

Assessment and Examinations Directorate

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ASSESSMENT INSTRUCTION 54 OF 2012

**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 SCHOOLS OFFERING GRADE 12
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 18 SEPTEMBER 2012

**2012 NATIONAL SENIOR CERTIFICATE (NSC)
PROCEDURES REGARDING THE MODERATION OF ORALS AND SBA FOR NON
OFFICIAL LANGUAGES FOR GRADE 12**

1. BACKGROUND

- 1.1 Circular E17 of 2012 has been received from the Department of Basic Education with reference to the procedures to be followed in the moderation of Orals and School Based Assessment (SBA) for Non-Official Languages for Grade 12 National Senior Certificate (NSC) in 2012:
- 1.2 This Assessment Instruction is based on Circular E17 and outlines the procedure for oral moderation.

2. PROCEDURE FOR ORAL MODERATION OF NON-OFFICIAL LANGUAGES

- 2.1 The IEB will be conducting Oral Moderation from mid September to mid October 2012 and moderation of School Based Assessment for the Non Official Languages in December 2012.

- 2.2 The IEB will forward the list of Oral Moderators who have been appointed to the Provincial Education Departments (PEDs). The Oral Moderators will contact the centres directly in order to arrange for moderation.
- 2.3 There will be no separate Oral Examinations for Italian and Spanish after Paper II has been written. Oral moderators will be assigned to moderate the learners.
- 2.4 Please note that the Oral Moderator does not change the oral marks at the school. All recommendations for changes are forwarded to the IEB for ratification who in turn will inform the Province

3. MANAGEMENT OF ORAL MARK SHEETS.

Provinces and schools are requested to adhere to the following procedures for oral moderation of the Non-Official Languages:

- 3.1 The District office issues mark-sheets to schools.
- 3.2 Marks are entered on the mark-sheets and approved by the principal. The school makes a copy of the mark-sheet which they will submit to the moderator. If the mark-sheets do not reach the school when the moderator arrives, a copy of the final oral marks from the teacher's mark-book must be made available to the moderator.
- 3.3 Schools submit completed mark-sheets, with moderator's comments to the districts who will in turn forward them to the Provincial Head Office. The Provincial Office will retain these mark-sheets until the moderated mark-sheets are received from the IEB.
- 3.4 The moderator will process their recommendations through the IEB and IEB will forward the mark-sheets with the moderated marks, signed off by the IEB to the designated official in the Province.
- 3.5 The Provincial Office will capture the marks, only after the moderated mark-sheets have been received from the IEB.

4. MANAGEMENT OF MODERATION PROCEDURE

- 4.1 Centres must ensure that all candidates offering the subject are present on the day of moderation. Candidates who are absent will be required to produce a medical certificate.
- 4.2 At centres where there are a few candidates, the moderators may request candidates to join a larger group at a centralised location or the moderator may choose to arrange a telephonic moderation or moderation via Skype.
- 4.3 Centres are requested to have the following information available for Oral Moderation:
- Rank order lists which records the oral marks for all candidates offering the subject at the centre.

- A spreadsheet that indicates how the final oral marks were calculated.
- A copy of the oral marks for the entire centre which the oral moderator will collect on the day of moderation (either a copy of the mark-sheet or a copy of the marks from the teacher's mark-book).
- In centres where telephonic moderation or moderation via Skype takes place, the centre will be required to fax or e-mail a copy of the oral marks to the oral moderator

5. MANAGEMENT OF LEARNER EVIDENCE AND TEACHER'S FILES

- 5.1 The IEB will select a random sample of candidates for SBA for moderation.
- 5.2 After the selection is complete, the IEB will inform Province of the candidates whose SBA learner evidence will be required for moderation.
- 5.3 Centres must forward the selected learners' evidence as well as the teacher's files to the Provincial Education Department together with the examination answer scripts after the examination has been written.
- 5.4 Provinces are expected to forward these files and answer scripts to the IEB by no later than Wednesday. 14 November 2012-
- 5.5 All files must be clearly marked with the Centre Number. Centre Name and Province so that they are easily identifiable.
- 5.6 SBA Files must be packed separately from the scripts.
- 5.7 All SBA files as well as feedback reports from the moderation will be returned to the Province by the end of February 2013. It is the responsibility of the Province to ensure that the files and reports are returned to the schools.

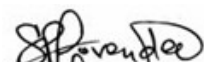
6. QUERIES.

Any queries regarding the moderation of Non-Official Languages should be directed to:

- 6.1 Sharona Nundkumar at nunkumars@ieb.co.za or Frances Kerr-Phillips at kerr-phillipsf@ieb.co.za Tel: 011 483 9700: Fax 011483 4582.
- 6.2 Nomvuyo Mbeleki at nomvuyo.mbeleki@edu.ecprov.gov.za Tel: 043 604 7788: Fax 043 604 7795

7. CONCLUSION

Principals are to ensure that this information is given to the learners and teachers of non-official languages as soon as possible.



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(A) DEPUTY DIRECTOR-GENERAL: TLS

