



GRADE 9
RELIGIOUS EDUCATION TEST 2014

INFORMATION PACK

Catholic Institute of Education
P O Box 2083 Southdale 2135
Tel: 011 433 1888; Fax: 011 680 9628

March 2014

TABLE OF CONTENTS

GENERAL INFORMATION	1
CHECKLIST and TIMELINE 2014	2
TEST INFORMATION	3
DATE OF TEST	3
CANDIDACY	3
SPECIAL PROVISIONS	3
ABSENT STUDENTS	3
TEST FORMAT	4
MARKING	4
PREPARATION FOR THE TEST	4
PROTOCOLS	5
RELIGIOUS EDUCATION TESTING DATA	5
SECURITY AND CONFIDENTIALITY	5
INSTRUCTIONS FOR ADMINISTERING THE TEST	6
BEFORE THE TEST DAY	6
TEST PROCEDURE AND TIME ALLOCATION	6
PACKAGING TEST FOR RETURN AND MARKING	7
AFTER THE TEST: SECTION A	7
AFTER THE TEST: SECTION B	7
TEST RESULTS	8
RELIGIONS GUIDE	8
NUMBER OF STUDENTS AND CONFIDENTIALITY AGREEMENT FORM	9



GENERAL INFORMATION

- a) This test is offered to Catholic schools throughout South Africa. It aims to encourage Religious Education in the schools, to signal the importance of assessment in Religious Education and to give participating schools an indication of their learners' competence in this field.
- b) The test should be seen as just one form of assessment and is not intended to replace other forms of internal assessment.
- c) The test will consist of TWO SECTIONS: A. 20 multiple choice questions (40 marks); and B. 4 short questions (60 marks).
- d) The test will be based on the following 32 Lessons as set out in the CORD Lesson Handbook for Grade 9, p. xvii-xviii: Prayer Education, Worship Education, Scriptural Education, Personal Moral Education.
- e) The test will be **available in English and Afrikaans** following national language policy regarding medium of instruction. Second language English speakers will be kept in mind in the framing of questions. Schools will indicate their language preference on the '*Number of Students and Confidentiality Agreement*' form on Page 9 this pack.
- f) An **entry fee of R2 per learner** will be asked in order to cover the cost of printing test papers and answer sheets for Section A and for postage.
- g) The test will be available in large print format for visually impaired learners. Schools will indicate the number needed on the '*Number of Students and Confidentiality Agreement*' form in this pack.
- h) Test packages will be posted to schools, and schools will return student answer sheets for Section A directly to the CIE in Johannesburg. Section B will be marked internally by the school with the aid of a memorandum, and results sent to CIE.
- i) The student answer sheets for Section A will be computer-designed to facilitate speedy marking and analysis. Participating schools will be briefed on how to complete these sheets. Section B will be answered on whatever the school deems suitable.
- j) Results will be reported to individual schools. An overall report will be available on the CIE website. Results of individual schools will remain confidential.
- k)

For further enquiries contact Paul Faller at CIE National on (011) 433 1888 or paulf@cie.org.za

CHECKLIST and TIMELINE 2014

DATE	EVENT
Wed 22 Jan	Test information draft sent to all regional CIE offices and Catholic Schools Offices for consultation with schools
Fri 28 Feb	Test information pack finalised
Mon 10 March	Gr 9 RE Test Information pack for downloading at www.cie.org.za and posted to all Catholic secondary schools
Fri 6 June	' <i>Number of Students and Confidentiality Agreement</i> ' form to be completed and faxed to CIE on (011) 680 9628 by this date.
Mon 21 July	Letter confirming entry sent to schools
Mon 15 Sept	Grade 9 Religious Education Test Package 2014 mailed to participating schools.
Mon 29 Sept	If you have not received the Test Package by this date please call Sonto Mthembu on 011 433 1888 (ext 107) or Paul Faller (ext 215)
Mon 13 Oct	Teachers ensure that students have the necessary equipment to participate in the test.
Mon - Thurs 20-23 Oct	GRADE 9 RELIGIOUS EDUCATION TEST
Thurs – Fri 23-24 Oct	TEST ANSWER SHEETS FOR SECTION A returned to RE Department, CIE, P O Box 2083 Southdale 2135 with the completed Return Advice form and the Feedback and Evaluation Survey in the pre-addressed return envelope included in the test package. It is advisable to send the package with a tracking number.
Fri 31 Oct	Results for SECTION B to reach CIE by fax or email on the required form
Fri 14 Nov	Results of SECTION A + B sent to schools via email or fax together with a memorandum for SECTION A.
Fri 28 Nov	Report available on CIE website: www.cie.org.za .

