

SAQA / KHA RI GUDE 2015

Instructions for page setting of

INDIVIDUAL SITE VISIT RECORD (ISVR)

Confidential

1. The ISVRs must be handled with a concern for security. It would not be useful for the content of these to become known well in advance to the management, educators or learners.

General

2. A rough exemplar of the English ISVR is provided. The sequence and content of this must be followed in setting the pages for the ISVRs in all languages.
3. For economy and ease of handling, the ISVR is printed on A3 sheets folded into A4 folders.
4. The task items are all cut and pasted directly from the printed Learner Achievement Portfolios (LAPs).
5. Two complete sets of unused LAPs in all languages are provided for cutting and pasting.
6. The ISVR is meant to be identical to what the learner has seen and completed already.

Format and content issues

7. As far as possible, clutter has been kept out of the ISVR. The only “distractions” to the learners are the heading on page 1, the running heading with the name of the language and the page numbers in the bottom right corner and the small ringed number, which is for the guidance of the marker.
8. These additional elements will need to be produced on word processor and pasted in. The heading will be in English for all languages, but name of the language must be placed in the top right corner as a running heading. (This will avoid confusions in the printing and handling processes.)
9. Manual cutting and pasting must be done very neatly. The master copies should use tasks cut directly from the LAPs. Clear level lines must be drawn between each item.
10. Some changes have been made in the English exemplar, mainly in order to shorten the selected tasks.
11. A few changes have been made in detail. These will have to be typed out in the same font and pasted over the original.

12. It is essential that the order of questions and of elements in items be identical to the content of the rough English exemplar as possible.

Printing issues

13. The printed ISVRs will be in black and white. They need not be in colour, like the LAPs.
14. The master copy can be used directly for printing. However, if the colour or lightness in the originals means that the text of the ISVR becomes difficult to read, it will be better to make a print master in which the pale text has been enhanced (if necessary by hand, but neatly).
15. It is essential that a very high quality printer or photocopier be used throughout - or at least to produce the print master. Among other things, this should eliminate the signs of cutting and pasting.
16. Those handling the copying / printing must be extremely careful about the sequencing of the pages. We have had problems in the past with some languages with pages muddled.

Queries, suggestions?

17. In the process of production queries and suggestions may arise. Do not hesitate to contact Edward French (083 660 5281) about format, or Patrick Baloyi about language issues (0761918709)