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ASSESSMENT INSTRUCTION 60 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 (FET BAND)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 06 NOVEMBER 2014

2014 PROMOTION REQUIREMENTS: GRADES 10 -12

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NB: The content of this assessment instruction on promotion requirements is applicable from 2014 onwards and no other assessment instruction will be issued for 2015 and beyond.

1. PURPOSE

The purpose of this Assessment Instruction is to amend the Assessment Instruction 7 of 2014 issued on 20 January 2014 to clear ambiguity on the condonation and promotion requirements in Grades 10 and 11.

2. INTRODUCTION

The promotion requirements for Grades R to 12 are nationally determined and clearly set out in the policy. The quality assurance processes of the 2013 Grade 11 promotion schedules reflect poor implementation of these requirements in the Province. This Assessment Instruction sets out the promotion requirements for Grades 10 & 11 and these requirements are to be implemented in each quarter when reporting learner and school achievements. The policy stipulated in this Assessment Instruction applies to public ordinary and special schools, and those independent schools that offer the *National Curriculum Statement Grades R – 12*. This assessment instruction must be read in conjunction with the following policies:

- a) *National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R – 12*; and
- b) *National Protocol for Assessment Grades R – 12*.

3. PROMOTION REQUIREMENTS FOR GRADES 10 – 12

3.1. Learners in Grades 10 and 11 will be promoted from grade to grade if they have offered and completed the School Based Assessment, Practical Assessment Tasks, where applicable, Oral Assessment Tasks and end of the year examination requirements in not fewer than seven (7) subjects as contemplated in the policy document, *National Protocol for Assessment Grades R-12* and the Curriculum and Assessment Policy Statements of the various subjects listed, (Refer to CAPS policy Annexure A).

3.1.1. Achieved **40% in three subjects, one of which is an official language at Home Language level, and 30% in three subjects**, provided the School Based Assessment component is submitted in the subject failed. See the table below.

Promotion requirements	Percentage required	Rating
Subject 1: Home Language	40%	3
Subject 2	40%	3
Subject 3	40%	3
Subject 4	30%	2
Subject 5	30%	2
Subject 6	30%	2
Subject 7	0 - 29%	1

- 3.1.2. **No condonation in Grades 10 and 11. However, multiple repetition of Grades 10 and 11 must not be used for gate-keeping purposes. Learners repeating either Grade 10 or 11 must receive the relevant support to enable him or her to progress with their cohort to the next grade the following year.**
- 3.1.3. This norm for repetition is stipulated in paragraph 31 of the *Admission policy for ordinary public schools, Government Notice 2432 in the Government Gazette, Vol. 400, No. 19377 of 19 October 1998*, as one year per school Phase where necessary. **A learner may therefore only be retained once in the Further Education and Training (FET) Phase** in order to prevent the learner being retained in this phase for longer than four years.
- 3.1.4. Learners who offer a Music programme from the Associated Board of Royal Schools of Music or Trinity College of London or UNISA must obtain the following ratings:
- (i) The Associated Board of Royal Schools of Practical Music Examination Grade 7: at least 65%.
 - (ii) Trinity College of London Practical Music Examination at grade 7: at least 60%. (Refer Assessment Instruction 40 of 2013)
 - (iii) UNISA Practical Music Examination at grade 7: at least 50%.
- 3.1.5. Progression in Grades 10-12 does not guarantee the final certification of a learner in Grade 12 and such a learner must comply with the certification requirements as contemplated in paragraph 37 (1) (a) of the policy document, *National policy pertaining to the Programme and Promotion requirements of the National Curriculum Statements Grades R-12* to enable him or her to obtain a National Senior Certificate.

4. ASSESSMENT IN GRADE 10 AND 11

- 4.1. Learners will be assessed internally according to the requirements specified in the policy document, *National Protocol for Assessment Grades R– 12* and the Curriculum and Assessment Policy Statements for the subjects listed in the *National Curriculum Statement Grades R - 12*. The School-Based Assessment marks allocated to assessment tasks completed during the school year will be 25% of the total mark, and the end-of-year mark 75% of the total mark.
- 4.2. The weighting for assessment in the subject Life Orientation in Grades 10 and 11 is an exception where the School-Based Assessment component will comprise 100% of the total mark. The School-Based Assessment will be externally moderated.
- 4.3. The end-of-year assessment must consist of an end-of-year examination that is internally set, marked and moderated, as specified in the policy document, *National Protocol for Assessment Grades R– 12* and the Curriculum and Assessment Policy Statements for the subjects listed in the *National Curriculum Statement Grades R - 12*.

5. RECORDING AND REPORTING

5.1. Seven levels of competence have been described for all the subjects in the policy document, *National Protocol for Assessment Grades R– 12* and the Curriculum and Assessment Policy Statements for the subjects listed in the *National Curriculum Statement Grades R - 12*. The various achievement levels and their corresponding percentage bands are shown in Table 1 below.

5.2. **TABLE 1: SCALE OF ACHIEVEMENT FOR THE NATIONAL CURRICULUM STATEMENT GRADES 10-12**

RATING CODE	DESCRIPTION OF COMPETENCE	PERCENTAGES
7	Outstanding achievement	80 – 100
6	Meritorious achievement	70 – 79
5	Substantial achievement	60 – 69
4	Adequate achievement	50 – 59
3	Moderate Achievement	40 – 49
2	Elementary Achievement	30 – 39
1	Not Achieved	0 – 29

5.3. These descriptions are intended to assist teachers to assess learners and grade them at the correct level.

5.4. Teachers must record learners' results in marks and report them as percentages.

5.5. The percentage obtained will determine which rating code on the scale of achievement will be allocated to a learner.

