



ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 57 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: 08 OCTOBER 2014

ADMINISTRATION OF COMMON EXAMINATIONS FOR MATHEMATICS AND PHYSICAL SCIENCES: GRADE 11 NATIONAL SENIOR CERTIFICATE

1. The Provincial Department of Education received Circular E20 of 2014, dated 29 September 2014.
2. At the HEDCOM meeting held on 18-19 August 2014, it was agreed that Provincial Education Departments (PEDs) will participate in the writing of Common Examinations in Mathematics and Physical Sciences at the Grade 11 level.
3. The attention of Districts and Schools is drawn to the procedures that should be adhered to in the administration of Common Examinations in Mathematics and Physical Sciences in 2014.
4. The Department of Basic Education (DBE) will provide the question papers for the Common Grade 11 Mathematics and Physical Sciences Examinations in 2014.

5. The Grade 11 Common Examinations are scheduled to be written on the following dates:

Date	Subject	Time
05 November 2014	Mathematics P1	09.00-12.00
11 November 2014	Mathematics P2	09.00-12.00
14 November 2014	Physical Sciences P1	09.00-12.00
17 November 2014	Physical Sciences P2	09.00-12.00

6. The Common Examination Question Papers for Mathematics and Physical Sciences will be printed and sealed in secure bags and delivered to Districts. The schools are expected to collect them from the Districts on the day of writing, following the similar administrative and security procedures as the Grade 12 examinations.
7. For Mathematics Paper 2, a special Answer Book will be provided in which to answer all the questions.

8. **Writing of the examinations**

- a) After the common papers are received by the principal, s/he must take full responsibility for the papers. S/he must ensure that invigilators are appointed and the chief invigilator must ensure that all conditions and rules relating to the conduct of NSC Examinations are adhered to.
- b) The chief invigilator should open the secure envelope on the day of the examination in the presence of learners and oversee the distribution of question papers.
- c) The chief invigilator must ensure that the invigilators are vigilant during the writing of the common examinations.
- d) After the writing, invigilators should reconcile the answer scripts and submit them to the principal.
- e) The principal will then distribute the answer scripts to the subject teacher/s for marking.



ANNEXURE A

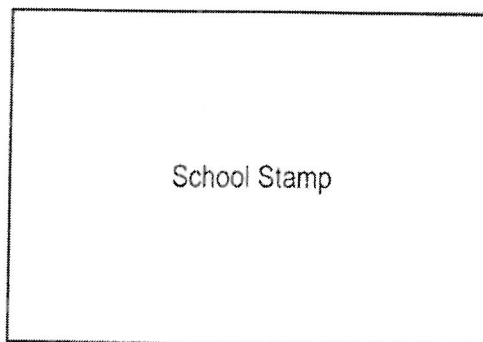
Province: _____

District: _____

School Name: _____

Subject	No Wrote	No Passed	% Passed	No Failed	% Failed
Mathematics					
Physical Sciences					

Principal Signature: _____



9. **Marking and capturing of marks**

- a) The marking of the common examinations will be conducted at the school under the supervision of the school principal.
- b) Schools must collect the marking guidelines from the District office by 12 November 2014 for Mathematics and 18 November 2014 in the case of Physical Sciences.
- c) Marking must be conducted at the school, with the senior teacher or Head of Department acting as an Internal Moderator.
- d) Schools will be required to capture the marks obtained by the candidates, per subject and provide an analysis which will be consolidated Provincially.
- e) A template to be utilized in the capturing of marks at school level is attached as **Annexure A**.
- f) The data obtained from the learners' performance will be used in the standardization of Mathematics and Physical Sciences results in 2015.
- g) The marks obtained by the Grade 11 pupils in the common examinations for Mathematics and Physical Sciences, as well as other Provincially set papers must be used for promotional purposes.

In ensuring that a successful examination in the administration of National Common Examinations for Mathematics and Physical Sciences is conducted, the Heads of all Education Institutions should ensure that the contents of this Assessment Instruction are distributed to all Grade 12 schools offering the above mentioned subjects, as well as Subject Advisors.



DR. A.S. NUKU
(A) DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL OPERATIONS MANAGEMENT