TEST INFORMATION

DATE OF TEST

Choose one of the following days, depending on what is feasible for the school. Indicate your choice on the '*Number of Students and Confidentiality Agreement*' form on Page 9

Monday 20 October

Tuesday 21 October

Wednesday 22 October

Thursday 23 October

CANDIDACY

- **All students** enrolled in Grade 9 in a participating school are required to participate in the test.

SPECIAL PROVISIONS

- Students with special needs undertake the test with the **same level of assistance** that they normally receive in the classroom. This may include a 'reader' or 'scribe'.
- Teachers may give **additional time** to
 - students who have a 'reader' or a 'scribe'
 - students with learning or physical difficulties who do not have a 'reader' or 'scribe' but need more time
 - **visually impaired students** using the larger format print
- Visually impaired students can be supplied with the Test and Answer sheet in a larger format. The school needs to indicate the number of students who require this provision on the relevant section of the '*Number of Students and Confidentiality*' form.

ABSENT STUDENTS

Students who are absent on the day of the test may sit the test on the day of their return, within the week of the test only. Please note that each returning student must sit the test on the day of their return in the first session of the school day.

Test security should be maintained until the Monday of the week following the test. This means that there should be no discussion or explanation of the test questions with students. This is to maintain the security of the test until any absent students have completed it.

TEST FORMAT

- SECTION A: 20 multiple choice questions. (40 marks)
- SECTION B: 4 short questions (60 marks)

(The test will be made available in Afrikaans to accommodate those schools who have that language as medium of instruction in Grade 6.)

MARKING

- Section A of the test will be marked and the results analysed by CIE National staff using computerized tools.
- Section B will be marked by the school with the aid of a memorandum supplied by the CIE and results will be sent to CIE for collation with the results of Section A
- Schools will receive notification of results in mid-November.

PREPARATION FOR THE TEST

- Ensure that students practise completing their names and student information on the sample answer sheet for Section A in the information pack for participating schools. It will also be available on the CIE website.

Students are required to enter the following information on the answer sheet:

First Name & Surname	Gender*	School Number*
School	Grade*	Student Number*
Date of test		Religion *

** These entries will be made by filling in the appropriate circle in each case. The students will need to know and record their religion – please refer to the Religions Guide on page 8.*

- Spend time discussing and practising test techniques, for example:
 - Read questions carefully.
 - Attempt all questions, filling in the correct circle as shown in the sample question on the answer sheet for Section A, and writing your answers neatly for Section B.
 - Answer the questions you are sure of first.
 - Choose the most complete answer.
 - Check all answers once the test is completed.
- Revise test language with students. Discuss the meaning of words that often appear in test directions.
- Past test papers are available on the CIE website or on request for practice purposes, especially for learners not familiar with the multiple-choice test format.

PROTOCOLS

RELIGIOUS EDUCATION TESTING DATA

- Principals are asked to complete the 'Number of Students and Confidentiality Agreement' form and post it to CIE with payment, or fax it to CIE National with proof of payment not later than **Friday 6 June 2014**.
- The results relating to particular children will be revealed to the Principal of the school. He/she will communicate them to the Grade 6 teachers, to the learners and to their parents/guardians.
- Test results will not be used publicly to denigrate students, schools, teachers or principals.
- Evaluating school effectiveness in the area of Religious Education requires a range of measures, including qualitative judgement. Religious Education testing data is only one aspect of assessment and evaluation of the school's Religious Education Program. No simple conclusions can be drawn between individual student achievement data and school effectiveness.

SECURITY AND CONFIDENTIALITY

Receiving the Test package

Principals are responsible for the security and confidentiality of the test materials from the receipt of the materials up to and including their safe collection and dispatch.

The test package will be posted to schools from CIE National Office. The packages will bear a GRADE 9 TEST stamp.

The Principal is to ensure that whoever receives the test materials signs legibly for them and delivers the parcel to the Principal. Upon receipt of the parcel, Principals are asked to:

- immediately open the Test package (Principal or delegated person) and ensure quantities of test papers and answer sheets are correct.
- **phone Sonto Mthembu on 011 433 1888 immediately if more test papers or answer sheets are required or anything is missing from the test package. NOTE THAT ANSWER SHEETS FOR SECTION A CANNOT BE PHOTOCOPIED AS THEY WILL NOT BE READ BY THE SCANNER.**
- ensure that all teachers administering the test are provided with a copy of 'Instructions for Administering the Test' and are familiar with the test procedures including provision for special needs students.

- RE-SEAL the package and store it securely ensuring that the test is not shown to anyone until the test date. Principals are asked not to read the Test until the Test Day.
- ensure that there is no discussion or explanation of the test questions with students until the Monday after the test day. This is to maintain the security of the test until absent students who return to school in the test week have completed it.

