

**MARK SHEET**  
**NQF LEVEL 1(ABET 4)**  
**COMMUNICATION IN ENGLISH**

Keep a separate mark sheet for each learner in the learner's portfolio.

Learner's Name .....

Student No. .... Assessor's Name .....

Name of Centre ..... Centre No. ....

**Declaration:** I declare that this portfolio is, to the best of my knowledge, the learner's own work and that I have assessed it to the best of my ability.

Assessor's Signature: .....Date:.....

		Max mark	Learner's mark	TOTAL
<b>Activity One</b>	<b>Reading comprehension</b>	<b>30</b>		
<b>Activity Two</b>	Formal writing – Content	8		
	Formal writing – Structure	6		
	Formal writing – Language	6		
	<b>Total for formal writing</b>	<b>20</b>		
<b>Activity Three</b>	Speech – Content	8		
	Speech – Structure	6		
	Speech – Language	6		
	<b>Total for written speech</b>	<b>20</b>		
<b>Activity Four</b>	Formal speaking – purpose of speech	5		
	Formal speaking – voice	5		
	Formal speaking – language	5		
	Formal speaking – fluency	5		
	<b>Total for formal speaking ÷ 2</b>	<b>10</b>		
<b>Activity Five</b>	<b>Listening comprehension</b>	<b>20</b>		
	<b>Site-based Assessment Total</b>	<b>100</b>		

**MARK SHEET**  
**NQF LEVEL 1(ABET 4)**

**Economic and Management Sciences (EMS)**

Keep a separate mark sheet for each learner in the learner's portfolio.

Learner's Name \_\_\_\_\_

Student No. \_\_\_\_\_

Assessor's Name \_\_\_\_\_

Name of Centre \_\_\_\_\_

Centre No. \_\_\_\_\_

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Assessor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

		<b>Maximum Mark</b>	<b>Learner's Mark</b>
<b>Task One</b>	Developing a Business Plan	53	
	Designing an advertisement	20	
	<b>Total for Task One</b>	<b>73</b>	
<b>Task Two</b>	Managerial skills	20	
	Contract	20	
	Calculations	8	
	Financial Statements	14	
	<b>Total for Task Two</b>	<b>62</b>	
<b>Task Three</b>	Research: Interview and articles	15	
	Written report	20	
	Oral report	10	
	<b>Total for Task Three</b>	<b>45</b>	
<b>Task Four</b>	Production : Case study	20	
	<b>Total for Task Four</b>	<b>20</b>	
	<b>SITE-BASED ASSESSMENT TOTAL</b>	<b>200</b>	

**MARK SHEET**  
**NQF LEVEL 1(ABET 4)**  
**HUMAN AND SOCIAL SCIENCES**

Keep a separate mark sheet for each learner in the learner's portfolio.

Learners Name: \_\_\_\_\_

Student Number: \_\_\_\_\_ Assessor's Name: \_\_\_\_\_

Name of Centre: \_\_\_\_\_ Centre Number: \_\_\_\_\_

**Declaration: I declare that this portfolio is, to the best of my knowledge, the learner's own work and that I have assessed it to the best of my ability.**

Assessor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

	Maximum Mark	Learner's Mark
<b>ACTIVITY 1: COLLAGE or POSTER</b>		
Choice of pictures	2	
Purpose	2	
Design and layout	2	
Creativity	2	
Use of language	2	
<b>Total for Activity One</b>	<b>10</b>	
<b>ACTIVITY 2: GROUP DISCUSSION</b>		
Group involvement	5	
Resources used	5	
Variety and quality of ideas	5	
Answering of questions	5	
<b>Total for Activity Two</b>	<b>20</b>	
<b>ACTIVITY 3: RESEARCH PROJECT</b>		
Interpretation of purpose of the project	5	
Questionnaire: nature and quality of questions	5	
Questionnaire: technical aspects	5	
Analysis of results	5	
Conclusion	5	
Report requirements	5	
Report: technical aspects	5	
Table of content	5	
<b>Total for Activity Three</b>	<b>40</b>	
<b>ACTIVITY 4: SPEECH PREPARATION</b>		
Understanding expression of topic and purpose of the speech	5	
Voice (pronunciation, tempo and volume)	5	
Language (vocabulary, grammar, fluency)	5	
Eye contact and audience involvement	5	
<b>Total for Activity Four</b>	<b>20</b>	
<b>ACTIVITY 5: DATA ANALYSIS</b>	10	
<b>Total for Activity Five</b>	<b>10</b>	
<b>SITE-BASED ASSESSMENT TOTAL</b>	<b>100</b>	

