



EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE

Steve Vukile Tshwete Building, Zone 6, Zwelitsha, 5608 * Private Bag 4571 * KWT * 5600 * REPUBLIC OF SOUTH AFRICA
Website: ecprov.gov.za * Email: funiwe.bikitsha@edu.ecprov.gov.za

Ref: 13/P

Enquiries: Mrs F. Bikitsha

Tel: 040 602 7039

ASSESSMENT INSTRUCTION 39 OF 2020

**TO: DEPUTY DIRECTORS – GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
CIRCUIT MANAGERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 15 OCTOBER 2020

**GUIDELINES ON THE ADMINISTRATION OF COMMON ASSESSMENT TASK (CAT)
FOR LIFE ORIENTATION: GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) 2020**

1. The Provincial Department of Education received Circular E17 OF 2020 from the Department of Basic Education (DBE).
2. This Assessment Instruction provides information regarding the procedure that must be followed in the administration of the Common Assessment Task (CAT) for Life Orientation (LO) across all Provincial Education Departments (PEDs).
3. The Common Assessment Task will be administered on 19 October 2020, from 9:00 to 11:00 and all the schools should be notified timeously of the date and the time. In preparation for the administration of the Common Assessment Task (CAT), the PEDs should ensure that schools and district officials are informed regarding the procedure that will be followed in the administration of the CAT.

4. Printing, Packaging and Distribution of the Common Assessment Task (CAT)

- a) The Common Assessment Task will be printed and sealed in secure envelopes per school and will be collected by schools on the day of the writing of the CAT, following the same procedure as the Grade 12 NSC examination.

5. Writing of the Common Assessment Task (CAT)

- a) After the Common Assessment Task is received by the Principal, he or she must take full responsibility as Chief Invigilator and ensure that all conditions and rules relating to the NSC examination are adhered to.
- b) The Principal should open the secure envelope on the day of the examination in the presence of the learners and oversee the distribution of the CAT to learners.
- c) The Principal should ensure that the invigilators are vigilant during the writing of the Common Assessment Task.
- d) After the Common Assessment Task is written, invigilators should reconcile the scripts with the number of learners as indicated on the Mark Sheet and enclose the scripts into the security envelope used for the NSC examinations.
- e) Script must be submitted to district office the normal way and district office to determine when to release them back to schools for marking. However, 04 November 2020 will be ideal when collecting the final approved marking guideline in preparation for the start of marking on the 05 November 2020. Upon collection from the district office, scripts must be stored in the strong room of the school until the commencement date of marking.

6. Marking of the Common Assessment Task (CAT)

- a) The marking of the Common Assessment Tasks will be conducted at school level under the supervision of the School Principal.
- b) The approved final marking guideline will be printed by the Provincial office and should be collected / distributed to schools by 04 November 2020.
- c) The marking process at schools should commence on 5 November 2020 and must be concluded by 12 November 2020.

- d) Scripts must only be removed from the strong room by the School Principal on the day the marking commences and should be stored in the strong room throughout the marking session.
- e) Marking should be conducted at school, with the senior teacher or Head of Department acting as an Internal Moderator. **Only the final, approved marking guideline must be used in the marking of the LO CAT.**
- f) In cases where there is more than one teacher teaching Life Orientation at the school, the scripts should be exchanged so that a teacher does not mark the scripts of his/her learners.

7. Moderation of learner evidence

7.1 School and District Moderation

- a) At least 10% of the marked scripts should be moderated by the senior teacher or the Head of Department at the school level.
- b) After the scripts have been moderated, the marks must be recorded on the mark sheet provided to the school.
- c) The district subject advisor must moderate a sample of scripts from each school.

7.2 Provincial Moderation

- a) Centralised Provincial moderation will be held at the PED Examinations and Assessment Offices in King Williams Town. The Provincial Moderators will be participating in the Provincial Marking Guideline Discussion. Districts and schools are expected to submit the learner evidence at the Examinations and Assessment Offices in King Williams Town on the 21 October 2020.
- b) The list of sampled schools for Provincial Moderation has been forwarded to the districts for the Provincial Moderation that will take place on the 23 to 26 October 2020.
- c) Districts and schools are requested to adhere to the submission dates for the learner evidence and teachers' files.



- c) The Province appreciates the co-operation of all districts and schools with regards to the preparation for the administration of the Common Assessment Task. This will certainly contribute to improving the credibility of LO assessment.
- d) For any enquiries regarding the administration of the Common Assessment Task, please contact the Districts Heads of Examinations.

Yours in education



DDG – CURRICULUM MANAGEMENT AND DELIVERY
MR R. TYWAKADI

16/10/2020

DATE