



Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION



**CHIEF DIRECTORATE
CURRICULUM MANAGEMENT**
Directorate: Assessment & Examinations

Provincial Curriculum Guidelines (PCG 10/2007)

**Management of
Computerized
CASS Mark Sheets**

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Preamble:

1. This document is intended to formalize the management of the flow of the computerized Continuous Assessment (CASS) Mark Sheets.
2. The contents of this document are binding on all Curriculum and Assessment and Examinations personnel employed in the Eastern Cape Department of Education.

1. Introduction

Examinations consist of two components namely, external and internal. The Department therefore has a responsibility to ensure that all systems, processes and procedures are in place for both components of the examination. This document will focus on internal examination also known as Continuous Assessment (CASS).

The intention of this document is to give guidance on how schools, districts and the provincial office should handle Continuous Assessment (CASS) computerized mark sheets. This document is applicable to the following levels: ABET Level 4, Grade 9 and Grade 12.

After the registration and capturing of entries of the candidates, CASS mark sheets are generated for Abet Level 4, Grade 9 and Grade 12. In Grade 12, only full time candidates participate in Continuous Assessment (CASS), therefore, mark sheets are produced for them.

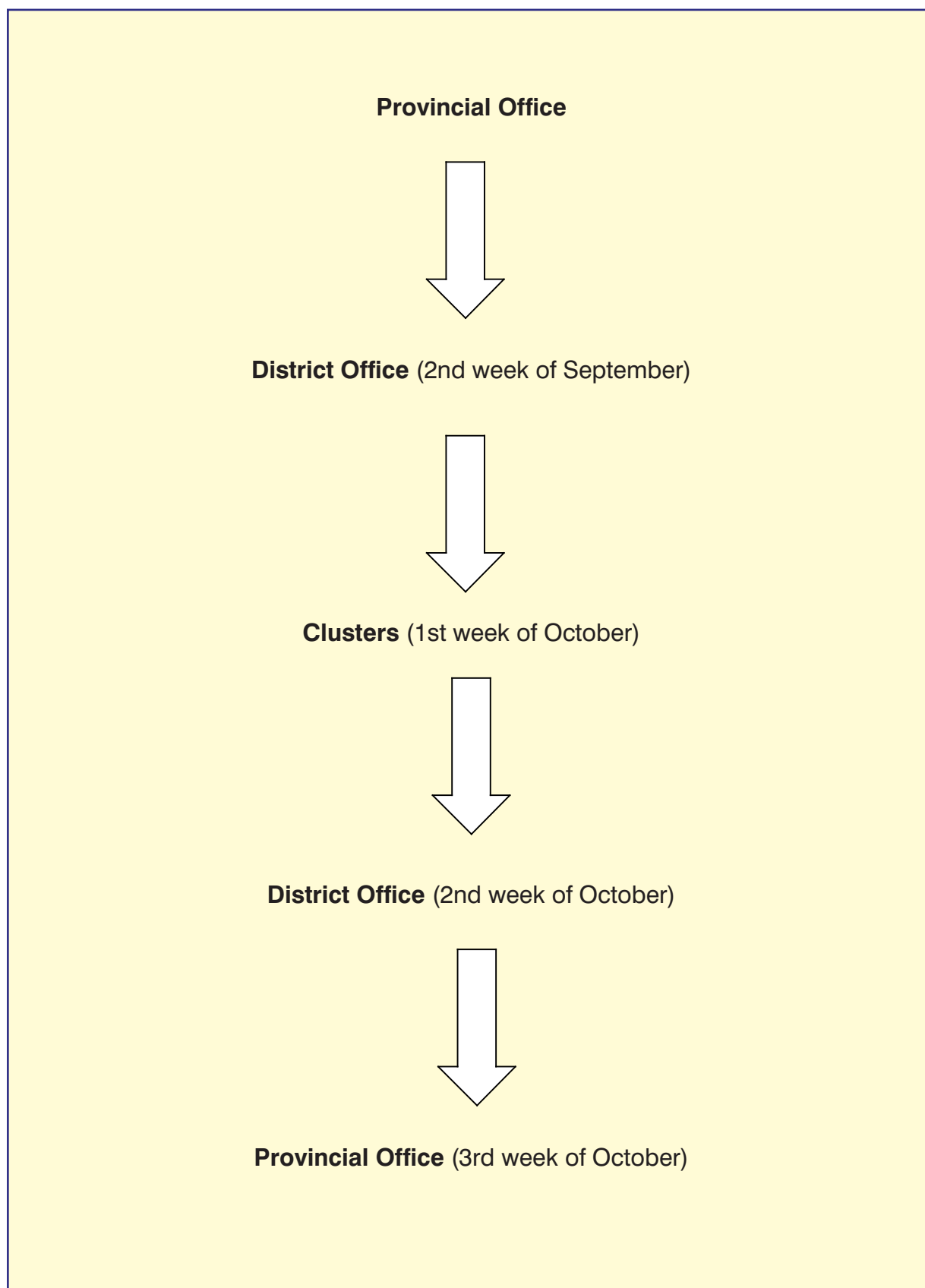
Teachers are expected to keep a correct record of the learner's progress throughout the year in each Subject/ Learning Area. This record is the evidence of the learner's performance. It should be carefully compiled and maintained so that the final rating a learner receives at the end of the year is justified. It is through this record that the teacher will be able to correctly transfer marks from the school mark schedule to the CASS computerized mark sheets.

