

## PLANNER & CHECKLIST FOR THE EXAMINER – TEST/EXAM

### Before – Details of the assessment

Grade: 10 / 11 / 12      Term: 1 / 2 / 3 / 4      Date: \_\_\_\_\_

Type: Term test / June exam / November exam P1 / November exam P2

Time: \_\_\_\_\_      Total: \_\_\_\_\_

Content covered:

Topic		Mark allocation
1. _____	–	_____
2. _____	–	_____
3. _____	–	_____
4. _____	–	_____
5. _____	–	_____
6. _____	–	_____
7. _____	–	_____
8. _____	–	_____

General layout of the paper:

Section A

Question 1 \_\_\_\_\_ marks

Section B

Question 2 \_\_\_\_\_ marks

Question 3 \_\_\_\_\_ marks

Process skills you might like to assess:

☐ Graphing (draw/interpret)

☐ Table (draw/interpret)

☐ Calculations

☐ \_\_\_\_\_

☐ Drawing

☐ Mini-essay

☐ Scientific investigation

☐ \_\_\_\_\_

## After – Checklist for the assessment

☐ All the topics are covered according to my planned weighting

Cover page:

☐ Date      ☐ Grade      ☐ Marks      ☐ Time      ☐ Subject

Question paper:

- ☐ 1 minute = 1 mark
- ☐ 2 marks per multiple choice question
- ☐ 2 marks per item/statement question
- ☐ The numbering has been checked/is correct
- ☐ The same font style and size is used throughout
- ☐ The totals per question/section have been checked/is correct
- ☐ The diagrams/graphs are clearly visible
- ☐ The question paper has been translated completely
- ☐ No questions positioned where learners might miss them
- ☐ Spell checked
- ☐ No repetition of question content/'double-trouble'
- ☐ No overlap between questions and availability of answers in the paper/'double-trouble'
- ☐ Limited questions with more than one instruction
- ☐ I have checked a printed version for layout errors and flow

Memorandum:

- ☐ The memorandum is complete
- ☐ The marks per question reflect on the memorandum
- ☐ The numbering sequence of the questions reflect on the memorandum
- ☐ The memorandum has been translated completely (optional)
- ☐ I have checked a printed version for layout errors and flow

Cognitive analysis grid:

- ☐ A cognitive analysis grid is included (Bloom's & difficulty levels)
- ☐ All sent for moderation