

**JC (D14)**

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| **2024 SUBJECT FILE CONTROL** |

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| **SCHOOL** |  | | | | | |
| **EDUCATOR** |  | | | | | |
| **HOD / DP** |  | | | | | |
| **GRADES TAUGHT** | **Grade 7** |  | **Grade 8** |  | **Grade 9** |  |
| **DATE** |  | | | | | |

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|  | **YES** | **NO** | **COMMENTS** |
| Does the teacher have a subject file? |  |  |  |
| Is the name of the teacher indicated? |  |  |  |
| Are the sections separated with dividers? |  |  |  |
| Is there an index? |  |  |  |
| Is the file well organized? |  |  |  |
| **DOCUMENTS** |  |  |  |
| * CAPS document |  |  |  |
| * National Protocol for Assessment |  |  |  |
| * Programme and Promotion Requirements |  |  |  |
| **OTHER** |  |  |  |
| * Subject policy |  |  |  |
| * Minutes of subject meetings |  |  |  |
| * HOD/Principal/SES reports |  |  |  |
| * Exam Guidelines 2015 |  |  |  |
| **PLANNING** |  |  |  |
| Are the following documents available? |  |  |  |
| * Annual Teaching Plan |  |  |  |
| * Lesson plans provided (dates & activities indicated) |  |  |  |
| * Programme of Assessment |  |  |  |
| * SBA and Pre & Post Moderation completed |  |  |  |
| * Evidence of attendance of content Training |  |  |  |

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| **COMMENTS** |
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| **Signed – Educator** |  | **DATE** |  |
| **Signed - HOD** |  | **DATE** |  |