



Province of the
EASTERN CAPE
EDUCATION

DIRECTORATE: CURRICULUM FET PROGRAMMES

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Ref: 11/2/7/P

ASSESSMENT INSTRUCTION 55 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 PUBLIC AND INDEPENDENT SCHOOLS
OFFERING GRADE 12
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 09 SEPTEMBER 2014

**NATIONAL SENIOR CERTIFICATE (NSC)
PROVINCIAL GRADE 12 CENTRALISED SCHOOL BASED ASSESSMENT
(SBA) MODERATION - 25th – 29th OCTOBER 2014**

1. BACKGROUND:

In 2014 Grade 12 learners will write the first **National Senior Certificate** (NSC) in compliance with the Curriculum and Assessment Policy Statements (CAPS). 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, 30th 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 Centralised Grade 12 Provincial SBA moderation process to ensure valid, reliable and quality SBA marks for each learner. Moderators will be appointed to ensure the achievement of this goal.

This process is informed by the Curriculum and Assessment Policy Statements (CAPS) 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 CAPS.

However, only the following **17 subjects** will be moderated during the Provincial Centralised SBA processes:

	SUBJECT		SUBJECT
1	English FAL	10	Computer Applications Technology
2	IsiXhosa Home Language	11	Agricultural Management Practice
3	Mathematics	12	Agricultural Sciences
4	Mathematical Literacy	13	Music
5	Physical Sciences	14	Civil Technology
6	Life Sciences	15	Geography
7	Life Orientation	16	History
8	Accounting	17	Tourism
9	Economics		

2. ROLES AND RESPONSIBILITIES:

2.1 SCHOOL REQUIREMENTS:

- The Principal, SMT and HOD of **selected** senior secondary schools offering any of the above mentioned 17 subjects must submit **ten (10)** files for each subject offered as follows:

- 1 teacher's file;
 - 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 **CAPS, Assessment Instruction 18 & 32 of 2014.**

This includes the marking of September trial exam scripts timeously where these marks form part of the requirements for inclusion in evidence of learners' work.

- 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 copies of all the computerized mark sheets are made available for collection by district officials or delivered to the District Office from the 20th to 23rd October 2014.

- 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 **CAPS, Assessment Instructions 18 & 23 of 2014.**
- The District Curriculum CES, DCES and SES are to ensure that the required number of schools (**Annexure A**) offering any of the abovementioned 17 subjects submit the required number of learners' evidence of work and the teacher file for moderation.
- Samples 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 all schools receive the computerized SBA mark sheets timeously and are completed correctly.
- The District Curriculum CES, DCES and SES are to ensure that the final cluster moderation processes and procedures are completed timeously for

each subject in each cluster as per the 2014 SBA Management Plan (**Assessment Instruction 18 of 2014**).

- 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 examples of evidence of learners' work from each school are delivered to the District Office or collected from schools from the **20th to 23rd October 2014**, together with copies of **ALL** computerized 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:

- 1. The District Curriculum CES, DCES and SES are to ensure that all portfolio bags are delivered to the centralised moderation venue on time on the 24th October 2014.**
- 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 on the 29th October 2014 and returned to schools immediately.**
- 4. The District Curriculum CES, DCES and SES are to ensure that copies of ALL computerized mark sheets are collected simultaneously with the evidence of learners' work for moderation.**
- 5. Districts must submit copies of the schools' computerised mark sheets together with the portfolios to the moderation venue.**

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

3. VENUES AND DATES FOR PROVINCIAL MODERATION:

VENUE:	Education Leadership Institute (ELI) (Algoa College) PORT ELIZABETH
DATES:	25th – 29th October 2014
SUBJECTS:	Accounting Agricultural Management Practice Agricultural Sciences Computer Applied Technology English FAL Geography IsiXhosa Mathematics Mathematical Literacy
VENUE:	Education Leadership Institute (ELI) EAST LONDON
DATES:	25th – 29th October 2014
SUBJECTS:	Economics Engineering graphics & Design (EGD) History Life Sciences Life Orientation Music Physical Sciences Tourism