The procedure for the management of CASS mark sheets outlined in this document, aligns itself with the following policy and guideline documents:

- *National Protocol for Recording and Reporting, December 2006.*
- *Regulations for the Conduct, Administration and Management of Assessment for the Senior Certificate DOE 2005.*
- *Umalusi Policies, Directives, Guidelines and Requirements, July 2006.*

FLOW OF MARKSHEETS AND TIME FRAMES

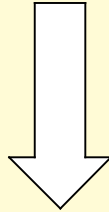
1) CASS AND PRACTICALS



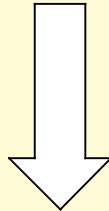
FLOW OF MARKSHEETS AND TIME FRAMES

ORALS

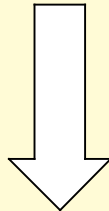
Provincial Office



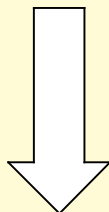
District Office (2nd week of July)



Schools (3rd week of July)



District Office (3rd week of August)



Provincial Office (1st week of September)

2. RESPONSIBILITIES

The Computerized CASS, Orals and Practical Subjects mark sheets have to go through various sections, individuals and groups of officials at Provincial, District and School levels. These parties and individuals have different roles and responsibilities in the handling of the mark sheets. Extra care should be exercised by all parties involved in handling the mark sheets so as to ensure that processes and procedures necessary for the resulting of the candidates have not been compromised.

The following are the different responsibilities allocated to different layers of the system:

2.1. PROVINCIAL OFFICE

2.1.1 Information Technology Section (IT)

This section is responsible for the capturing of entries of registered candidates for ABET Level 4, Grade 9 and Grade 12. In Grade 12, only full time candidates participate in CASS activities.

CASS computerized mark sheets for ABET Level 4, Grade 9 and Grade 12 full time candidates are generated after the entries of candidates have been captured by IT Section. After CASS computerized mark sheets have been generated, they are handed over to the Internal Assessment Unit using the mark sheet control list (See Annexure A).

2.1.2 Internal Assessment Unit

- Sorts, packs and controls mark sheets according to the districts.
- Informs the district of their dates for the collection of mark sheets.
- Distributes to districts according to the set dates using mark sheet control list.
- Receives and controls completed mark sheets from District Office exams using control list.

2.2 DISTRICT OFFICE

2.2.1 Examination Office

- Sorts, packs and controls according to the examination centres.
- Distribute to subject advisors using the summary of scanned mark sheets as the control list.
- The mark sheets are given to the subject advisors on the scheduled date for the completion of mark sheets.

2.2.2 Subject Advisors

- Receive controlled mark sheets on the day scheduled for the completion exercise.
 - Distribute mark sheets to subject teachers at the cluster using the school control list.
 - Supervise and monitor the completion of mark sheets.
 - Ensure that the signatures of the teacher and principal appear on the completed mark sheet.
 - Sign the mark sheets to validate the authenticity of the marks.
 - Control the submission of mark sheets using the district control list.
- The mark sheets are then submitted to the examination office using the control list.

