

ASSESSMENT RESET POLICY

Please note that **MCO assessments can ONLY be reset for connectivity/electrical/technical issues or due to unforeseen emergencies occurring during the assessment session.**

All assessment reset requests should be sent to **admin@gsed.co.za** by the Principal or HOD.

Please include in the reset request email:

1. The **reason** for the reset request. The allowable reasons are mentioned above

PLEASE NOTE - the following do not qualify as reasons to request a reset:

Accidental submission as learners are asked **THREE** separate times to confirm whether they wish to finally **SUBMIT** their **MCOSBA**

Using the wrong profile as teachers are asked to confirm learners are correctly logged on **BEFORE** providing the daily password

2. The **assessment, class & names of the learners** that you are requesting to re-set. All are required for re-set consideration
3. Your ***Cel helpdesk reference number** in cases of a connectivity/technical reason for a reset request
(*Centre for e Innovation, WC schools)

Helpful procedures to assist the administration of MCOSBAs in your school. Please...

✓ Check any active **LOADSHEDDING** schedules to ensure learners have sufficient time to complete the **SBA**

✓ Explain the **single attempt** **SBA** process to the learners (different to a Brain Quest)

✓ Check that **ALL learners** are **logged on** with their **correct profile** before sharing the daily password with the class

✓ Ensure that the learners have completed **ALL** the necessary questions before they submit

TERM X SBA - Instructions

BEFORE your assessment, make sure:

- YOU are logged in (see your name in the top right corner)
- you are on the correct **SITE** (the SBA site, not the MCO site)
- you have pen and paper for calculations

DURING the assessment:

- check the time limit for the assessment and answer **ALL** the questions
- no calculators

AFTER the assessment:

- **SUBMIT** your assessment (you know you have submitted when you see your score)
- hand in your calculations page at the end of the assessment

SBA Instructions at the start of every MCOSBA

If you have any queries, please contact us at
admin@gsed.co.za or **021 854 5866**