



EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE

Steve Vukile tshwete Education Complex, Zone 6 Zwelitsha, King Williams Town* Private Bag X 0032* Bisho* 5607
Republic of South Africa ** Website: www.ecdoe.gov.za Email : funiwe.bikitsha@ecdoe.gov.za

Enquiries: Ms F. Bikitsha

Tel: 072 378 2817

URGENT MEMORANDUM

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
CIRCUIT MANAGERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADE 12)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 6 NOVEMBER 2020

COMPLETION OF 2020 SCHOOL BASED ASSESSMENT COMPUTERISED MARK SHEETS

The memo dated 22 October 2020 has reference:

1. Districts and schools are reporting inconsistencies in the total marks for marks for SBA, PAT and ORAL marksheets.
2. This emanates from the changes of SBA tasks due to COVID-19 pandemic, that led in tasks specifically in the second term being excluded from the revised Programme of Assessment.
3. There are interaction with the Department of Basic Education in trying to resolve the matter in ensuring that candidates are fairly or unfairly advantaged or disadvantaged.
3. **Districts and schools are advised not to transfer the marks from the school schedules to the computerised mark sheets until they are informed to do so in writing by this office.**
4. This therefore, means that, districts and schools are not expected to submit the mark sheets on dates reflecting on the memo dated 22 October 2020.
5. A memo with revised dates and how mark sheets must be handled will be issued out to all districts and schools as soon as discussion are finalized.
6. All stakeholders are expected to adhere to the contents of this memorandum.

Yours in education

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

06 -11 2020
DATE



Ikamva eliqaqambileyo!