2.3. SCHOOL

2.3.1 School Principal

- It is the responsibility of the principal to ensure that each mark sheet has been signed by the subject teacher of his/her school.

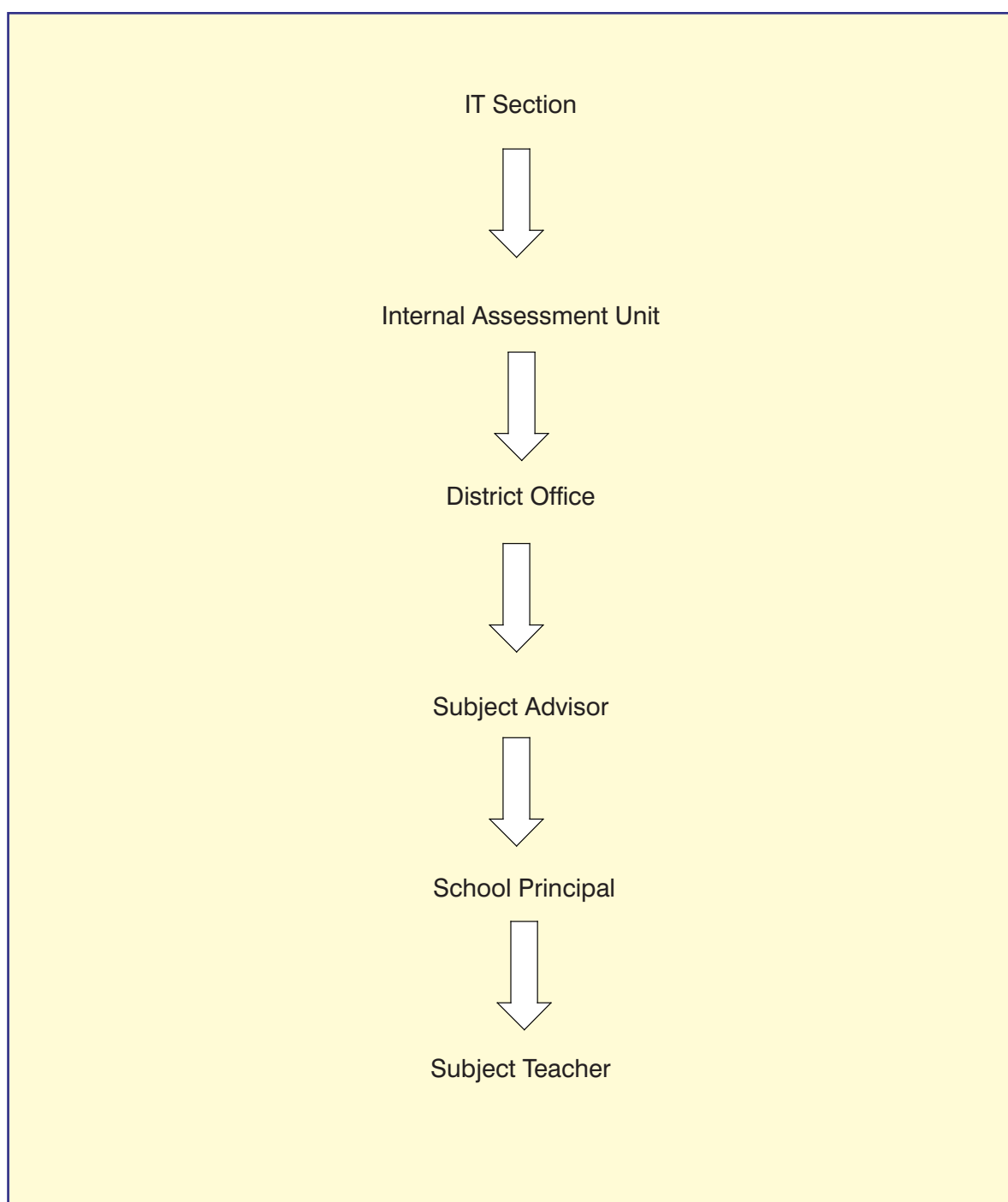
- To validate the authenticity of the marks in the mark sheet, the principal has to sign before submitting the completed mark sheet to the subject advisor.

