



ASSESSMENT INSTRUCTION 42 of 2009

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 ALL PUBLIC AND INDEPENDENT SCHOOLS:
GRADES 10 - 12
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 9 SEPTEMBER 2009

**NATIONAL SENIOR CERTIFICATE
GUIDELINES ON THE MANAGEMENT AND CONTROL OF SCHOOL BASED
ASSESSMENT MARKSHEETS**

A. INTRODUCTION

1. Department of Basic Education *Circular E23 of 2009* dated 2009-08-18 and received in the Province on 18 August 2009, has reference.
2. This Assessment Instruction serves to disseminate the information relevant to schools contained in the annexure attached to Circular E23 known as ***Guidelines for the Management and Control of School Based Assessment Mark Sheets document***.
3. In view of the problems and challenges experienced with regard to the management and control of school based assessment mark sheets the Department of Basic Education has developed these guidelines to establish a national system for the management of mark sheets.
4. As the document covers all aspects of the management of mark sheets, only the procedure relevant to schools is given here.
5. The Department of Basic Education will monitor the implementation of these guidelines in all provinces.

6. It must be noted that the Eastern Cape, through stringent control measures managed the process of the collection of SBA mark sheets excellently in 2008. The province will repeat these procedures in 2009.
7. Schools are therefore required to note the following management processes quoted from the Department of Education Circular E23 of 2009 as well as those that will pertain in the Eastern Cape in 2009.

B. GUIDELINES FOR THE MANAGEMENT AND CONTROL OF SCHOOL BASED ASSESSMENT MARK SHEETS.

The following extracts have been drawn from DOE Circular E23 of 2009:

1. INTRODUCTION: Circular E23: page 2 states:

School Based Assessment (SBA) is a compulsory component for all subjects in the National Senior Certificate (NSC). It includes all internal assessment components conducted by an education institution, the outcomes of which count towards the achievement of a qualification. SBA comprises continuous assessment, Practical Assessment Tasks (PATs) for subjects with practical components and orals for languages. It is therefore essential that every single assessment that contributes to the final promotion of the candidate is collected and accurately captured. SBA mark sheets are generated at the provincial level, completed at the school by the teacher, and forwarded via the district office to the provincial head office for capture on the Integrated Examination Computerised System (IECS). Therefore all levels in the system, i.e. the school; district and province, have a responsibility in ensuring that the SBA mark sheets are accurately completed, collected and captured on the system. This document therefore outlines processes and procedures that should be followed to ensure that the SBA mark sheets are correctly managed and controlled.

2. COMPLETION OF MARK SHEETS AT SCHOOL: Circular E23: p4/5 states:

- (a) It is the responsibility of the principal to ensure that every mark has been properly completed, signed by the teacher and moderated by the Head of Department (HOD) of the subject.
- (b) The principal should also ensure that the SBA marks are submitted to the subject advisor for moderation and final approval. The subject advisor must sign each mark sheet to confirm that the SBA has been moderated and the marks checked.
- (c) The SBA mark sheets must be forwarded officially by the school principal to the district office and the principal must obtain proof of submission and keep a copy of all mark sheets at the school.
- (d) Schools should keep the records of evidence of learners' performance for all assessment tasks administered. This mark schedule should be presented during moderation as evidence of the learner's original marks. This mark schedule must be attached to the SBA, PAT or ORAL mark sheets when submitted to the District. A copy must be kept at the school.

- (e) SBA marks must be transcribed onto the computerised mark sheet and this must be signed by the subject teacher, the Head of Department and the Principal.
- (f) No school may fill in any "999" or any other code on any SBA, PAT or ORAL mark sheet. In such instances the mark should be left blank and the explanation for the failure to submit a mark for that candidate attached to the mark sheet.
- (g) Every learner who is registered on the system has to have a mark for all subjects. In the case of a learner who left school after the final preliminary schedule has been submitted in August and is not deregistered, SBA mark must be calculated from the tasks he/she has offered during the course of the year. No learner may be given zero (0) marks. This applies to the PAT and ORAL also.
- (h) Instances of any learner who has incomplete marks on the computerised mark sheet, must have been dealt with before the written examination commences.

3. RECORDING OF SBA MARKS ON THE INTEGRATED EXAMINATION COMPUTER SYSTEM (IECS): Circular E23: page 7-8 states:

In accordance with the prescripts of the *Regulations Pertaining to the Conduct, Administration and Management of Assessment for the National Senior Certificate, 2008*:

- (1) All learners must have a School Based Assessment (SBA) mark for each subject presented for the National senior Certificate.
- (2) Learners who have not submitted SBA components, **based on valid reasons**, must be given three months from the publication of the results to submit SBA tasks for evaluation. The evidence that must be attached to the SBA mark sheet submitted with no marks for such a candidate must be a letter from the school notifying the parent that the learner cannot be resultated for the NSC and an acknowledgement of the receipt by the parent of such letter. Minutes of a meeting between the school Principal and the parents may also be submitted if it was not possible to deliver such letter.
- (3) If a learner fails to present a component or components of the SBA during the course of the year, and a valid reason is provided, the learner should be allowed to redo the task, or where this is not possible, the mark for that component of internal assessment should not be taken into consideration and the maximum mark, in this particular case, must be recalculated, based on the remaining number of tasks. (Refer to Table 1 below:).

**Table 1: SBA components with learners' marks
(Example of how to calculate a learner's mark if all components are not completed.)**

	Component 1	Component 2	Component 3	Component 4	Component 5	Component 6	Component 7
Max Mark	5	5	30	20	40	40	40
	4	Did not offer (valid reason given)	16	Did not offer (valid reason given)	20	15	12

$$\begin{aligned} \text{SBA Mark} &= (4+16+20+15+12) / (5+30+40+40+40) \\ &= 67 / 155 \\ &= 43\% \end{aligned}$$

If a learner fails to present a component or components of the SBA without a valid reason, the learner must be awarded a zero (0) for such component or components.

Table 2: SBA components with learners' marks

	Component 1	Component 2	Component 3	Component 4	Component 5	Component 6	Component 7
Max Mark	5	5	30	20	40	40	40
	4	Did not offer (no valid reason given)	16	Did not offer (no valid reason given)	20	15	12

$$\begin{aligned} \text{SBA Mark} &= (4+0+16+0+20+15+12) / (5+5+30+20+40+40+40) \\ &= 67 / 180 \\ &= 37\% \end{aligned}$$

- (4) A learner's mark is regarded as **incomplete** if he or she did not offer all components of the SBA mark and no valid reason was provided. In such an event, the space will be blank on the SBA mark sheet submitted and evidence as outlined in point (2) will be attached. This means that the candidate cannot be resulted since he or she has not satisfied the requirements of the National Senior Certificate. Such a candidate must be given three months from the publication of the results to submit SBA tasks for evaluation. If the candidate fails to do so, he or she will not qualify for a National Senior Certificate.

C. CONCLUSION

Principals are kindly requested to remind teachers, learners and parents that SBA is an essential part of the National Senior Certificate qualification. Learners who do not fulfill all the requirements for SBA cannot receive this qualification. The responsibility rests with the school to keep parents/guardians informed when components of SBA are not completed by learners. The risk is the reality of incomplete results when statements of results are released.

The Eastern Cape Department of Education does not wish to expose itself to undue pressure that comes from learners, parents and lobby groups when learners report incomplete results. Schools know the exact reason for these incomplete results and most often it is linked to SBA and not the written component of the external examinations. Principals are requested therefore, to action the contents of this Assessment Instruction as a matter of urgency.



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