## LIFE ORIENTATION

### MARK SHEET

(Please keep a separate mark sheet for each learner in the learner's portfolio)

Learner's Name \_\_\_\_\_

Student Number: \_\_\_\_\_

Assessor's Name: \_\_\_\_\_

Name of Centre: \_\_\_\_\_

Centre Number: \_\_\_\_\_

		<b>Maximum Mark</b>	<b>Learner's Mark</b>
<b>Activity One</b>	Re-packing the suitcase	10	
<b>Activity Two</b>	Poster/ Collage	30	
	Presentation	10	
<b>Activity Three</b>	Individual Task: Communities	20	
<b>Activity Four</b>	Group Activity HIV/AIDS	10	
<b>Activity Five</b>	Group work	40	
<b>Activity Six</b>	Case Study	30	
<b>Activity Seven</b>	Individual assignment	30	
<b>Activity Eight</b>	Individual/ peer assessment	10	
<b>Activity Nine</b>	Individual assignment	10	
<b>Activity Ten</b>	Group Activity	10	

**NQF 1 (ABET LEVEL 4): MATHEMATICAL LITERACY – SITE BASED ASSESSMENT  
Project Evaluation Sheet**

**Mathematics in English: Investigating the cost of purchasing and running a vehicle**

**Centre Name:** \_\_\_\_\_ **Centre Number:** \_\_\_\_\_

**Learner Name:** \_\_\_\_\_

**Your own internal continuous assessment mark for learner for this project (out of 100):**  **Total out of 100 for all 3 activities (90) + Overall assessment (10)**

***NB:** Please photocopy these mark sheets to make sure you have enough to record all your learners.*

<b>Activity</b>	<b>Max Possible Mark</b>	<b>Learner Mark</b>
<b>1. Choosing a vehicle</b>	<b>47</b>	
<b>2. The cost of running a car</b>	<b>28</b>	
<b>3. Some Road Accident Statistics</b>	<b>15</b>	
<b>Overall Assessment</b>	<b>10</b>	

<b>Comments and suggestions on Activity 1 to the learner:</b>	<b>Comments and suggestions on Activity 2 to the learner:</b>	<b>Comments and suggestions on Activity 3 to the learner:</b>

## NATURAL SCIENCE

## Learner Mark Sheet

(NOTE: Please ensure that a separate mark sheet for each student is completed and this is inserted in each of the student *Assessment Task Portfolios* file.)

Learner's Full Name (surname first):			
Student Number:		Assessor's Name:	
Name of Centre:		Centre Number:	
		<b>Max Mark</b>	<b>Learner's Mark</b>
<b>TASK ONE – SCIENTIFIC INVESTIGATION</b>		--	--
1.1	Topic/ title:	1	
1.2	Captivating/attractive (1 – 2 Marks)	2	
1.3	Introduction: (Attractive, interesting, motivating) (1 – 3 Marks)	3	
1.4	Ideas: (Clear, NOT muddled up) (1 – 2 Marks)	2	
1.5	Presentation: (Simple, clear, attractive, to the point) (1 each)	4	
1.6	Language: (Correct, pleasant/ smooth reading, no/ few errors) (1 each)	3	
1.7	Scientific information presented related on topic (1 – 10 Marks)	10	
1.8	Information flows smoothly, clearly and logically: (1 – 10 Marks)	10	
1.9	Illustrations/ pictures/ charts/ graphs/ posters/ examples to clarify issues:	5	
<b>Total for Task One. Maximum:</b>		<b>40 marks</b>	
<b>TASK TWO – WRITING ARTICLES</b>		--	--
2.1	Topic of article: (appropriate; attractive) ( 1 each)	2	
2.2	Introduction: (relevant, clear, motivating to read on) (1 each)	3	
2.3	Paragraphs: (short, one topic per paragraph, simple, clear) (1 each)	4	
2.4	Content: (relevance, idea arrangement, clarity) (Max: 3 per point)	12	
2.5	Language: (Clear, simple, attractive, no bias, examples) (2 each)	10	
2.6	Scientific language (Excellent / Good / mediocre / poor / not used) (4 – 0)	4	
<b>Total for Task Two. Maximum:</b>		<b>35 marks</b>	
<b>TASK THREE – CRITICAL REVIEW OF ARTICLES</b>		--	--
3.1	Selection of article: (appropriate, average, poor) (2 each)	6	
3.2	Stating facts: (all/most, some, few): (6, 3, 2 only)	6	
3.3	Critical issues discussed (excellent, good, fair, poor, none) (9, 6, 3, 0)	9	
3.4	Understanding (Very clear, clear, poor) (4, 2 or 1)	4	
<b>Total for Task Three. Maximum:</b>		<b>25 Marks</b>	
<b>SITE-BASED ASSESSMENT</b>			
		<b>Maximum possible marks =</b>	<b>100 Marks</b>
<b>TOTAL STUDENT MARKS</b>		--	