2.3.2 Subject Teacher

- Completes the school composite mark schedule
- Transfers the marks from the composite school mark schedule onto the computerized mark sheet after the final moderation
- Ensures that mark sheets are signed by the principal and submits to the subject advisor.

The following chart indicates all levels of responsibility and accountability regarding the management of computerized CASS mark sheets.

Flow Chart



3. CASS MARK VERIFICATION

3.1 DISTRICT OFFICE

3.1.1 Verification

- a) At no stage will the computerized / final mark sheets leave the custody of the district office / officials without verification. This will therefore, give the districts two options to use when verifying computerized mark sheets:
The first option would be to do verification after the filling in of marks immediately after moderation. This will be possible in districts where there are few learner numbers and district personnel permit.
The second option would be to do verification at the district office.
- b) In both options the district verification team will check the following:
 - Whether marks have been entered correctly / accurately.
 - Correct procedure in effecting changes or adjustments has been followed.
 - The required signatures have all been appended in the computerized / final mark sheets.
 - The hash totals have been added up correctly including the 999's.
 - All the marks entered do not exceed the total / maximum for the paper/ subject.
 - The marks entered correlate with the marks in the approved and signed internal schedule, copies of which will reside at school, district and provincial offices.
 - Where mistakes have been corrected, whether initials /signatures have been appropriately made.
 - All mark sheets, as per the computerized / final mark sheet control list have been returned.

Where mistakes are identified, collaboration with the affected schools will be done, taking into account the approved and signed internal mark schedule.

3.1.2 Scanning and Submission to the Provincial Office

- Only when the verification process has been completed, will the scanning of mark sheets (per paper, per subject, per grade) take place.
 - Then, the district office will print a summary of all scanned mark sheets for submission, together with the mark sheets and copy of the school mark schedule to the Provincial office: Internal Assessment Unit
- 1) All computerized mark sheets should be arranged according to the control list.
 - 2) When submitting to the Provincial office (Internal Assessment Unit), mark sheets will be controlled using the printed summary of scanned mark sheets and the control list.

3.2. PROVINCIAL OFFICE: INTERNAL ASSESSMENT UNIT

3.2.1 Verification

- 3.2.1.1. The Internal Assessment Unit at the Provincial office will also do verification by sampling 10% of submitted mark sheets per subject / paper/ grade using the same procedure used at district level.
- 3.2.1.2 Where queries are identified, affected district offices will be contacted to solve the queries.

3.2.2 Scanning and Submission to ITS Section

The Internal Assessment Unit in the Province will check and control the mark sheet using the mark sheet control list and thereafter hand over the mark sheets to the IT section for capturing after both sections have signed.

3.2.3 IT Section

IT section will scan, capture and file CASS mark sheets.

4. COMPLETION OF SCHOOL MARK SCHEDULE

1. Teachers must complete internal mark schedule in **black pen only**.
2. Teachers, Principal or Head of Institution and appointed Moderator must write their names and sign the mark schedules.
3. The stamp of the school or institution must appear on the school mark schedule.
4. The teacher must allocate a mark to every learner on the mark schedule.
 - a) "o" is a mark.
 - b) a teacher may indicate an outstanding practical or internal assessment mark with a 777 mark until the learner presents himself or herself for the internal assessment or practical mark.
 - c) a '777' must be used as a last resort when all interventions have been made by the school and the District to get the learner to submit the task/s.
5. The teacher must convert a '777' mark to a '999' mark if a candidate does not present himself or herself for internal assessment within the prescribed period prior to the submission of the internal assessment mark schedule to the Assessment & Examinations Section of the District office. The conversion of a '777' to '999' can be done after the Supplementary Examinations. **When submitting mark schedules with '777', written evidence of all interventions made should be included.**

NB: A '777' indicates that the learner is still at school but has outstanding tasks and his/her CASS mark cannot be calculated from the work she/he has done. A '999' indicates that the learner has left school or has been withdrawn.

6. A '777' converted to a '999' implies that the learner must re-register for that subject in the following examination.
7. No marks will be accepted after the final moderation.

