

SCHOOL BASED ASSESSMENTS (SBA) RESET POLICY

MCO assessment resets can **ONLY** be requested due to

- **Unscheduled connectivity/electrical/technical issues (scheduled loadshedding does not qualify)**
- **Unforeseen emergencies occurring during the assessment session**

All assessment reset requests should be sent to admin@gsed.co.za by the Principal, SMT member or Maths HOD **within five (5) working days of the incident**

Ensure that you copy your District Head of Curriculum and Circuit Manager in the reset request email

PLEASE INCLUDE THE FOLLOWING INFORMATION IN THE RESET REQUEST EMAIL, WE CANNOT REVIEW A REQUEST WITHOUT ALL OF THE INFORMATION REQUIRED.

1. **Contact number** for the person making the request - to allow for a speedy follow up
2. The **reason** for the reset request. The allowable reasons are mentioned above
3. Accurate information as to which **assessment, class, names, USERNAMES & CEMIS numbers of the learners** for whom you are requesting to reset (inaccurate information cannot be processed)
4. Your ***Cel helpdesk reference number** for connectivity/technical interruptions

Please call 021 834 4690/59 *Centre for e-Innovation, WC schools to obtain a reference number

PLEASE NOTE the following **DO NOT** qualify as reasons to request a reset:

- **Accidental submission - learners are asked THREE separate times to confirm whether they wish to finally SUBMIT their MCOSBA**
- **Using the wrong profile/username - teachers are asked to confirm learners are correctly logged on BEFORE providing the INDIVIDUAL LEARNER PASSWORDS that allow the learners access to the SBA**

HELPFUL PROCEDURES TO ASSIST THE ADMINISTRATION OF AN MCOSBA IN YOUR SCHOOL

- ✓ 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 username** before sharing their own **Individual Learner SBA Passwords** with them
- ✓ Ensure that the learners **submit** the SBA at the end of the period

Please make sure that all learners are **CORRECTLY LOGGED ON** and **THEIR NAME** is showing in the top right corner of the screen **BEFORE** sharing **LEARNER INDIVIDUAL SBA PASSWORDS**

SBA Instructions, Checklist & Guide provided in the 'TEACHER SPACE'  

PLEASE CHECK YOUR **LOADSHEDDING** SCHEDULE **BEFORE** LEARNERS ATTEMPT THE ASSESSMENT

Western Cape Government FOR YOU

END-TERM TESTS INSTRUCTIONS

Please make sure that you have logged on using **YOUR USERNAME** and **YOUR NAME** is showing in the top right corner of the screen

There is only **ONE** attempt allowed for an SBA

Only **SUBMIT** once you have attempted all the questions

No calculators are allowed

Please use a pencil & paper for your calculations and hand the Learner Working Out Sheet to your teacher at the end of the SBA

If you have any queries, please contact us at

admin@gsed.co.za or 021 854 5866