

2012 SBA MANAGEMENT PLAN: GRADES 10 - 12

	ACTIVITY	OUTPUT	DATE	RESPONSIBILITY
1.	First term SBA moderation by HOD / Principal / SMT	10% of learners' evidence of work moderated	From January to March 2012	HOD/ Principal / SMT
2.	Prepare for First SBA Moderation Cluster Meetings	Moderation of Learners' evidence of work and teachers portfolios with evidence of assessment tasks completed	10 – 11 April 2012	Subject Teacher HOD Principal
3.	DBE moderation	Moderation of learners' evidence of work and teachers portfolios with evidence of assessment tasks completion	10 – 20 April 2012	Subject Teacher HOD Principal Directorate Assessment & Exams Subject Planners FET Curriculum
4.	Attend First Term Cluster / District Moderation Meeting	10% of learners' evidence of work to be submitted for moderation at Cluster Level	12 – 26 April 2012	Subject Teacher Subject advisor
5.	Compilation of term 01 Subject reports and submission to Head Office FET Curriculum	Subject reports	30 April- 02 May 2012	Subject advisor / DCES / CES
6.	FET Provincial Term 01 Grade 12 SBA Moderation	Moderation reports	04 – 06 May 2012	Subject advisor Subject Planners
7.	Closing date for Grade 12 Markers and SBA moderator Applications	Submit applications to District Offices	12 May 2012	Teachers Principals
8.	Teachers set and submit grades 10 - 12 internal June tests to HOD	Subject Grades 10 – 12 June internal tests	30 May- 03 June 2012	Subject teacher
9.	HOD moderates Grades 10 - 12 internal June tests	Subject June internal tests	01 – 05 June 2012	HOD
10.	Learners write Grades 10 – 12 Internal tests	Grades 10 – 12 Internal tests	04 – 22 June 2012	Subject Teacher HOD Principal
11.	Second term SBA moderation by HOD /	10% of learners' evidence of moderated	16 – 20 July 2012	HOD/ Principal / SMT

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	ACTIVITY	OUTPUT	DATE	RESPONSIBILITY
	Principal / SMT	work		
12.	Prepare for 2nd SBA Moderation Cluster Meetings	Moderation of learners' evidence of work and teachers' portfolios with evidence of assessment tasks completed	16 – 20 July 2012	Subject Teacher HOD Principal
13.	Attend Second Term Cluster / District Moderation Meeting	10% of learners' evidence of work to be submitted for moderation at Cluster Level	16 – 27 July 2012	Subject Teacher
14.	Compilation of term 02 Subject reports and submission to Head Office FET Curriculum	Subject reports	30 July-03 August 2012	Subject advisor / DCES / CES
15.	FET Provincial Term 02 Grade 12 SBA Moderation	Moderation reports	03 – 05 August 2012	Subject advisor Subject Planners
16.	Grade 12 Trial Examinations (Draft Time Table)	Grade 12 learners write Trial examinations	16 August – 27 September 2012	Subject Teacher HOD Principal
17.	DBE Moderation	Moderation of learners' evidence of work and teachers portfolios with evidence of assessment tasks completion	10 – 21 September 2012	Subject Teacher HOD Principal Directorate Assessment & Exams Subject Planners FET Curriculum
18.	Third term SBA moderation by HOD / Principal / SMT& Prepare for 3rd SBA Moderation Cluster Meetings	10% of learners' evidence of moderated work Moderation of learners' evidence of work and teachers' portfolios with evidence of assessment tasks completed	08 – 09 October 2012	HOD/ Principal / SMT
19.	Attend Term 03 Cluster /District Moderation Meeting	10% of learners' evidence of work to be submitted for moderation at Cluster Level	08 – 18 October 2012	Subject Teacher Subject advisor
20.	Compilation of term 03 Subject reports and submission to Head Office FET	Subject reports	19- 23 October 2012	Subject advisor / DCES / CES

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	ACTIVITY	OUTPUT	DATE	RESPONSIBILITY
	Curriculum			
21.	FET Provincial Grade 12 Final SBA moderation by HOD in preparation for Centralised SBA moderation	Moderation of learners' evidence of work and teachers' portfolios with evidence of assessment tasks completed	19 – 24 October 2012	Subject Teacher HOD Principal
22.	Sorting of portfolios and evidence of learners' work at centralized venue	Portfolios and evidence of learner's work sorted into subjects	18 – 24 October 2012	Provincial officials
23.	Final FET Provincial Grade 12 SBA Centralised moderation	10% of learners' evidence of work moderated	25 – 28 October 2012	Directorate Curriculum FET Programmes Appointed Subject teachers Appointed Subject advisors Subject Planners
24.	Compilation of final Grade 12 SBA moderation reports per subject	Subject reports	25 – 28 October 2012	Subject Planners
25.	Submission of completed computerized SBA grade 12 mark sheets, teachers' portfolios and evidence of learners' work to District Office	Mark sheets, portfolios and evidence of work submitted	October 2012	Principal
26.	DBE Moderation	Moderation of learners' evidence of work and teachers portfolios with evidence of assessment tasks completion	01 – 09 November 2012	Subject Teacher HOD Principal Directorate Assessment & Exams Subject Planners FET Curriculum
27.	NSC Grade 12 Final examinations (Draft Time Table)	Grade 12 learners write NSC examinations	October – December 2012	Subject Teacher HOD Principal
28.	Capturing of final SBA computerized	SBA computerized mark sheets captured	October – November	Provincial officials

	ACTIVITY	OUTPUT	DATE	RESPONSIBILITY
	Grade 12 mark schedules		2012	
29.	UMALUSI SBA verification	Verification of centralised SBA Moderation	October – November 2012	Directorate: Curriculum FET Programmes UMALUSI
30.	Grade 11 final examinations	Grade 11 write examinations	24 October – 27 November 2012	Subject Teacher HOD Principal
31.	Promotion / Progression schedules submitted to District Offices	Schedules duly completed and submitted	12 December 2012	Principal
32.	Release of Grade 12 results	Results received and released	December 2012	Principal

It is envisaged that this Management Plan and Assessment Instruction will assist teachers, HODs, SMTs, Principals and District Officials in managing School Based Assessment procedures and processes in a uniform manner.