



DIRECTORATE: CURRICULUM FET PROGRAMME

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ASSESSMENT INSTRUCTION 38 OF 2013

**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
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 12 JULY 2013

**PROVINCIAL GRADE 12 SCHOOL BASED ASSESSMENT (SBA)
PROVINCIAL MODERATION - TERM 2: 5 – 7 AUGUST 2013**

1. BACKGROUND:

In 2013 Grade 12 learners will 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 not achieved. [*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 Grade 12 Provincial SBA moderation process for 2013 to ensure valid, reliable and quality SBA marks for each learner.

This process is informed by the ***Subject Assessment Guidelines of 2008*** and is in line with the **UMALUSI** and **Department of Basic Education (DBE)** 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 SBA Guidelines***.

The following **Subjects** and **Districts** will be moderated during the Provincial Centralised SBA processes on the **05 – 07 August 2013**:

Venues for all moderation will be the relevant **District Office**.

Subjects	District	Date
Agricultural Sciences	Grahamstown	05 – 07 August 2013
	Butterworth	13 - 15 August 2013
Accounting	Cradock	05 – 07 August 2013
Business Studies	Qumbu	05 – 07 August 2013
Economics	Qumbu	05 – 07 August 2013
Life Orientation	Uitenhage	05 – 07 August 2013
Religion Studies	Uitenhage	05 – 07 August 2013
Tourism	Maluti	05 – 07 August 2013
Hospitality Studies	Maluti	05 – 07 August 2013
Consumer Studies	Maluti	05 – 07 August 2013
Physical Sciences	Ngcobo	05 – 07 August 2013
Life Sciences	Queenstown	05 – 07 August 2013
	Dutywa	13 - 15 August 2013
Mathematics	Lady Frere	05 – 07 August 2013
	Mthatha	13 - 15 August 2013
Mathematical Literacy	Cofimvaba	05 – 07 August 2013
isiXhosa	Libode	05 - 07 August 2013
SeSotho	Mnt Fletcher & Maluti (venue for portfolios Maluti DO)	13 - 15 August 2013
History	Sterkspruit	05 – 07 August 2013

Geography	Graaf-Reinet	05 – 07 August 2013
	Fort Beaufort	13 - 15 August 2013
Arts Subjects	Lusikisiki	05 – 07 August 2013
Technology Subjects	Mbizana	05 – 07 August 2013
English FAL	Mnt. Frere	05 – 07 August 2013
Afrikaans	East London	05 – 06 August 2013
	King William's Town	07 – 08 August 2013
CAT & IT	Port Elizabeth	05 – 07 August 2013

2. ROLES AND RESPONSIBILITIES:

2.1 SCHOOL REQUIREMENTS:

- The Principal, SMT and HOD of selected senior secondary schools offering any of the abovementioned subjects must submit **ten (10)** portfolios for each subject offered as follows:
 - 1 teacher's portfolio;
 - 9 learners' evidence of work (evidence of work submitted to represent the top (3), middle (3) and bottom (3) range of marks);
- 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 10 of 2013***.
- 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 files and all the mark sheets are made available for collection by district officials

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

2.2 DISTRICT REQUIREMENTS:

- The District Curriculum CES, DCES and SES are to ensure that all schools have copies of the **CAPS policy documents, Subject Assessment Guidelines of 2008, Assessment Instruction 10 of 2013**

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 **20%** of schools in the District offering the subject/s allocated to the District submit the required number of learners' evidence of work and the teacher file for provincial moderation.
- Chosen schools should represent the full spectrum of achievement from top performing to poor performing schools.
- The District Curriculum CES, DCES and SES are to ensure that the cluster moderation processes and procedures are completed timeously for each subject in each cluster as per the 2013 SBA Management Plan (Assessment Instruction 10 of 2013).
- 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 evidence of learners' work together with the teacher's file have undergone
 - School based moderation
 - Cluster moderation

No teacher's file or learners' evidence of work is to be presented for provincial moderation without evidence of these levels of moderation. This will comprise the District Moderation level.

- The District Curriculum CES, DCES and SES are to ensure that all examples of evidence of learners' work from each school are delivered to affected district Office or collected from schools by **02 August 2013**.
- 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.

NB:

- 1. The District Curriculum CES, DCES and SES are to ensure that all portfolio bags are delivered to the moderation venue on time by the 02 August 2013.**
- 2. Each district will be responsible for the transportation of portfolios from schools to moderation venues and back.**
- 3. The District Curriculum CES, DCES and SES are to ensure that all portfolio bags are returned to schools immediately after the 07 August 2013**

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

4. CONCLUSION:

The importance of the Provincial Grade 12 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.



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MR SP GOVENDER
(A) DEPUTY DIRECTOR GENERAL: TEACHING & LEARNING SERVICES



FILE RECEIPT / RETURN REGISTER

DATE:
 NAME OF DISTRICT: NAME OF SCHOOL:
 NAME OF DISTRICT OFFICIAL: NAME OF PRINCIPAL:
 SIGNATURE OF DISTRICT OFFICIAL: SIGNATURE OF PRINCIPAL:

NAME OF SUBJECT	NO OF LEARNERS EVIDENCE OFWORK	NAMES OF LEARNERS	NUMBER OF TEACHERS' FILES
Accounting			
Afrikaans HL			
Agricultural Sciences			
Arts Subjects			
Business Studies			
CAT			
Consumer Studies			
Economics			
Engineering Subjects			
English FAL			
Geography			
History			
Hospitality Studies			
IsiXhosa HL			
IT			
Life Orientation			
Life Sciences			
Mathematical Literacy			
Mathematics			
Physical Sciences			
Tourism			

- 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 SBA Chief Moderator