4. CONCLUSION:

The importance of the Provincial Grade 12 Centralised SBA Moderation process cannot be over emphasised. We trust 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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DR AS NUKU
(A) DDG: INSTITUTIONAL OPERATIONS MANAGEMENT

17/9/2014
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DATE



DISTRICTS	MUSIC	EGD	TOURM	CAT	AGRIC SC	AGRIC MIAN	HIST	GEOG	ACCNT	ECON	ISIXH HL	PHYS SC	MATHS LIT	ENG FAL	MATHS SC	LIFE SC	LIFE ORIENT	TOTAL
BUTTERWORTH	4	2	7	1	7	0	6	5	10	10	8	9	7	8	10	9	10	113
COFIMVABA	0	1	2	1	4	1	3	5	6	6	6	6	5	6	6	6	6	70
CRADOCK	0	1	2	1	2	1	3	3	5	4	3	3	3	4	2	4	4	45
DUTYWA	1	2	6	1	7	0	6	10	7	7	6	8	6	6	8	6	8	95
EAST LONDON	6	5	15	3	6	0	10	14	18	16	15	15	19	17	16	17	18	210
FBEAUFORT	0	1	10	1	8	2	5	5	8	7	8	6	7	8	10	8	8	102
GRAAFF-REINET	1	1	3	2	2	0	3	3	3	1	3	3	4	4	4	4	4	45
GRAHAMSTOWN	2	1	4	1	2	0	3	5	5	4	3	4	4	4	4	4	4	54
KWT	1	1	15	2	17	0	12	14	14	14	20	15	20	20	20	23	20	228
LADY FRERE	0	1	2	1	2	1	3	5	5	5	5	4	4	4	5	5	6	58
LIBODE	3	3	3	1	7	0	6	5	8	8	8	9	7	8	9	7	6	98
LUSIKISIKI	7	2	3	1	6	1	3	5	7	7	6	6	4	7	9	8	8	90
MALUTI	0	2	4	1	2	1	3	5	5	5	5	5	4	5	5	5	6	63
MBIZANA	0	2	3	1	4	0	3	3	6	6	5	4	4	5	4	4	6	60
MT FLETCHER	0	2	3	1	3	0	3	3	5	5	5	4	4	4	4	4	4	64
MT FRERE	0	1	3	1	4	0	3	5	5	5	5	5	4	5	5	5	6	62
MTHATHA	0	2	5	2	7	0	7	12	11	11	15	12	7	10	10	11	12	134
NGCOBO	1	1	3	1	4	0	3	5	5	5	5	4	3	4	4	4	4	56
P ELIZABETH	14	5	13	6	2	0	14	13	21	15	10	15	18	17	14	16	15	208
QUEENSTOWN	2	2	6	2	4	0	5	5	7	8	6	8	7	7	9	8	8	94
QUMBU	0	1	2	1	4	0	3	5	5	5	6	6	4	6	5	6	6	65
STERKSPRUIT	2	1	4	2	4	0	5	5	5	6	3	5	5	6	5	6	6	70
UITENHAGE	4	4	6	2	2	0	6	5	9	8	5	8	6	10	9	8	8	100
TOTAL	48	44	124	36	110	7	118	145	180	168	161	164	166	175	177	178	183	2184



FILE/EVIDENCE OF WORK - RECEIPT/RETURN REGISTER

NAME OF DISTRICT: NAME OF SCHOOL:

NAME OF DISTRICT OFFICIAL: NAME OF PRINCIPAL:

SIGNATURE OF DISTRICT OFFICIAL: SIGNATURE OF PRINCIPAL: DATE:

NAME OF SUBJECT	NO OF EVIDENCE OF LEARNERS WORK	NAMES OF LEARNERS	NAME OF TEACHERS' FILES
English FAL			
isiXhosa			
Life Orientation			
Mathematics			
Mathematical Literacy			
Physical Science			
Music			
History			
Geography			
Life Sciences			
Agricultural Management Practices			
Agricultural Sciences			
Engineering Graphics & design			
Economics			
Accounting			
Tourism			
Computer Applications Tech. (CAT)			

- 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

