



Assessment and Examinations Directorate

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ASSESSMENT INSTRUCTION 47 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 ALL SCHOOLS OFFERING GRADE 12
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 13 AUGUST 2012

**LIFE ORIENTATION
ADMINISTRATION OF COMMON ASSESSMENT TASK FOR GRADE 12**

1. BACKGROUND

- 1.1 Circular E12 of 2012 has been received from the Department of Basic Education with reference to the administration of the common assessment task for Life Orientation in Grade 12.
- 1.2 This Assessment Instruction is based on Circular E12 and outlines the procedure that will be followed in the administration of the Common Assessment Task (CAT) for Life Orientation across Provinces.
- 1.3 All schools received the Assessment Guideline and Exemplar Task for Life Orientation, in order to prepare for the writing of the Common Assessment Task (CAT) in September 2012. (Assessment Instruction 31 of 2012).

- 1.4 The Common Assessment Task will be written on 7 September 2012, from 9:00 to 10:30. (Refer to Assessment Instruction 44 – Trials Time Table).

2 **PREPARATION FOR THE ADMINISTRATION OF THE COMMON ASSESSMENT TASK**

The procedure that will be followed in the administration of the task includes the following:

2.1 **Printing, packaging and distribution of the Common Assessment Task**

The Common Assessment Task will be printed and sealed in secure envelopes per school and be collected by schools from the nodal point on the day of the writing of the task, following the same procedure as the Grade 12 NSC examination,

2.2 **Writing of the examination**

2.2.1 After the Common Assessment Task is received by the principal, he or she must take full responsibility as chief invigilator and ensure that all conditions and rules relating to a NSC examination are followed.

2.2.2 Principals should open the secure envelope in the presence of learners and oversee the distribution of question papers

2.2.3 The principal should ensure that invigilators are vigilant during the writing of the Common Assessment Task.

2.3 **Marking of the Common Assessment Task**

2.3.1 The marking of the common assessment tasks will be conducted at school level under the supervision of the School Principal,

2.3.2 The marking process must be concluded by 21 September 2012.

2.3.3 The Department will print the final marking guideline and deliver them to Districts for collection by schools after the task is written.

2.3.4 Marking must be conducted at school, with the senior teacher or Head of Department acting as an internal moderator

2.3.5 In cases where more than one teacher teaches Life Orientation at the school, the scripts should be swapped so that a teacher does not mark the scripts of his/her learners,

**2.4 Moderation of learner evidence
School and District Moderation**

2.4.1 At least 10% of the marked scripts should be moderated by the senior teacher or the HOD. The school principal must ensure that this moderation takes place.

2.4.2 After the scripts have been moderated, the marks must be recorded on the mark sheet provided to the school.

2.4.3 The district subject advisor must moderate a sample of scripts from each school,

2.5 National Moderation

2.5.1 The DBE will deploy a team of moderators to each of the provinces to moderate the scripts

2.6 Capture of Marks

2.6.1 A special mark sheet will be issued to schools for the recording of the marks for the Common Assessment Task. This mark sheet will be additional to the normal mark sheet provided for Life Orientation.

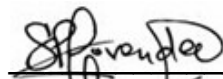
2.6.2 The marks for the Common Assessment Task must be captured during the capture of the SBA marks and should be completed by 18 November 2012.

3. QUERIES.

For any queries regarding the administration of the Common Assessment Task, please contact Dr Ramoroka, on telephone number (012) 357 3575 or by e-mail: Ramoroka@dbe.gov.za.

4. CONCLUSION

Principals are to ensure that this information is given to the learners and teachers as soon as possible.



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