5. COMPLETION OF COMPUTERIZED CASS MARK SHEETS

1. Teachers must transfer the marks from the school mark schedule onto the computerized mark sheets (See Annexure B) in black pen only.
2. The Teacher, the Principal or Head of Institution and appointed Moderator must write their names and sign the mark sheets.
3. The stamp of the school or institution must appear at the back of the mark sheet.
4. The Teacher must allocate a mark to every learner on the mark sheet and ensure that the following is adhered to:
 - Every block in each column should be completed
i.e. for 28 marks it should read as follows:

0	2	8
---	---	---

- 'O' is a mark
- For absent learners, 999 should be filled in.
- For wrong subject or grade registration 999 should be filled.
- Hash total should be completed – hash total is the end result of added marks including 999 on that page.

5. The Principal or Head of Institution must report to the district Assessment & Examinations section all cases where learners do not appear on the official mark sheets. In such cases, the teacher must complete handwritten mark sheets accompanied by a suitable written explanation.
6. The Principal must submit the completed mark sheet according to the prescription of the assessment body.
7. No corrections/amendments will be made on the official mark sheets for example, no names, ID numbers and/or Examination numbers will be added in each mark sheets. No mistake will be entertained.
8. No tippex or any other form of correction is allowed. No scratching and or erasing will be accepted.
9. If no mark is received at the time of the release of the final results, the examination centre must within 3 months of publication of the results or prior to the release of the next supplementary examination result, submit internal assessment marks together with the explanation from the school and an internal moderator's report.
10. A tick (✓) should be used for all present learners followed by allocated marks in the mark column.
11. An "a" should be used for absent learners followed by 999 in the moderated column.
12. "Mark" column is for all marks before moderation.
13. "Moderated mark" column is for all marks after moderation.
14. All marks must be moderated.
15. Marks must not exceed the maximum mark.

6. STAGES FOR THE CONTROL OF CASS COMPUTERIZED MARKSHEETS

There are 5 stages of control beginning and ending at the Provincial Office:

6.1. PROVINCIAL OFFICE:

- Internal Assessment Unit receives mark sheets from Data Processing Unit, controls them using the control sheets and then scans.
- Mark sheets should be arranged according to Districts for easy distribution.
- A schedule has to be designed by the Internal Assessment Unit whereby Districts will be clustered for easy collection of mark sheets.
- The DCES-District Examinations Section collects the mark sheets from the Internal Assessment Unit. Each mark sheet has to be controlled and signed for.

6.2. DISTRICT OFFICE:

- It is the responsibility of the DCES exams to manage & control the mark sheets.
- Mark sheets have to be divided into subject/schools as per control sheets.
- These mark sheets should be kept at the examination office until the day or set date for moderation completion of moderation.
- Mark sheets should be completed after the process of moderation has been completed.

6.3. CLUSTER LEVEL:

- Subject advisors have to collect the mark sheets and control list on the day of cluster moderation.
This applies to the Districts that can manage to control them on the same day and sign for them.
- Alternatively, a day can be set aside for the completion of mark sheets at a central venue

convenient to the schools. It is the responsibility of the Subject advisor to control and supervise the completion of mark sheets at the cluster .

- Subject advisors should return with the completed mark sheets on the same day together with two copies of moderated internal Cass mark schedules to the Examination office at the District Office.

6.4. DISTRICT OFFICE:

- The Examination Office scans and controls the completed moderated mark sheets using the control list.
- At this level, the DCES: Examinations is the overall accountable officer.
- These mark sheets together with the copy of moderated Cass mark schedule should be submitted to the Provincial office after verification has been completed.

6.5. PROVINCIAL OFFICE:

- Internal Assessment Unit together with the District official controls and scans the mark sheets using control sheets and the District official signs for confirmation.
- Internal Assessment Unit selects 10% of the mark sheets for verification purpose.
- After verification mark sheets are submitted to the IT section for capturing.
- IT official has to sign a control sheet for receipt of mark sheets.
- Internal Assessment Unit retains the mark schedules as a back up.

7. CONCLUSION

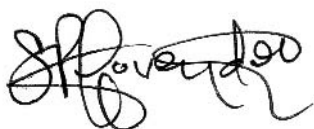
It is important that all stakeholders involved in the management and handling of CASS mark sheets adhere to this guideline document and the timeframes as this will ensure timeous and smooth flow of error free mark sheets. The credibility and the integrity of the marks generated out of CASS implementation in schools depend on the systematic and structured management of the flow of mark sheets. Hence, the paper trail of these marks can never be underestimated as it adds value to the entire CASS implementation landscape. CASS constitutes a critical aspect of teaching and learning as well as the assessment system and therefore should be managed efficiently and effectively.



