



ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 51 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: 21 AUGUST 2014

**PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL
PRACTICAL EXAMINATION IN DESIGN AND VISUAL ARTS-NATIONAL
SENIOR CERTIFICATE: NOVEMBER 2014 GRADE 12 EXAMINATIONS**

1. The Provincial Department of Education received Circular E10 of 2014, dated 4 July 2014.
2. The Department of Basic Education (DBE) wishes to draw the attention of the Provinces to procedures that should be adhered to during the conduct of the final practical examination for Design and Visual Arts.
3. The 2014 final practical examination question paper for Design and Visual Arts (Design Paper 2 and Visual Arts Paper 2) will comprise of two sections namely:
Section A: Source Book/Workbook; and
Section B: The Artwork
4. Learners must complete sufficient research and collate all appropriate material for Section A of the Practical Examination question paper during Term 3. Section A may be administered during teaching time or after hours.



5. Section A of the Practical Examination must be completed prior to the start of Section B of the Practical Examination.
6. Schools may administer Section B of the Practical Examination from 15 September 2014, provided Section A of the examination has been completed.
7. **Section B should be completed by 24 October 2014.**
8. Section B of the Practical Examination must be completed under examination conditions during the stipulated period, not after hours or during weekends. It is proposed that block sessions of 4-6 hours be arranged over a number of days until all learners have completed their Artwork or the allocated 24 hours expire. Internal arrangements must be made at each school to accommodate the technical procedures that specific Art disciplines may require, for example, Ceramic.
9. Strict supervision must be exercised by the Design and/or Visual Arts teacher during the conduct of the examination.
10. Districts are reminded to ensure that schools appoint invigilators in addition to the Design and Visual Arts teacher to ensure that Section B is done at school and under strict controlled conditions.
11. **Candidates must not be left on their own while working on Section B, neither are they allowed to take incomplete Artwork/Product home. All incomplete Artwork/Product must be kept at school until the next scheduled session.**
12. Districts are advised to request each school offering Design and /or Visual Arts to submit the scheduled times for the administration of Section B. Districts are also expected to develop a plan to monitor the conduct of these practical examinations based on the schedules submitted by schools.
13. The DBE shall also monitor the conduct of these Practical Examinations. Therefore, the consolidated schedule for the conduct of Section B for all schools offering Design and/or Visual Arts together with the District plan to monitor the administration should be forwarded to the Provincial Office by Friday, **12 September 2014** to the attention of Ms N. Mbeleki:
Fax: 043 604 7789.
14. Districts must ensure that all Practical examinations are marked and moderated timeously. However, marking and moderation must be completed by 14 November 2014.
15. Schools offering Design and/or Visual Arts must **submit the scheduled times for the administration of Section B to the District Examination Office by no later than Friday, 10 September 2014.**



The Heads of all Education Institutions should ensure that the contents of this Assessment Instruction are distributed to all Grade 12 schools offering Design and/or Visual Arts as well as Subject Advisors.



A.S. NUKU

(A) DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL OPERATIONS MANAGEMENT