**MARK SHEET**  
**NQF LEVEL 1(ABET 4)**  
**SMALL MEDIUM AND MICRO ENTERPRISES**

Keep a separate mark sheet for each learner in the learner's portfolio.

Learner's Name.....

Student No.....Assessor's Name.....

Name of Centre.....Centre No.....

**Declaration:** I declare that this portfolio is, to the best of my knowledge, the learner's own work and that I have assessed it to the best of my ability.

Assessor's Signature: .....Date:.....

			<b>Max mark</b>	<b>Lrn's Mark</b>	<b>TOTALS</b>
<b>Activity One Business plan</b>	<b>Task A</b>	<b>Written component</b>			
		Planning	5		
		Research process	5		
		Business plan related to business idea	10		
		Content of business plan	15		
		Technical presentation	5		
		Viability of business plan	5		
		Attitude and punctuality	5		
<b>TOTAL</b>			<b>50</b>		
<b>CONVERTED TO 25</b>			<b>25</b>		
<b>Activity One Presentation</b>	<b>Task B</b>	<b>Oral component</b>			
		Presentation	50		
<b>TOTAL</b>			<b>50</b>		
<b>CONVERTED TO 25</b>			<b>25</b>	<b>→</b>	
<b>Activity Two Report</b>		<b>Written component</b>			
		Planning of report	5		
		Collection of data	10		
		Contents	15		
		Actual report	5		
		Impact of report	5		
		Technical presentation	5		
		Overall impression	5		
<b>TOTAL</b>			<b>50</b>		
<b>CONVERTED TO 25</b>			<b>25</b>		
<b>Activity Three Case study</b>		<b>Completion of case study</b>	<b>50</b>		
		<b>TOTAL</b>	<b>50</b>		
		<b>CONVERTED TO 25</b>	<b>25</b>		
<b>SITE BASED ASSESSMENT TOTAL</b>			<b>100</b>	<b>→</b>	

## TECHNOLOGY MARK SHEET

(Please keep a separate mark sheet for each learner in the learner's portfolio.)

Learner's Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

Assessor's Name: \_\_\_\_\_

Name of Centre: \_\_\_\_\_

Centre Number: \_\_\_\_\_

		<b>Maximum Mark</b>	<b>Learner's Mark</b>
<b>Activity One</b>	Framework layout	3	
	Content of framework	4	
	Stating on viewpoints	7	
	Answering the questions	8	
	Language	3	
<b>Total for Task One</b>		<b>25</b>	
<b>Activity Two</b>	Conducting the Investigation	15	
	Completing the Chart	10	
	Questionnaire – Language	5	
	Questionnaire – Content	5	
	Report – Structure	15	
	Report – Content	10	
	Model	10	
<b>Total for Task Two</b>		<b>35</b>	
<b>Task Three– Report on South African</b>	Factors influencing the Location of activity	15	
	Questionnaires	10	
	Reports	10	
	Impact on environment	5	
<b>Total for Task Three</b>		<b>40</b>	
<b>SITE-BASED ASSESSMENT TOTAL</b>		<b>100</b>	