



ASSESSMENT INSTRUCTION 32 of 2008

TO: DEPUTY DIRECTOR-GENERAL
CHIEF DIRECTORS
DISTRICT DIRECTORS
CHIEF EXECUTIVE OFFICERS: FET COLLEGES
CHIEF EDUCATION SPECIALISTS
DEPUTY CHIEF EDUCATION SPECIALISTS
SENIOR EDUCATION SPECIALISTS (EXAMINATIONS – DISTRICTS)
EDUCATION DEVELOPMENT OFFICERS
SUBJECT ADVISORS
PRINCIPALS: SCHOOLS WITH GRADE 12
TEACHERS TEACHING GRADE 12 IN 2008
TEACHER ORGANISATIONS

DATE: 11 AUGUST 2008

PROVINCIAL CENTRALISED CASS MODERATION - OCTOBER 2008
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1. BACKGROUND:

2008 sees the first cohort of Grade 12 learners writing the **National Senior Certificate** (NSC) in compliance with the National Curriculum Statement (NCS). Learners will offer 4 compulsory subjects (Two Languages, one to be offered at Home Language level and the other to reflect the language of learning and teaching (LOLT), 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 CASS marks follow a similar stringent quality control procedure.

The Chief Directorate: Curriculum Management will be embarking on a centralised Provincial Continuous Assessment (CASS) moderation process to ensure that valid, reliable and quality CASS marks for each learner are registered.

This process is informed by the **Subject Assessment Guidelines of 2008** and is in line with the **UMALUSI** requirements for valid and reliable CASS 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 a **portfolio** 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 Centralised Provincial CASS processes:

1. English First Additional Language	8. Geography
2. isiXhosa Home Language	9. Life Sciences
3. Life Orientation	10. Agricultural Sciences
4. Physical Sciences	11. Engineering Graphics and Design (EGD)
5. Music	12. Business Studies
6. Computer Applied Technology (CAT)	13. Consumer Studies
7. History	14. Mathematics

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 **four (4)** portfolios for each subject offered:
 - 1 teacher's master portfolio;
 - 3 learners' portfolios (portfolios to represent the top, middle and bottom range of marks);
- Principals are to make **Photostat copies** of the learners' portfolios and hand these copies to the learners who will have their portfolios 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** as well as the **Provincial CASS Guidelines**.
- The Principal, SMT and HOD are reminded that school based moderation is **NOT** an audit of portfolios and 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 portfolios are made available for collection by district officials or delivered to the District Office from the 6th – 17th October 2008**

2.2 DISTRICT REQUIREMENTS:

- The District CES: Curriculum, DCES and SES are to ensure that all schools have copies of the **Subject Assessment Guidelines of 2008** as well as the **Provincial CASS Guidelines** for all subjects offered at the school.

- The District CES: Curriculum, DCES and SES are to ensure that all schools offering any of the abovementioned 14 subjects submit the required number of portfolios.
- The District CES: Curriculum, 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 portfolios and 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 moderated portfolios together with teachers at cluster moderation meetings.
- The District CES: Curriculum, DCES and SES are to ensure that all portfolios from each school are delivered to the District Office or collected from schools between the 6th – 16th October 2008.
- The District CES: Curriculum, DCES and SES are to ensure that all portfolios from each school are securely placed in the supplied plastic portfolio bags and secured with provided cable-ties.
- The District CES: Curriculum, 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: The District CES: Curriculum, DCES and SES are to ensure that all portfolio bags are delivered to the centralised moderation venue on time between the 17th – 21st October 2008. Each district will be allocated a vehicle (bakkie) for this sole purpose which is to be controlled and regulated by the CES: Curriculum.***
- ***NB: The District CES: Curriculum, DCES and SES are to ensure that all portfolio bags are collected from the centralised moderation venue on time between the 1st – 4th November 2008 and returned to schools immediately.***
- District officials are to use the attached register (**APPENDIX A**) to control the issuing and retrieval of portfolios to and from schools and to and from the centralised moderation venue depot.

3. VENUE AND DATES FOR PROVINCIAL MODERATION:

VENUE: Education Leadership Institute (ELI)
EAST LONDON

DATES: 23RD – 26TH OCTOBER 2008

4. CONCLUSION:

The importance of the Provincial Centralised CASS 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.

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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	NAMES OF LEARNER PORTFOLIOS	NAME OF TEACHERS' PORTFOLIOS
English FAL			
isiXhosa			
Life Orientation			
Mathematics			
Physical Science			
Music			
History			
Geography			
Life Sciences			
Agricultural Sciences			
Engineering Graphics & Design			
Business Studies			
Consumer Studies			
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