

**SOUTH AFRICAN QUALIFICATIONS AUTHORITY**

**KHA RI GUDE VERIFICATION SITE VISITS**

**VERIFICATION VISIT RECORD FOLDER**

**October / November 2011**

<b>Visitor Name</b>	
<b>Visitor Signature</b>	
<b>Senior Visitor name</b> (who do you report to)	
<b>Senior Visitor signature</b>	
<b>Date</b>	

<b>SITE CODE</b>	
<b>ADDRESS / LOCATION</b>	
<b>PROVINCE</b>	
<b>VOLUNTARY EDUCATOR</b>	<b>Name:</b>
	<b>Phone:</b>
<b>SUPERVISOR</b>	<b>Name:</b>
	<b>Phone:</b>
<b>LANGUAGE/s</b>	
<b>NUMBER OF LEARNER RECORDS IN THIS FOLDER</b>	

Record the following information after your visit.

<p>Time taken for tasks (roughly)</p>	
<p>Do you see this as: (circle your answer)</p>	<ul style="list-style-type: none"> <li>• Very slow</li> <li>• Slow</li> <li>• Reasonable</li> </ul>
<p>Do you have any comments on the way learners approached the tasks?</p>	
<p>What did the learners think or feel about KRG?</p>	
<p>Is there anything notable in the VE or the Supervisors views on the portfolios and marking of the portfolios?</p>	
<p>Any other comments you may want to make.</p>	

## CHECKLIST OF VISIT TASKS

On this page you will find a reminder of what you need to do *during* your visits. On the back page you will find checklists for *before* and *after* your visits.

**During** each visit remember the following (see Section 3 of KGQA2):

Greet everyone in a friendly way, and request the VE/ supervisor to excuse themselves.	
Explain to the learners that these Tasks will not affect their results. They will recognise some of the work from their portfolios. They should not help each other while doing the work.	
Hand out the Tasks, and note the starting time.	
Task 1 (form filling): give learners help if they need it, but remember to use GREEN PEN if you fill anything in.	
Task 2 (comprehension): help learners with filling in the first space, by showing them the words at the top of the page and the spaces for filling in the correct answer. Make sure they do the rest by themselves.	
Task 3 (writing about times of day): explain what is needed to fill this in, then let learners do it themselves. If you need to help them fill in any answers, remember to use GREEN PEN.	
Task 4 (numbers): you can give them the first number answer if they need it, but after that they must work on their own.	
Task 5 (addition): at this stage you should just tell them to complete the task, without any further general guidance. However, continue to walk around and help those who are lost with your green pen.	
Reading aloud: remember that while the learners are working you will walk around and listen to everyone reading a sentence or two, and circle your assessment on each learner's Task paper.	
Take in the Tasks, and note the finishing time.	
Talk to the learners and get any views on Kha ri Gude they might want to share.	
Talk to the VE (and Supervisor if present), and get their views on the process.	

**Before** each visit check and tick off the following.

Ask the VE to tell learners to bring their ID documents, and ask the VE to have a register with ID numbers and Kha ri Gude numbers available for you.	
Get directions or a map to the site.	
Know what you are going to say to introduce yourself at the sites, to prepare the learners for the test, and to tell the learners how to do the test. Also prepare some opening questions for the learners and for the VE s to encourage them to give you some feedback on Kha ri Gude.	
<p>Make sure that you have the following:</p> <ul style="list-style-type: none"> <li>• Site contact details</li> <li>• Folders</li> <li>• Blank tests</li> <li>• Stationery (pencils, erasers, sharpeners, green ballpoints, paperclips) [The green ballpoints which you use if you fill in parts of the test are especially important, as they show that this is not the work of the learners.]</li> </ul>	

**After** each visit fill in the folder and tick off the following.

You have noted the time at which learners started and ended the Tasks.	
No blank Tasks have been left at the site.	
The cover of the folder has been completed, with the correct Site Code.	
Each Task has the Site Code filled in.	
All the learner Tasks have been put into the folder.	
You have written down any interesting comments from learners, VE s or Supervisors in the spaces provided in the folder.	
You have taken note of transport details needed for your claim forms.	
You have signed off your folder in the space provided on the cover.	