



EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE

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MEMORANDUM

**TO: CHIEF DIRECTORS
DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
SBA CO-ORDINATORS
DISTRICTS HEADS OF EXAMINATIONS**

DATE: 11 NOVEMBER 2020

SUBMISSION OF GRADE 12 SCHOOL BASED COMPUTERISED MARK SHEETS AND ATTENDANCE REGISTERS

With regards to SBA mark sheets; the memo dated 06 November 2020 has reference:

1. Districts/CMCs that have completed the capturing of SBA/ORAL/PAT marksheets are requested to indicate so that a schedule with dates for submission is drawn to avoid congestion in our offices.
2. Kindly be reminded that:
 - 2.1 Mark sheets must be filled alphabetically per school and per subject; that is, from school A to Z and from subject A to Z. This saves time when mark sheets are retrieved for audit purposes.
 - 2.2 Schools schedules must be attached to each mark sheet.
 - 2.3 If there is a mark sheet with "444", a report stating the reason must be attached.
 - 2.4 All mark sheets must be scanned before submission and a soft copy must be submitted as well.
3. It is expected that the mark sheets for Life Orientation SBA have be verified to ensure that the marks have converted to 320 and that no mark/s have been converted into a percentage.
4. The declaration form (Annexure to memo dated 6 November 2020) signed by the school principal and subject advisor must be attached to the mark sheet for Life Orientation. (copy attached)
5. Please note that: mark sheets will not be controlled on submission due to COVID-19. This therefore means, if there is a missing mark sheets, it will be assumed that it was never submitted and the district and school will have to provide a copy when needed to do so.
6. Districts are requested to file attendance registers per centre and marking centres.
7. **Attendance registers must be submitted to Policy Unit on the day of the submission of the SBA mark sheets.**



8. This therefore means that submission of mark sheets and will only be after the completion of the writing of examinations to avoid multiple trips to the Provincial Office.
9. **Districts are advised NOT TO LOAD attendance registers on the trucks with scripts and they get misplaced amongst the bins for answer scripts.**
10. Attendance registers will not be controlled on the submission dates due to COVID-19. Districts and schools are requested to keep copies to assist when required.
11. Your co-operation and compliance is always appreciated.

Yours in education



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CES: POLICY UNIT
MRS F. BIKITSHA

11 NOVEMBER 2020
DATE