



Province of the  
**EASTERN CAPE**  
EDUCATION

**DIRECTORATE: CURRICULUM FET PROGRAMMES**

Steve VukileTshweteComplex • Zone 6 • Zwelitsha • Eastern Cape  
Private Bag X0032 • Bisho • 5605 • REPUBLIC OF SOUTH AFRICA  
Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za). Email: [vivian.westphal@edu.ecprov.gov.za](mailto:vivian.westphal@edu.ecprov.gov.za)

Ref. No. 13/P

Tel.: (040) 608 4605

Enquiries: Ms V Westphal

Fax: (040) 608 4394

**ASSESSMENT INSTRUCTION 32 OF 2012**

**TO: DEPUTYDIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
EDUCATION DEVELOPMENT OFFICERS  
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF ALL SCHOOLS OFFERING GRADE 12  
TEACHER UNIONS / ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 18 APRIL 2012**

**PROVINCIAL GRADE 12 SCHOOL BASED ASSESSMENT (SBA) MODERATION -  
TERMS 1 AND 2**

**1. BACKGROUND:**

In 2012 Grade 12 learners will write the *National Senior Certificate* (NSC) examinations in compliance with the National Curriculum Statement (NCS). Learners will offer 4 compulsory subjects Home Language (HL), First Additional Language (FAL), Life Orientation, Mathematics or Mathematical Literacy together with 3 selected subjects.

In order for a learner to obtain the NSC, a learner must achieve 40% in three subjects, one of which is an official language at Home Language level, and 30% in three subjects, provided that a complete portfolio of evidence in the school-based assessment component is submitted in the subject not achieved. [*Amendment of the National Education Policy Act, 1996 (Act no. 27 of 1996), Government Gazette, 30<sup>th</sup> April 2007*]

All examination based marks for learners go through a stringent quality assurance process before, during and after examinations have been written. Therefore, it is imperative that the Department of Education ensures that SBA marks follow a similar stringent quality control procedure.



**The Chief Directorate: Curriculum Management will be embarking on a Grade 12 Provincial SBA moderation process to ensure valid, reliable and quality SBA marks for each learner.**

This process is informed by the **Subject Assessment Guidelines of 2008** and is in line with the **UMALUSI** and **Department of Basic Education (DBE)** requirements for valid and reliable SBA marks through verifiable procedures and processes.

There are **32** subjects in the National Curriculum Statement. It is **compulsory** that all learners taking any of the 32 subjects present evidence of work accomplished over the year according to the prescripts of assessment tasks set out in the **Subject Assessment Guidelines of 2008** as well as the **Provincial SBA Guidelines**.

The following **subjects** and **Districts** will be moderated during the Provincial Centralised SBA processes on the 4 – 6 & 9 – 11 May 2012:

Districts	Subjects	Dates	Venues
1. Mt Frere	Life Sciences	4-6 May 2012	TsoloAgric
2. Qumbu	Physical Sciences	4-6 May 2012	TsoloAgric
3. Lusikisiki	Agricultural Sciences	4-6 May 2012	District office
4. Mbizana	IsiXhosa HL	4-6 May 2012	District office
5. Sterkspruit	Life Orientation	4-6 May 2012	District office
6. Queenstown	English HL & FAL	4-6 May 2012	District office
7. Fort Beaufort	Accounting, Business Studies & Economics	4-6 May 2012	District office
8. King William's Town	Mathematical Literacy	4-6 May 2012	District office
9. Libode	Consumer Studies, Hospitality Studies & Tourism	4-6 May 2012	District office
10. Dutywa	CAT&IT	4-5 May 2012	District office
11. Butterworth	CAT&IT	5-6 May 2012	District office
12. Port Elizabeth	Arts Subjects (Dance, Music, Visual Arts, Design, Drama)	4-6 May 2012	District office
13. Mthatha	Engineering Subjects	4-6 May 2012	District office
14. East London	Geography	4-6 May 2012	District office
15. Grahamstown	Afrikaans HL	4-6 May 2012	District office
16. Cradock	Mathematics	4-6 May 2012	District office
17. Uitenhage	History	4-6 May 2012	District office
18. Cofimvaba	Life Sciences	9 – 11 May 2012	District office
19. Ngcobo	IsiXhosaHL	9 – 11 May 2012	District office
20. Maluti	English FAL	9 – 11 May 2012	District office
21. Lady Frere	Life Orientation	9 – 11 May 2012	District office
22. GraafReinett	Physical Sciences	9 – 11 May 2012	District office
23. Mount Fletcher	Mathematics	9 – 11 May 2012	District office

## 2. ROLES AND RESPONSIBILITIES:

### 2.1 SCHOOL REQUIREMENTS:

- The Principal, SMT and HOD of selected senior secondary schools offering any of the abovementioned subjects must submit **ten (10)** portfolios for each subject offered as follows:



- 1 teacher's portfolio;
  - 9 learners' evidence of work (evidence of work submitted to represent the top (3), middle (3) and bottom (3) range of marks);
- The Principal, SMT and HOD must ensure that school based moderation has been satisfactorily completed according to the prescripts of the **Subject Assessment Guidelines of 2008**, the **Provincial CASS Guidelines** and **Assessment Instruction 24 of 2012**.
- The Principal, SMT and HOD are reminded that school based moderation is **NOT** an audit of assessment tasks but a detailed re-marking, re-assessing and quality control of assessment tasks according to memoranda, rubrics and checklists.

