



Directorate: Curriculum FET Programmes
Steve Vukile Tshwete Education Complex • Zone 6 Zwelitsha 5608 • Private Bag X0032 • Bhisho 5605
REPUBLIC OF SOUTH AFRICA • Tel: 040 608 4605 • Fax: 086 5487612 • www.ecdoe.gov.za
Enquiries: Ms. V. Westphal CES: Curriculum FET Planning email: vivian.westphal@edu.ecprov.gov.za Ref: 11/2/7/P

ASSESSMENT INSTRUCTION 44 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 PUBLIC AND INDEPENDENT SCHOOLS
OFFERING GRADE 12 NSC
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 21 SEPTEMBER 2009

<p>PROVINCIAL GRADE 12 CENTRALISED SCHOOL BASED ASSESSMENT (SBA) MODERATION - OCTOBER 2009</p>

1. BACKGROUND:

In 2009 Grade 12 learners will once again write the ***National Senior Certificate*** (NSC) in compliance with the National Curriculum Statement (NCS). Learners will offer 4 compulsory subjects (Home Language (HL), First Additional Language (FAL), Life Orientation, Mathematics or Mathematical Literacy) together with 3 selected subjects.

In order for a learner to obtain the NSC, a learner must achieve 40% in three subjects, one of which is an official language at Home Language level, and 30% in three subjects, provided that a complete portfolio of evidence in the school-based assessment component is submitted in the subject failed. [***Amendment of the National Education Policy Act, 1996 (Act no. 27 of 1996), Government Gazette, 30th April 2007***]

All examination based marks for learners go through a stringent quality assurance process before, during and after examinations have been written.

Therefore, it is imperative that the Department of Education ensures that SBA marks follow a similar stringent quality control procedure.

The Chief Directorate: Curriculum Management will be embarking on a Centralised Grade 12 Provincial SBA moderation process to ensure valid, reliable and quality SBA marks for each learner. Moderators will be appointed to ensure the achievement of this goal.

This process is informed by the ***Subject Assessment Guidelines of 2008*** and is in line with the **UMALUSI** requirements for valid and reliable SBA marks through verifiable procedures and processes.

There are 32 subjects in the National Curriculum Statement. It is **compulsory** that all learners taking **any** of the 32 subjects present evidence of work accomplished over the year according to the prescripts of assessment tasks set out in the ***Subject Assessment Guidelines of 2008*** as well as the ***Provincial CASS Guidelines***.

However, only the following **14 subjects** will be moderated during the Provincial Centralised SBA processes:

	SUBJECT		SUBJECT
1	English FAL	8	Computer Applied Technologies
2	IsiXhosa Home Language	9	Tourism
3	Mathematical Literacy	10	Agricultural Sciences
4	Physical Sciences	11	Music
5	Life Sciences	12	Engineering Graphics and Design
6	Life Orientation	13	Geography
7	Economics	14	History

2. ROLES AND RESPONSIBILITIES:

2.1 SCHOOL REQUIREMENTS:

- The Principal, SMT and HOD of each senior secondary school offering any of the abovementioned 14 subjects must submit **seven (7)** portfolios for each subject offered as follows:
 - 1 teacher's master portfolio;
 - 6 learners' evidence of work (evidence of work submitted to represent the top, middle and bottom range of marks);
- Principals are to make **Photostat copies** of the learners' evidence of work and hand these copies to the learners who will have their evidence of work sent to be moderated. This is to ensure that learners can prepare for the final examinations without being disadvantaged in any way.

- The Principal, SMT and HOD must ensure that school based moderation has been satisfactorily completed according to the prescripts of the **Subject Assessment Guidelines of 2008**, the **Provincial CASS Guidelines** and **Assessment Instruction 12 of 2009**.

This includes the marking of September trial exam scripts timeously where these marks form part of the requirements for inclusion in evidence of learners' work.

- The Principal, SMT and HOD are reminded that school based moderation is **NOT** an audit of assessment tasks but a detailed re-marking, re-assessing and quality control of assessment tasks according to memoranda, rubrics and checklists.

NB: The Principal, SMT and HOD must ensure that all evidence of learners' work, teacher portfolios and all the computerized marks sheets are made available for collection by district officials or delivered to the District Office from the 7 – 12th October 2009.

- Each school will be provided with a bag to pack each subject separately.

NB.

IN ADDITION, ALL computerized mark sheets for ALL subjects (not only for the 14 subjects being moderated), must be handed in to the district office.

This is to ensure that ALL computerized SBA mark sheets are submitted in time.