6. APPROVAL AND QUALITY ASSURANCE OF SCHEDULES

6.1. The Department will print and issue promotion schedules to all schools, however, the schools that will be promoting learners using SASAMS schedules must ensure under the column, ***years in a grade***, they indicate ***years in a phase***.

6.2. SASAMS Mark Schedule 12.9.15.6 is acceptable to the Department, and should be initialed on each page and signed in full, in the declaration section on the last page.

6.3. Once promotions have been processed on SASAMS, the Promotion Schedule 12.9.19 must be printed and signed for submission to the Department.

6.4. Education Development Officers (EDO) together with District Curriculum personnel (District Teams) must ensure that promotion schedules are thoroughly checked for compliance and corrected where required. The signatures on the Declaration forms, distributed with

schedules, by District officials is an indication that National policy has been fully implemented, as outlined in this Assessment Instruction.

- 6.5. All promotion schedules are subjected to scrutiny at the Provincial office to ensure that learners promoted to Grades 11 and 12 have met the minimum promotion requirements. Where Departmental officials are found to have promoted or retained learners in error, these officials will be dealt with in terms of Section 17 of the Educators Employment Act 1998 (Act 78 of 1998).

7. COMPLETION OF SCHOOL REPORTS

- 7.1. School reports are used to report to parents on the achievements and promotion of learners to the next grade. These reports must reflect the same results that are recorded on the promotion schedule signed by the Education Development Officer (EDO). No reports may be finalised BEFORE the promotion schedule is approved by the EDO.

NB: Original reports should be seen by EDO when promotion schedules are signed.

8. SUBMISSION OF SCHEDULES: DUE DATES

<u>SUBMISSION BY</u>	<u>SUBMISSION TO</u>	<u>EXPECTED QUALITY ASSURANCE</u>	<u>RESPONSIBIL ITY</u>	<u>DUE DATE</u>
School Principals	Education Development Officer (EDO)	The promotion requirements have been met for all learners promoted. Every learner has a minimum of 7 subjects and none is omitted from the schedules. All marks are correctly transferred to the correct columns of the schedule. All learners are listed per GRADE in strict alphabetical order and none have been omitted. All required signatures have been appended. Original school reports are presented with promotion schedules.	EDO District Curriculum officials	As per arrangement with the Principal but no later than Friday 05 December 2014
EDO	District DCES Examinations	A promotion schedule is received for every school	District Examination	Wednesday 10 December

		in the District that has Grade 10 & 11. That the relevant declaration has been signed by both school Principals & EDOs. That the summary form of promotions has been completed and signed by the Principal and attached to the schedule. That the promotion schedules conform to the Departmental format issued for the set out of promotion schedules.	Officials	2014
District DCES Examinations	Provincial District Co-Ordination Unit	All of the above	Provincial District Co-Ordination Unit Officials	Friday 12 December 2014

No public school may close for 2014 without having submitted an accurate promotion schedule showing the promotion of all learners in Grades 10 and 11 in terms of policy. (National Protocol for Assessment Grades R – 12, Government Notices No. 722 and No. 723, Government Gazette No. 34600 of 12 September 2011 and amended as: Government Notice No. 1115 and No. 1116, Government Gazette No. 36042 of 28 December 2012).

No independent school that is registered to offer Grades 10 to 12 with the Eastern Cape Department of Education may close for 2014 without having submitted an accurate promotion schedule showing the promotion of all learners in Grades 10 and 11 in terms of policy. (National Protocol for Assessment Grades R – 12, Government Notices No. 722 and No. 723, Government Gazette No. 34600 of 12 September 2011 and amended as: Government Notice No. 1115 and No. 1116, Government Gazette No. 36042 of 28 December 2012). Where there are instances of non-compliance, consequence management will be applied to all relevant officials at the school and within the district.

9. Minimum Admission requirements for Higher Certificate, Diploma and Bachelor's Degree Programme requiring National Senior Certificate. Higher Education Act, 1997 (Act No. 101 of 1997).

9.1. Higher Certificate

The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi. Institutional and Programme needs may require appropriate combinations of recognized NSC Subjects and levels of achievements.



9.2. Diploma

The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of:

■ **4 x 40%- 49% or better (4 x Level 3 including Home Language)**

Institutional and Programme needs may require appropriate combinations of recognized 20 credit NSC Subjects and levels of achievements.

9.3. Bachelor's Degree

The minimum admission requirement is a National Senior Certificate (NSC) as certified by Umalusi with an achievement rating of:

■ **4X50%-59% or better (4 x Level 4s Including Home Language)**

Institutional and Programme needs may require appropriate combinations of recognized 20 credit NSC Subjects (which will be known as the designated subject list) and levels of achievements.

9.4. Designated Subjects

1. Accounting	10. Physical Sciences
2. Agricultural Sciences	11. Religion Studies
3. Business studies	12. Visual Arts
4. Dramatic Arts	13. Mathematical Literacy
5. Geography	14. Mathematics
6. History	15. Consumer Studies
7. Languages	16. Information Technology
8. Life Sciences	17. Engineering Graphic and Design
9. Music	18. Economics

Adequate Achievement (50% - 59%) (Level 4) in four designated NSC subjects provides the primary basis for admission to a Bachelor's Degree programme. An institution is entitled to specify an appropriate level of subject achievement for a particular programme.

10. CONCLUSION

District Teams shall be set up to ensure checking for compliance to all promotion requirements before approval is granted.

The promotion requirements outlined in this Assessment Instruction are mandatory and must be fully complied with as stated. All office and school-based personnel, especially school Principals and EDOs, are expected to ensure compliance with National policy on promotion.



DR AS NUKU

DDG: INSTITUTIONAL OPERATIONS MANAGEMENT (IOM)