EM MABONA
DIRECTOR:
ASSESSMENT & EXAMINATIONS

15 October 2007

DATE



SP GOVENDER
CHIEF DIRECTOR:
CURRICULUM MANAGEMENT

15 October 2007

DATE

ANNEXURE A -Control List

SAMPLE

PROGRAM : E0230B4

EASTERN CAPE DEPARTMENT OF EDUCATION

PAGE : 362

SYSTEM : EXAMINATION 2007/11

DATE : 2007/09/13

SECTION : SENIOR CERTIFICATE (FULLTIME)

TIME : 09:50:41.2

MARKING SHEET CONTROL LIST FOR

ORAL MARK SHEETS

PROVINCE : 4

REGION : 405

DISTRICT: 5

SUBJECT CODE	SUBJECT DESCRIPTION	EXAMINATION CENTRE BATCH	MARK SHEET NUMBER	NUMBER OF SCRIPTS	TOTAL NUMBER OF SCRIPTS	TOTAL NUMBER OF MARK SHEETS
01121	ISIXHOSA FIRST LANGUAGE HG	(P4) A102001	A-321613-5	24 !__!	24	1
01121		A102002	A-321668-2	11 !__!	11	1
01121		A102003	A-321709-3	25 !__!		
01121		A102003	A-321759-0	25 !__!		
01121		A102003	A-321768-9	25 !__!		
01121		A102003	A-321784-0	25 !__!		
01121		A102003	A-321799-9	25 !__!		
01121		A102003	A-321817-0	6 !__!	131	6
01121		A102004	A-321830-8	25 !__!		
01121		A102004	A-321875-8	25 !__!		
01121		A102004	A-321890-1	22 !__!	72	3
01121		A102005	A-321908-8	25 !__!		
01121		A102005	A-321945-2	14 !__!	39	2
01121		A102006	A-321956-8	25 !__!		
01121		A102006	A-322013-2	25 !__!		
01121		A102006	A-322029-9	25 !__!		
01121		A102006	A-322042-6	25 !__!		
01121		A102006	A-322057-4	25 !__!		
01121		A102006	A-322066-3	2 !__!	127	6
01121		A102007	A-322073-6	25 !__!		
01121		A102007	A-322198-8	25 !__!		
01121		A102007	A-322217-8	25 !__!		
01121		A102007	A-322231-3	25 !__!		
01121		A102007	A-322247-0	25 !__!		
01121		A102007	A-322259-3	25 !__!		
01121		A102007	A-322275-5	14 !__!		
01121		A102007	A-322129-5	25 !__!		
01121		A102007	A-322142-2	25 !__!		
01121		A102007	A-322157-0	25 !__!		
01121		A102007	A-322172-4	25 !__!		
01121		A102007	A-322185-6	25 !__!	289	12

Annexure B (Computerized CASS Marksheet)

SAMPLE

E12714

DEPARTMENT OF EDUCATION
MARK SHEET



EASTERN CAPE

Mark sheet no.	Serial no.	Status	Centre		
A 322863-0		1	0	4	A102013
Examination			Type of Paper - mark sheet type.		
SENIOR CERTIFICATE (FULLTIME) November 2007			ORAL		
Subject	Paper	Date	Time	Max Marks	
(E) 01121 ISIXHOSA FIRST LANGUAGE HG	4			80	

EXAMINATION NUMBERS MAY NOT BE INSERTED OR ADDED.
* INSTRUCTION: Indicate if candidate is present or absent by using '✓' = present or 'a' = absent.

