIL THEY RECEIVE THEIR AUTO-MARKED FEEDBACK</p>            | <ul style="list-style-type: none"> <li>★ The three-step submission process helps to avoid accidental submission</li> </ul>   |
| <p>✓ CHECK THAT EVERY LEARNER SUBMITTED THEIR SBA</p>  | <ul style="list-style-type: none"> <li>★ Teachers can view which learners have submitted their assessments on GS Insights (Item Analysis view for the class)</li> </ul>  |
| <p>✓ COLLECT LEARNERS’ CALCULATION PAGES</p>   | <ul style="list-style-type: none"> <li>★ This will help protect the SBA integrity if a class is split or other classes in the grade need to complete the assessment</li> </ul>   |

HELPFUL TIPS

## AFTER THE SBA ATTEMPT

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|---|---|
| <p>✓ REVIEW YOUR LEARNERS’ SBA RESULTS ON GS INSIGHTS</p>                     | <ul style="list-style-type: none"> <li>★ Teachers can use the filters and views on GS Insights to review class/grade assessment data</li> </ul> |
| <p>✓ PRINT YOUR CLASS RESULTS FROM THE FAT’S GRADEBOOK IN “TEACHER SPACE”</p> | <ul style="list-style-type: none"> <li>★ Teachers can filter per class, download and print the class lists</li> </ul>                           |

HELPFUL TIPS