

ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 47 OF 2014

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 PUBLIC AND INDEPENDENT SCHOOLS
 (GRADES 10-12)
 TEACHER UNIONS / ORGANISATIONS
 SCHOOL GOVERNING BODIES

DATE: 10 JULY 2014

**EXAMINATION GUIDELINES AND ADMINISTRATION OF COMMON
 ASSESSMENT (CAT) FOR LIFE ORIENTATION:
 GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) 2014**

1. The Provincial Department received Circular E4 of 2014 dated 27 May 2014 from the Department of Basic Education (DBE).

2. This Assessment Instruction provides information regarding the Examination guidelines for Life Orientation (LO) and outlines the procedure that will be followed in the administration of the Common Assessment Task (CAT) for LO across all Provincial Education Departments (PEDs).

3. Examination guidelines for Life Orientation

a) Examination guidelines for LO have been developed in an effort to assist teachers and learners in preparation for the 2014 LO CAT.

b) The guidelines are provided in an electronic format (compact disk) and are also available on the DBE website.



4. The Common Assessment Task will be administered on 5 September 2014, from 9:00 to 10:30. The following procedure will be followed in the administration of the CAT:

4.1 Printing, Packing and Distribution of the Common Assessment Task

The Common Assessment Task will be printed and sealed in secure envelopes per school. The schools must collect the question paper on the day of the writing of the CAT, following the same procedure as the Grade 12 NSC examination.

4.2 Writing of the Examinations

a) 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 the NSC examinations are adhered to.

b) Principals should open the secure envelope on the day of the examination in the presence of the learners and oversee the distribution of the question papers.

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

d) After the Common Assessment Task is written, invigilators should reconcile the scripts with the number of learners as indicated on the Mark Sheet and enclose the scripts into the security envelope used for the NSC examinations.

e) Scripts must be stored in the strong room of the school until the commencement date for marking.

4.3 Marking of the Common Assessment Task

a) The marking of the Common Assessment Tasks will be conducted at school level under the supervision of the School Principal.

b) The Provincial Office will print the final marking guidelines and distribute them to the schools by 18 September 2014.

c) The marking process should commence on 19 September and must be concluded on 30 September 2014.

d) Scripts must only be removed from the strong room by the school principal on the day the marking commences.

e) Marking should be conducted at school, with the senior teacher or Head of Department acting as an Internal Moderator.





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DATE
17/07/14

- b) The marks for the Common Assessment Task must be captured during the capture of SBA marks and should be completed by 21 November 2014.
- a) A special mark sheet will be issued to schools for the recording of the marks for the Assessment Task. This mark sheet will be additional to the normal Mark sheet provided for Life Orientation.

6. Capture of Marks on the IECS

- a) The DBE will deploy a team of moderators to each of the provinces to moderate the scripts.

5.3 National Moderation

- c) Provincial moderation should be concluded by the 30 October 2014.
- b) The Provincial Office will select a sample of schools from each district for the provincial moderation. A sample of 10 - 20 schools per district will be selected. from each of the schools, a sample of 10% of the scripts should be moderated.
- a) This will be done centrally at the provincial level and the district subject advisors that participated in the provincial marking guideline discussion will be used for this process.

5.2 Provincial Moderation

- c) The district subject advisor must moderate a sample of scripts from each school.
- b) After the scripts have been moderated, the marks must be recorded on the mark sheet provided to school.
- a) At least 10% of the marked scripts should be moderated by the senior teacher or the Head of Department.

5.1 School and District Moderation

5. Moderation of learner evidence

- f) In cases where there is more than one teacher teaching Life Orientation at the school, the scripts should be exchanged so that a teacher does not mark the scripts of his / her learners.



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DATE

Approved / Not Approved

COMMENTS:

E. M. MABONA
(A) CHIEF DIRECTOR: CURRICULUM MANAGEMENT

2014-07-15
DATE

~~Supported / Not Supported~~

COMMENTS:

N. LEHLAKANE
(A) DIRECTOR: ASSESSMENT & EXAMINATIONS

15/07/2014
DATE

Supported / Not Supported

COMMENTS: