



Province of the  
**EASTERN CAPE**  
EDUCATION

**DIRECTORATE: CURRICULUM FET PROGRAMMES**

Steve Vukile Tshwete Education Complex • Zone 6 Zwelitsha 5608 • Private Bag X0032 • Bhisho 5605  
REPUBLIC OF SOUTH AFRICA • Tel: 040 608 4605 • Fax: 086 5487612 / 040 608 4389 • [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

Enquiries: Ms. VL Westphal / Mr AK Pillai email: [vivian.westphal@edu.ecprov.gov.za](mailto:vivian.westphal@edu.ecprov.gov.za) / [anil@telkomsa.net](mailto:anil@telkomsa.net)  
Ref: 11/2/7/P

**ASSESSMENT INSTRUCTION 31 OF 2015**

**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:** 08 JULY 2015

**NATIONAL SENIOR CERTIFICATE (NSC)  
PROVINCIAL GRADE 12 CENTRALISED SCHOOL BASED ASSESSMENT  
(SBA) MODERATION - 10 – 14 AUGUST 2015**

**1. BACKGROUND:**

Grade 12 learners will write the second *National Senior Certificate* (NSC) in compliance with the Curriculum and Assessment Policy Statements (CAPS) in 2015. 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, 30<sup>th</sup> 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 **22 subjects** will be moderated during the Provincial Centralised SBA processes:

	SUBJECT		SUBJECT
1	Accounting	12	Hospitality Studies
2	Agricultural Management Practices	13	IsiXhosa HL
3	Agricultural Sciences	14	Life Sciences
4	Business Studies	15	Life Orientation
5	Computer Application Technology	16	Mathematics
6	Economics	17	Mathematical Literacy
7	Engineering Graphics & Design	18	Mechanical Technology
8	English FAL	19	Music
9	English HL	20	Physical Sciences
10	Geography	21	SeSotho
11	History	22	Tourism

## 2. ROLES AND RESPONSIBILITIES:

### 2.1 SCHOOL REQUIREMENTS:

- The Principal, SMT and HOD of **selected** senior secondary schools offering any of the above mentioned 22 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 and Assessment Instruction 16 of 2015*. ***The evidence of learner's work and the teachers file must show evidence of all SBA tasks completed up to the end of Term 2.***
- 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 SBA mark sheets are made available for collection by district officials or delivered to the District Office from the 03 – 07 August 2015.***

- 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 and Assessment Instructions 16 of 2015**.
- The District Curriculum CES, DCES and SES are to ensure that the required number of schools (**Annexure A**) offering any of the abovementioned 22 subjects submit the required number of learners' evidence of work and the teacher file for moderation.
- Sampled 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 cluster moderation processes and procedures are completed timeously for each subject in each cluster as per the 2015 SBA Management Plan (**Assessment Instruction 16 of 2015**).

- 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 **03 – 07 August 2015**, together with copies of 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 10<sup>th</sup> August 2015.***
- 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 14<sup>th</sup> August 2015 and returned to schools immediately.***

- 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:** 10<sup>th</sup> – 14<sup>th</sup> August 2015

**SUBJECTS:** Computer Application Technologies  
English FAL  
English HL  
Geography  
History  
isiXhosa HL  
SeSotho HL  
Mathematics  
Mathematical Literacy  
Life Orientation

**VENUE:** Education Leadership Institute (ELI)  
EAST LONDON

**DATES:** 10<sup>th</sup> – 14<sup>th</sup> August 2015

**SUBJECTS:** Accounting  
Agricultural Management Practices  
Agricultural Sciences  
Business Studies  
Economics  
Physical Sciences  
Hospitality Studies  
Tourism  
Engineering Graphics & Design  
Life Sciences  
Mechanical Technology  
Music

### 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 NJOKU

(A) DDG: INSTITUTIONAL OPERATIONS MANAGEMENT

2015-07-15  
DATE





DISTRICTS	ACC	Agric Man Pract	Agric Sci	BSTD	CAT	Econ	EGD	Eng FAL	Eng HL	Geog	Hist	Hosp Stud	IsiXhosa HL	Life Sci	LO	MatLit	Mat	Mech Tech	Mus	Phy Sci	Sesotho HL	Tourism	TOTAL
BUTTERWORTH	05	00	05	08	08	05	03	08	05	07	05	04	07	08	00	09	08	01	00	07	00	05	108
COFIMVABA	04	01	05	04	04	04	02	05	00	04	02	00	05	05	05	03	05	02	00	05	00	01	66
CRADOCK	03	01	02	03	02	02	02	04	02	02	02	02	04	03	04	03	03	01	00	02	01	02	50
DUTYWA	07	00	07	07	02	07	02	07	02	06	06	00	08	08	08	07	08	01	01	07	00	02	103
EAST LONDON	15	00	06	16	15	12	07	14	15	14	11	04	14	17	17	17	16	04	05	14	00	12	247
FBEAUFORT	04	02	07	06	02	04	02	09	02	03	04	03	08	08	09	09	07	01	00	04	00	06	100
GRAAFF-REINET	02	00	00	03	03	01	01	03	02	02	03	02	02	03	03	03	02	00	01	01	00	02	39
GRAHAMSTOWN	03	00	02	03	04	02	00	04	01	03	03	00	03	04	00	03	03	00	00	03	00	02	45
KWT	11	02	16	14	03	11	02	20	03	10	11	02	20	19	21	21	15	01	00	12	00	14	228
LADY FRERE	04	01	03	04	03	04	01	05	02	04	02	02	05	05	05	05	05	01	00	04	00	01	66
LIBODE	08	00	05	07	03	07	03	09	01	07	07	00	09	08	09	08	09	01	00	08	00	03	112
LUSIKISIKI	04	01	04	04	02	04	17	00	00	04	02	02	05	05	05	04	05	02	03	05	00	01	81
MALUTI	05	01	03	05	03	04	02	05	04	05	04	00	05	05	06	05	06	01	00	05	16	04	94
MBIZANA	06	00	04	06	03	06	03	06	00	05	03	01	06	06	06	06	06	02	00	06	00	02	84
MT FLETCHER	04	00	03	04	05	03	03	04	02	03	02	00	04	04	04	04	04	02	00	04	09	03	71
MT FRERE	07	00	07	07	03	07	03	08	01	06	05	00	08	08	08	07	08	01	01	08	00	05	108
MTHATHA	11	00	09	12	07	18	03	13	03	13	08	00	14	13	14	10	13	00	00	13	00	04	178
NGCOBO	04	00	04	04	02	04	02	05	01	04	03	00	05	05	05	04	05	00	00	05	00	02	64
P ELIZABETH	14	00	02	16	08	09	02	14	09	14	13	02	10	16	16	16	16	03	09	15	00	15	227
QUEENSTOWN	05	00	05	08	09	05	02	08	06	07	05	04	00	08	00	09	08	01	00	07	00	05	102
QUMBU	04	00	04	04	02	04	02	06	00	04	03	00	06	05	06	04	06	02	00	06	00	01	69
STERKSPRUIT	04	00	04	05	05	04	02	06	05	05	04	01	06	06	06	06	06	00	00	05	11	03	94
UITENHAGE	06	00	02	07	03	04	02	07	02	06	05	02	04	07	07	07	07	02	01	07	00	05	94
TOTAL	140	9	109	157	101	131	68	170	68	138	113	31	158	176	164	170	171	36	30	153	37	100	2430



**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:** .....

	<b>NAME OF SUBJECT</b>	<b>NO OF EVIDENCE OF LEARNERS WORK</b>	<b>NAMES OF LEARNERS</b>	<b>NAME OF TEACHERS' FILES</b>
1	Accounting			
2	Agricultural Management Practices			
3	Agricultural Sciences			
4	Business Studies			
5	Computer Applications Technology			
6	Economics			
7	Engineering Graphics & Design			
8	English FAL			
9	English HL			
10	Geography			
11	History			
12	Hospitality Studies			
13	IsiXhosa HL			
14	Life Sciences			
15	Life Orientation			



	NAME OF SUBJECT	NO OF EVIDENCE OF LEARNERS WORK	NAMES OF LEARNERS	NAME OF TEACHERS' FILES
16	Mathematics			
17	Mathematical Literacy			
18	Mechanical Technology			
19	Music			
20	Physical Sciences			
21	SeSotho			
22	Tourism			

- 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

