

# ASSESSMENT RESET POLICY

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

- **connectivity/electrical/technical issues**
- **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.

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. The **assessment, class, names & CEMIS numbers of the learners** for whom you are requesting to re-set
4. Your **\*Cel helpdesk reference number**. This is required in cases of a connectivity /technical reason for a reset request (\*Centre for e Innovation, WC schools)

**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 daily password that allows the learner access to the SBA

## Helpful procedures to assist the administration of MCOSBAs 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 the daily password with the class

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

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 the daily **ASSESSMENT PASSWORD**

**SBA Instructions for teachers provided with the daily ASSESSMENT PASSWORD**



### TERM 2 SBA - 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 & hand the calculations to your teacher at the end of the SBA

**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**