2.2 DISTRICT REQUIREMENTS:

- The District Curriculum CES, DCES and SES are to ensure that all schools have copies of the **Subject Assessment Guidelines of 2008**, **Assessment Instruction 12 of 2009** as well as the **Provincial CASS Guidelines** for all subjects offered at the school.
- The District Curriculum CES, DCES and SES are to ensure that all schools offering any of the abovementioned 14 subjects submit the required number of learners' evidence of work and the teacher portfolio for moderation.
- The District Curriculum CES, DCES and SES are to ensure that all schools receive the computerized SBA mark sheets timeously and are completed correctly.

- The District Curriculum CES, DCES and SES are to ensure that the final cluster moderation processes and procedures are completed timeously for each subject in each cluster.
- District Curriculum Officials are reminded that district based moderation is **NOT** an audit of assessment tasks but a detailed re-marking, re-assessing and quality control of assessment tasks according to memoranda, rubrics and checklists. Curriculum officials are responsible at cluster level for moderation and are expected to sample moderate evidence of learners' work together with teachers at cluster moderation meetings.
- The District Curriculum CES, DCES and SES are to ensure that all examples of evidence of learners' work from each school are delivered to the District Office or collected from schools between the 7th – 12th October 2009, together with **ALL** computerized SBA mark sheets.
- The District Curriculum CES, DCES and SES are to ensure that all evidence of learners' work from each school is securely placed in the supplied plastic portfolio bags and secured with provided cable-ties.
- The District Curriculum CES, DCES and SES are to ensure that all portfolio bags from each school are properly labeled with provided stick-on, colour coded labels.
 - Cluster A: green
 - Cluster B: orange
 - Cluster C: red

NB:

- 1. The District Curriculum CES, DCES and SES are to ensure that all portfolio bags are delivered to the centralised moderation venue on time between the 12th – 16th October 2009.**
- 2. Each district will be responsible for the transportation of portfolios from schools to venues and back.**
- 3. The District Curriculum CES, DCES and SES are to ensure that all portfolio bags are collected from the centralised moderation venue on time between the 26th – 30th October 2009 and returned to schools immediately.**
- 4. The District Curriculum CES, DCES and SES are to ensure that ALL computerized mark sheets are collected simultaneously with the evidence of learners' work for moderation.**
- 5. Districts must submit copies of the schools' computerised mark sheets together with the portfolios to the moderation venue.**

- District officials are to use the attached register (**APPENDIX A**) to control the issuing and retrieval of evidence of learners' work to and from schools and to and from the centralised moderation venue depot.
- The District Curriculum CES or his/her delegated DCES must be the liaison between the centre and the district at all times.

3. VENUES AND DATES FOR PROVINCIAL MODERATION:

VENUE 1: Education Leadership Institute (ELI)
EAST LONDON

DATES: 21st – 25th OCTOBER 2009

SUBJECTS: IsiXhosa Home Language
Mathematical Literacy
Physical Sciences
Life Orientation
Computer Applied Technologies
Engineering Graphics and Design
Geography

VENUE 2: Education Leadership Institute (ELI)
PORT ELIZABETH

DATES: 21st – 25th OCTOBER 2009

SUBJECTS: English FAL
Life Sciences
Economics
Tourism
Agricultural Sciences
History
Music

4. CONCLUSION:

The importance of the Provincial Grade 12 Centralised SBA Moderation process cannot be over emphasised. We trust that the duties allocated in the Assessment Instruction, the due dates and the processes will be carried out by all responsible personnel with both seriousness and commitment.



.....
MR SP GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT



PORTFOLIO RECEIPT/RETURN REGISTER

NAME OF DISTRICT:..... NAME OF SCHOOL:

NAME OF PRINCIPAL: SIGNATURE OF PRINCIPAL:

NAME OF DISTRICT OFFICAL: SIGNATURE OF DISTRICT OFFICIAL:

DATE:

NAME OF SUBJECT	NO OF PORTFOLIOS / EVIDENCE OF LEARNERS WORK	NAMES OF 7 LEARNERS (SURNAME ONLY)	NAME OF TEACHER
English FAL			
isiXhosa			
Life Orientation			
Mathematical Literacy			
Physical Science			
Music			
History			
Geography			
Life Sciences			
Agricultural Sciences			
Engineering Graphics & Design			
Economics			
Tourism			
Computer Applied Tech. (CAT)			

- To be completed in *triplicate* for each individual school (use carbon paper)
- 1 copy to be left with the Principal, 1 copy for district records and 1 copy for Provincial CASS control room manager