**NB: The Principal, SMT and HOD must ensure that all evidence of learners' work, teacher files and all the mark sheets are made available for collection by district officials.**

- Each school will be provided with a bag to pack each subject separately.

## 2.2 DISTRICT REQUIREMENTS:

- The District Curriculum CES, DCES and SES are to ensure that all schools have copies of the **Subject Assessment Guidelines of 2008**, **Assessment Instruction 24 of 2012** as well as the **Provincial CASS Guidelines** for all subjects offered at the school.
- The District Curriculum CES, DCES and SES are to ensure that **20%** of schools in the District offering the subject/s allocated to the District submit the required number of learners' evidence of work and the teacher file for provincial moderation.
- Chosen schools should represent the full spectrum of achievement from top performing to poor performing schools.
- The District Curriculum CES, DCES and SES are to ensure that the cluster moderation processes and procedures are completed timeously for each subject in each cluster as per the 2012 SBA Management Plan (Assessment Instruction 24 of 2012).
- District Curriculum Officials are reminded that district based moderation is **NOT** an audit of assessment tasks but a detailed re-marking, re-assessing and quality control of assessment tasks according to memoranda, rubrics and checklists. Curriculum officials are responsible at cluster level for moderation and are expected to sample moderate evidence of learners' work together with teachers at cluster moderation meetings.
- The District Curriculum CES, DCES and SES are to ensure that all evidence of learners' work together with the teacher's file have undergone
  - School based moderation
  - Cluster moderation



No teacher's file or learners' evidence of work is to be presented for provincial moderation without evidence of these levels of moderation. **This will comprise the District Moderation level.**

- The District Curriculum CES, DCES and SES are to ensure that all examples of evidence of learners' work from each school are delivered to affected District Offices or collected from schools by the 3<sup>rd</sup> of May 2012, together with ALL SBA mark sheets.
- The District Curriculum CES, DCES and SES are to ensure that all evidence of learners' work from each school is securely placed in the supplied plastic portfolio bags and secured with provided cable-ties.
- The District Curriculum CES, DCES and SES are to ensure that all portfolio bags from each school are properly labeled.

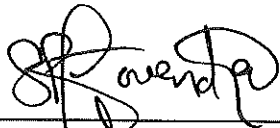
**NB:**

- (i) The District Curriculum CES, DCES and SES are to ensure that all portfolio bags are delivered to the centralised moderation venue on time by the 3<sup>rd</sup> May 2012.
- (ii) Each district will be responsible for the transportation of portfolios from schools to moderation venues and back.
- (iii) The District Curriculum CES, DCES and SES are to ensure that all portfolio bags are returned to schools no later than 7<sup>th</sup> May 2012.

- District officials are to use the attached register (**Annexure A**) to control the issuing and retrieval of evidence of learners' work to and from schools to the moderation venue at the district office.
- The District Curriculum CES or his/her delegated DCES must be the liaison between the district office and the schools at all times.

### 3. CONCLUSION

The importance of the Provincial Grade 12 SBA Moderation process cannot be over emphasised. It is expected that the duties allocated in the Assessment Instruction, the due dates and the processes will be carried out by all responsible personnel with both seriousness and commitment.



**S. P. GOVENDER**  
**CHIEF DIRECTOR: CURRICULUM MANAGEMENT**





NAME OF DISTRICT: ..... FILE RECEIPT/RETURN REGISTER .....  
 NAME OF DISTRICT OFFICIAL: ..... NAME OF SCHOOL: .....  
 SIGNATURE OF DISTRICT OFFICIAL: ..... NAME OF PRINCIPAL: .....  
 DATE: ..... SIGNATURE OF PRINCIPAL: .....

NAME OF SUBJECT	NO OF LEARNERS EVIDENCE OF WORK	NAMES OF LEARNERS	NUMBER OF TEACHERS' FILES
Accounting			
Afrikaans HL			
Agricultural Sciences			
Arts Subjects			
Business Studies			
CAT			
Consumer Studies			
Economics			
Engineering Subjects			
English FAL			
English HL			
Geography			
History			
Hospitality Studies			
IsiXhosa HL			
IT			
Life Orientation			
Life Sciences			
Mathematical Literacy			
Mathematics			
Physical Sciences			
Tourism			

- To be completed in **triplicate** for each individual school (use carbon paper)
- 1 copy to be left with the Principal, 1 copy for district records and 1 copy for Provincial SBA Chief Moderator