	Surname, Initials	ID Number	Examination number.	* ✓/a	Mark	Moderated Mark
1	MANXUSA, SE		4071020130051			
2	MANYIKI, NS		4071020130052			
3	MATEYISE, S		4071020130053			
4	MATOMELA, Z		4071020130054			
5	MATONTSI, S		4071020130055			
6	MAZIMBA, M		4071020130056			
7	MBANYANA, BB	8410150741083	4071020130057			
8	MBANYANA, NY	8912191298080	4071020130058			
9	MBEWU, SP	8101310651086	4071020130059			
10	MBIKO, Z		4071020130060			
11	MBUQE, S	8509266074089	4071020130061			
12	MDOLOMBA, B	8605056505082	4071020130062			
13	MDUNGWANA, KM		4071020130063			
14	MENZIWA, K		4071020130064			
15	MGABASHE, AS	8808011160080	4071020130065			
16	MGANGANA, PP	8709201144084	4071020130066			
17	MGANGANA, S	9006201505086	4071020130067			
18	MJAMEKWANA, N		4071020130068			
19	MJIKELISO, BV	8602125973086	4071020130069			
20	MKHOSI, O	8804046462088	4071020130070			
21	MNENGI, A		4071020130071			
22	MNENGI, N		4071020130072			
23	MNENGI, PP	8703160976081	4071020130073			
24	MNENGI, ZA	8310305509080	4071020130074			
25	MPAHLENI, M	8410246089083	4071020130075			

TEACHER	PRINCIPAL	MODERATOR	HASH TOTAL				
NAME							
SIGNATURE							
DATE							



Annexure C (Sample of the completed CASS Marksheet)

SAMPLE

E12714

DEPARTMENT OF EDUCATION
MARK SHEET



EASTERN CAPE

Mark sheet no. A-363824-2	Serial no. 1	Status 0	Centre 4	A416002
Examination SENIOR CERTIFICATE (FULLTIME) November 2007			Type of Paper - mark sheet type. ORAL	
Subject (E) 01105 ENGLISH SECOND LANGUAGE HG	Paper 4	Date	Time	Max Marks 60

EXAMINATION NUMBERS MAY NOT BE INSERTED OR ADDED.
*INSTRUCTION: Indicate if candidate is present or absent by using '✓' = present or 'a' = absent.

	Surname, Initials	ID Number	Examination number.	* ✓/a	Mark	Moderated Mark
1	YASE, T		4074160020151	✓	018	018
2	YOZI, A		4074160020152	✓	031	031
3	ZANTSI, S		4074160020153	a	999	999
4	ZONDI, N		4074160020154	✓	044	044
5	ZWENI, N		4074160020155	✓	033	033
6	*****	*****	*A36382421*			
7	*****	*****	*A36382421*			
8	*****	*****	*A36382421*			
9	*****	*****	*A36382421*			
10	*****	*****	*A36382421*			
11	*****	*****	*A36382421*			
12	*****	*****	*A36382421*			
13	*****	*****	*A36382421*			
14	*****	*****	*A36382421*			
15	*****	*****	*A36382421*			
16	*****	*****	*A36382421*			
17	*****	*****	*A36382421*			
18	*****	*****	*A36382421*			
19	*****	*****	*A36382421*			
20	*****	*****	*A36382421*			
21	*****	*****	*A36382421*			
22	*****	*****	*A36382421*			
23	*****	*****	*A36382421*			
24	*****	*****	*A36382421*			
25	*****	*****	*A36382421*			

TEACHER NAME K. NDEU	PRINCIPAL T. NGALO	MODERATOR M. BANYA S.	HASH TOTAL 01125
SIGNATURE N. NDEU	T. NGALO	M. BANYA S.	
DATE 20/9/07	26/09/07	21/09/2007	

GLOSSARY

Continuous Assessment (CASS)	Assessment of the learner's performance carried out on an ongoing basis at the learning site by the educator, using various assessment techniques and may comprise assessment of oral and practical work, classroom based work, class tests, controlled tests, assignments, projects and examinations.
Computerized CASS Mark sheet	Computerized record sheet that is used to collate information on the performance of learners at the end of the year. This is the record that is captured for qualification purposes.
Full time candidate	A candidate who has enrolled for full time tuition and registered for a minimum of six subjects for the Senior Certificate at a public or independent school or any other registered institution for that particular examination sitting.
Moderation	A process of verifying results of the formal programme of assessment and external assessment.
Mark Schedule	Quarterly record of learner performance which is kept at the school. The end of the year schedule is submitted to the district office at the end of the year.
Verification	Is the process of gathering information and obtaining findings relative to the moderation process. The purpose of verification is to ensure compliance with existing policy and criteria set by Umalusi regarding moderation.