

South African Qualifications Authority

Kha Ri Gude Verification Site Visits

Verification Visit Record Folder

2013

Visitor name	
Visitor signature	
Senior visitor name	
Senior visitor signature	
Date of visit	

Site address/location								
Province								
Voluntary educator	Name:							
	Unique number:							
	Phone:							
Supervisor	Name:							
	Unique number:							
	Phone:							
Languages								
Number of learner records								

Note: One folder per class / per voluntary educator
Use a separate folder for each class if more than one class is present at a site.

Record the following information after your visit.

Time taken for verification tasks (roughly)		
Do you see this as:	Very slow	
	Slow	
	Reasonable	
Comments on the way learners approached the tasks:		
What did the learners think or feel about the <i>Kha Ri Gude</i> programme?		
Is there anything notable in the voluntary educator or supervisors views on the Learner Assessment Portfolios (LAPs) and on the marking of the LAPs?		
Any other comments you may want to make:		

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:

Greet everyone in a friendly way, and request the Voluntary Educator or Supervisor to excuse themselves.	
Explain to the learners that these short tasks will not affect their results. They will recognise some of the work from their Learner Assessment Portfolios. They must do them individually. They should not help each other while doing the work.	
Hand out the Learner Task Sheets, and note the starting time.	
Ensure that the Learners Unique Number is filled in	
1. Years of schooling: you can fill it in if necessary.	
2. Could they read and write before: you can fill it in if necessary	
3. Form filling task: give learners help if they need it, but remember to use a <i>green</i> pen if you fill anything in.	
4. Comprehension task: If needed you can 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.	
5. Reading aloud: remember that while the learners are working you will walk around and listen to everyone reading a sentence or two, and tick your assessment on each Learner's Task Sheet.	
6. Writing about what they do at different times of the day: explain what is needed to fill this in, then let learners do it themselves. If you need to help them till in any answers, remember to use the <i>green</i> pen.	
7. Fill in the missing numbers: You can give them the first number answer if they struggle, but after that they must work on their own.	
8. Addition task: 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.	
Take in the Tasks Sheets 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 Voluntary Educator (and Supervisor if present), and get their views on the process.	

Before each visit check the following:

Ask the Voluntary Educator to tell the learners to bring their ID documents, and ask the voluntary educator to have a register with learners' ID numbers and Kha Ri Gude Unique numbers available for you.	
Get directions or a map to the site where the class will meet you.	
Know what you are going to say to introduce yourself at the site, 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 Voluntary Educator to encourage them to give you some feedback on Kha Ri Gude campaign and its classes.	
Make sure that you have the following: • Site contact details • Folders • Blank learner Task Sheets • Stationery (pencils, erasers, sharpeners, green ballpoints, paperclips) [The green ball points which you use if you fill in any parts of the Learner Task Sheet are especially important, as they show that this is not the work of the learner.]	

After each visit see that the folder is correctly filled in and check the following:

You have noted the time at which learners started and ended the Tasks.	
No blank Learner task Sheets have been left at the site.	
The cover of the folder has been completed, with the correct Voluntary Educator Unique Number.	
Each Learner Task has the Learner Unique Number filled or at least the Voluntary Educator Unique Number (the first five digits of the Learner Unique Number).	
All the completed Learner Task Sheet s have been put into the folder.	
You have written down any interesting comments from learners, Voluntary Educators or Supervisors in the spaces provided on page 2 of this 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.	