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MEMORANDUM

**TO: DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS: CURRICULUM
DEPUTY CHIEF EDUCATION SPECIALISTS
SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF SCHOOLS WITH GRADE 12 LEARNERS**

**FROM: DIRECTOR: EXAMINATIONS AND ASSESSMENT
MR V.A JOSEPH**

DATE: 22 OCTOBER 2020

**SUBJECT: MANAGEMENT OF GRADE 12 NSC LEARNER COMPUTERISED SCHOOL
BASED ASSESSMENT (SBA), ORALS AND PRACTICAL ASSESSMENT
TASKS (PAT) MARK SHEETS**

The above matter has reference:

1. INTRODUCTION

- 1.1 The mark sheets for Orals, SBA and Practical Assessment Tasks have been printed and distributed to districts and schools.
- 1.2 Districts and schools are reminded that SBA marks are to be moderated before they can be captured on the system. Districts are urged to ensure that all schools adhered to moderation processes before the mark sheets are completed.

2. LIFE ORIENTATION

- 2.1 **LIFE ORIENTATION** is out of **400**.
- 2.2 There are two computerized school-based assessment mark sheets for Life Orientation: Paper 1 and Paper 2.
- 2.3 **Paper 1** marksheet is for **Common Assessment Task (CAT)** which is out of **80 marks**.

2.4 **Paper 2** is meant for term 1, 2, 3 and Physical Education Task for term 4 school-based assessment tasks which is out of **320 marks**.

2.5 **Marks must be transferred in their original raw mark for both CAT (80 marks) and (SBA 320 marks). NO PERCENTAGE MUST BE USED.**

3. HOW TO COMPLETE THE MARK SHEETS?

3.1 The computerized mark sheet should be completed as follows:

3.1.1 Teachers must correctly and accurately transfer the marks from the SASAMS schedule onto the computerized mark sheet in black ink only. **Ensure that the marks that are filled in the computerized mark sheet are the same as those reflected in the school schedule. After the marks have been captured on the system, no corrections will be allowed.**

3.1.2 "Mark" column is for all marks before moderation.

3.1.3 "Moderated mark" column is for all marks after moderation.

3.1.4 If the candidate did not comply with SBA requirements with a valid reason, that candidate may be granted another opportunity to be assessed and such a candidate must submit the outstanding work or present him/herself for PAT or Oral within 3 months from the date on which the opportunity is given.

3.1.5 Valid reasons include the following: illness, humanitarian reasons or court appearance (all these must be supported by valid documentation).

3.1.6 If a learner has not submitted a component of SBA a reason must be established and not just be awarded a zero "0". It has been observed that when a learner has not submitted a component of School Based Assessment a learner is sometimes incorrectly awarded a "1" or "0". It is important to take note that zero "0" is a mark and not equivalent to absent.

3.1.7 The teacher must allocate a mark to every learner on the mark sheet and ensure that the following is adhered to: -

3.1.7.1 Every block in each column should be completed i.e. for 65 marks it should be captured as follows: -

0	6	5
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- 3.1.7.2 **Marks must not exceed total marks reflected in the computerized mark sheet.**
- 3.1.7.3 **Marks should be added up and filled in the space provided. The mark sheet must be signed by the moderator.**
- 3.1.7.4 **No corrections/amendments must be made on the official mark sheet. This means that no names, ID numbers and/or examination numbers may be added to mark sheets.**
- 3.1.7.5 No correction fluid, no scratching out and /or erase, cut and pasting of mark sheets will be accepted.
- 3.1.7.6 The Teacher, Principal and appointed Moderator must write their names.
- 3.1.7.7 **The stamp of the school institution must appear at the back of the mark sheet.**

4. HANDLING OF IRREGULAR CASES

- 4.1 *In cases where the learner has been duplicated on a mark sheet, marks should be allocated on the first line, **the second line should be filled with the same mark.***
- 4.2 *In cases where an approved subject change is not effected in the system, **444** must be used. A copy of the approval letter must be attached.*
- 4.3 *In cases where the learner is omitted, a copy of the preliminary schedule where the learner had appeared must be attached.*
- 4.4 *In cases where the school requested a learner to be deregistered, **444** must be used. Letters from both the principal and the parent must be attached.*
- 4.5 *In cases where the personal details have been captured incorrectly, a letter correcting the problem and the relevant evidence must be attached.*
- 4.6 *In cases where the learner did not complete all tasks for SBA, **444** must be used on the school mark schedule and the computerised mark sheet.*
- 4.7 **All 444 cases must be accompanied by a written explanation. No mark sheet with 444 will be accepted without this requirement.**
- 4.8 *The cases must be submitted to District Offices on or before 30 October 2020.*
- 4.9 *District Office must submit all irregular cases with covering letters and supporting documents to Ms F. Bikitsha, Funiwe.bikitsha@gmail.com, on or before 02 November 2020.*

5. SUBMISSION OF MARK SHEETS

5.1 The principal must submit completed original computerised mark sheets together with original school mark schedules to the District Examination office. Copies must be kept by the school. No mark sheet will be accepted without the School schedule. The school must ensure that all learners offering a subject are in school schedule.

5.2 Once mark sheets are captured on the system, no alteration of marks will be done on the system.

5.3 The following are the Deadline for the submission of both the computerized mark sheets for School Based Assessment, Orals and Practical Assessment Tasks.

5.3.1 Deadline for submission by schools to District Offices is 06 November 2020.

5.3.2 Deadline for capturing of marksheets by districts is 30 November 2020.

5.3.3 Deadline for submission of captured marksheets by districts to Head Office is 15 December 2020.

PLEASE NOTE WELL: NO MARK SHEETS MAY BE SUBMITTED DIRECTLY TO THE PROVINCIAL OFFICES. ALL QUIRIES MUST BE DIRECTED TO DISTRICT OFFICES.

6. CONCLUSION

Principals are expected to monitor this process closely as non-adherence to the contents of this memorandum will negatively affect the resulting of the learners.

Yours in Quality Education



**DIRECTOR: EXAMINATIONS AND ASSESSMENT
MR V.A JOSEPH**

26 October 2020
DATE