INSTRUCTIONS FOR ADMINISTERING THE TEST

BEFORE THE TEST DAY

- Ensure the classroom is adequately prepared. Any information around the classroom that relates to Religious Education is required to be covered or removed.
- Ensure all students have the necessary equipment to participate in the test: pencil, eraser, sharpener, blank paper for students who want it.
- Ensure that students understand test conditions:
 - Students must work independently. However, students with special needs undertake the test with the same level of assistance they receive in the classroom.
 - Teachers may read a word or question to a child if the child cannot read it, but the teacher or 'reader' must only **read** and not prompt the child in any way.
 - Toilet breaks are not desirable.

TEST PROCEDURE AND TIME ALLOCATION

1. Keep a class list noting all students who sit the test, including any students absent on the day who sit the test later. A numbered list is provided for this purpose in the Test Pack. The class list is returned to CIE together with the answer sheets.
2. Indicate to students the test paper and the answer sheet FOR Section A, clearly pointing out how and where answers are recorded.
3. Students complete details on their answer sheet, including the school number allocated by CIE, their student number allocated by the teacher as per class list, as well as their name, gender, grade and religious affiliation. (See the RELIGIONS GUIDE on Page 8 of this Information Pack. Students will choose one of these categories as their religious affiliation.) (5 minutes)
4. Students read the sample question in Section A, noting how the circle of their choice is to be filled for each question. The teacher should check that students are clear about how to record their chosen answers clearly and accurately.

(Students should know that if two answers are given to any question it will be marked incorrect, regardless of the accuracy of either.) (5 minutes)

5. Clarify any further queries from students relating TO Section A or Section B. (2 minutes)
6. Test participation time – answering of questions. (1½ hou – 90 minutes)
7. During the test, check that all students are completing answers to Section A on the answer sheet and **NOT** on the question paper.
8. Once the test is concluded, collect answer sheets to Section A and Section B and question papers separately.
9. Question papers remain in the school and are sent home with the results. They should be stored away until results are received.
10. Check that students have completed all the information **on the answer sheet for Section A** clearly and correctly. Also make sure students have their names on their answer sheets for Section B. This is most important for the printing of test results.

PACKAGING TEST FOR RETURN AND MARKING

AFTER THE TEST: SECTION A

- Complete the 'Return Advice Sheet' supplied in the Test Package and place it, together with the numbered class list on top of the school's completed answer sheets FOR Section A. **Please ensure that the number of answer sheets is correct, and that they are sorted in the same order as the names on the class list.** If more than one envelope is used please photocopy the completed form and enclose a copy of the form with each envelope. Package answer sheets carefully as they need to be scanned.
- Answer sheets are sent to CIE using the pre-addressed envelope included in the test package (not a reply paid service). This should be done as soon as possible after the test and by Monday 27 October at the latest, and preferably with a tracking number.
- Store test papers for sending to parents with results when they are received.

AFTER THE TEST: SECTION B

- Mark the students' scripts for Section B using the supplied memorandum.
- Record the marks on the form provided.
- Fax (011 680 9628) or email (paulf@cie.org.za) the results to CIE by Friday 31 October.

TEST RESULTS

REPORTS TO SCHOOLS

Schools will be sent the following in hard copy:

- 1 Students' results in alphabetical order for Section A and for the test as a whole (Section A + Section B)
- 2 Memorandum to Section A

RELIGIONS GUIDE

RELIGION
1 Catholic
2 Orthodox
3 Zion Christian
4 Pentecostal
5 Methodist
6 Anglican
7 Dutch Reformed
8 Baptist
9 Shembe
10 Other Christian
11 African Traditionalist
12 Buddhist
13 Hindu
14 Muslim
15 Jewish
16 Baha'i
17 No Religion
18 Not Listed above



RELIGIOUS EDUCATION GRADE 9 TEST 2014 NUMBER OF STUDENTS AND CONFIDENTIALITY AGREEMENT

Name of School (please print):

EMIS Number:

Postal Address

Email Phone Fax

Language Medium: (Please tick one) ENGLISH AFRIKAANS

Date (on which the test will be written) (Tick your choice)

20 21 22 23 October 2014

NUMBER OF STUDENTS

Total number of Year 6 Students

Amount enclosed*
(See Page 1(f))

Number of visually impaired students
(who will require the test in larger format)

**Please make cheque payable to Catholic Institute of Education
Banking details (for direct deposits or EFT): Catholic Institute of Education, Nedbank, Booysens
Account No.: 1980294968, Reference: RE819/148. Please send proof of payment with this form.*

CONFIDENTIALITY AGREEMENT

I have read and will abide by the Protocols of the Catholic Institute of Education Grade 6 Religious Education Test (Information Booklet) to be administered on 20-23 October 2014.

Principal's Name		Signature		Date
Gr 6 Teacher's Name		Signature		Date
Gr 6 Teacher's Name		Signature		Date

Please return to Sonto Mthembu by Friday, 6 June 2014 on Fax: (011) 680 9628