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DIRECTORATE: CURRICULUM FET PROGRAMMES

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## ASSESSMENT INSTRUCTION 39 OF 2012

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

**DATE:** 15 JUNE 2012

<p><b>PROVINCIAL GRADE 12 SCHOOL BASED ASSESSMENT (SBA) MODERATION - TERM 2</b></p>
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### 1. BACKGROUND:

In 2012 Grade 12 learners will write the *National Senior Certificate* (NSC) 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** will be moderated during the Provincial Centralised SBA processes on the 3 - 5 August 2012 and 15 - 17 August 2012:

**03 - 05 August 2012**

<b>Districts</b>	<b>Subjects</b>	<b>Dates</b>	<b>Venues</b>
1. Mt Frere	Consumer Studies and Tourism	3-5 August 2012	District office
2. Qumbu	IsiXhosa HL	3-5 August 2012	District office
3. Lusikisiki	CAT	3-5 August 2012	District office
4. Mbizana	Physical Sciences	3-5 August 2012	District office
5. Sterkspruit	BCM Subjects	3-5 August 2012	District office
6. Queenstown	Agricultural Sciences	3-5 August 2012	District office
7. Fort Beaufort	Geography	3-5 August 2012	District office
8. King William's Town	Engineering Subjects	3-5 August 2012	District office
9. Libode	Life Sciences	3-5 August 2012	District office

Districts	Subjects	Dates	Venues
10. Dutywa	Life Orientation	3-5 August 2012	District office
11. Butterworth	History	3-5 August 2012	District office
12. Mthatha	Maths Lit	3-5 August 2012	District office
13. East London	Music, Dance Studies & Dramatic Arts	3-5 August 2012	District office
14. Cradock	Afrikaans HL & FAL	3-5 August 2012	District office
15. Lady Frere	Mathematics	3-5 August 2012	District office

### 15 - 17 August 2012

Districts	Subjects	Dates	Venues
1. Fort Beaufort	Life Sciences	15-17 August 2012	District office
2. Mt Fletcher	IsiXhosa HL	15-17 August 2012	District office
3. Graaf Reinet	Life Orientation	15-17 August 2012	District office
4. Maluti	Physical Sciences	15-17 August 2012	District office
5. Grahamstown	Mathematics	15-17 August 2012	District office
6. Ngcobo	Consumer Studies and Tourism	15-17 August 2012	District office
7. Port Elizabeth	English HL & FAL	15-17 August 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, middle and bottom 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 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/district 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 Cluster/District Moderation level.**
  
- The District Curriculum CES, DCES and SES are to ensure that all samples of learner's work from each school are delivered to affected District Offices or collected from schools by the 2<sup>nd</sup> and the 14<sup>th</sup> of August together with ALL SBA mark sheets.

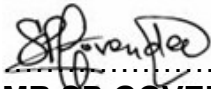
**NB:**

- 1. 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 2<sup>nd</sup> and 14<sup>th</sup> of August 2012.**
- 2. Each district will be responsible for the transportation of portfolios from schools to venues and back.**
- 3. The District Curriculum CES, DCES and SES are to ensure that all portfolio bags are collected from the centralised moderation venue not later than the 6<sup>th</sup> and the 17<sup>th</sup> of August 2012 and returned to schools immediately.**

- 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.
  
- The District Curriculum CES or his/her delegated DCES must be the liaison between the centre and the district 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.



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**MR SP GOVENDER**

**(A) DEPUTY DIRECTOR-GENERAL**



**FILE RECEIPT/RETURN REGISTER**

NAME OF DISTRICT:..... NAME OF SCHOOL: .....

NAME OF DISTRICT OFFICAL: ..... NAME OF PRINCIPAL: .....

SIGNATURE OF DISTRICT OFFICIAL: ..... SIGNATURE OF PRINCIPAL: .....

DATE: .....

NAME OF SUBJECT	NO OF LEARNERS EVIDENCE OFWORK	NAMES OF LEARNERS	NUMBER OF TEACHERS' FILES
Life Sciences			
Physical Sciences			
Agricultural Sciences			

	NO OF LEARNERS EVIDENCE OFWORK	NAMES OF LEARNERS	NUMBER OF TEACHERS' FILES
IsiXhosa HL			
Life Orientation			
English HL&FAL & Afrikaans HL			
Accounting, Business Studies & Economics			
Maths & Maths Lit			
Consumer Studies, Hospitality studies & Tourism			
CAT&IT			
CAT&IT, Geography			
Arts Subjects			
Engineering Subjects			
History			

- 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 control room manager