



ASSESSMENT & EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION 41 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: 26 AUGUST 2013

**ADMINISTRATION OF GRADE 12 COMMON ASSESSMENT TASK FOR LIFE ORIENTATION:
CICULAR E13 OF 2013**

1. This Assessment Instruction outlines the procedure that will be followed in the administration of the Common Assessment Task (CAT) for Life Orientation across the Province.
2. The Common Assessment Task will be written on 04 September 2013, from 9:00 to 10:30.
3. District officials and schools are informed of the following procedure that should be followed in the administration of the task:

3.1 Printing and distribution of the Common Assessment Task

- a) The Common Assessment Task will be printed and sealed in secure envelopes per school and will be collected by the schools from the district offices on the day of the writing of the task, following the same procedure as the Grade 12 NSC examination.

3.2 Writing of the examinations

- a) After the Common Assessment is received by the principal, he or she must take full responsibility as chief invigilator and ensure that all conditions and rules relating to the NSC examination are adhered to.
- b) Principals should open the secure envelope on the day of the examination in the presence of learners and oversee the distribution of question papers.
- c) The principal should ensure that invigilators are vigilant during the writing of the Common Assessment Task.
- d) After the Common Assessment Task is written, invigilators should reconcile the scripts with the number of learners as indicated on the Mark Sheet and enclose them into the satchels used for the NSC examination.
- e) Scripts must be stored in the strong room until the commencement date of marking.

3.3 Marking Guideline Discussion

- a) National marking guideline will take place on 09-10 September 2013 at the Department of Basic Education, commencing at 10:00 on Day 1.
- b) Two moderators per Province will be required to attend the marking guideline discussion which will be hosted by DBE.
- c) The electronic version together with the signed hard copy of the approved marking guideline will be forwarded to the Head of Examinations on 10 September 2013.
- d) The Provincial Education Department (PED) is expected to host a similar marking guideline discussion session with the district subject advisors for Life Orientation in preparation for the moderation to be undertaken by district subject advisors.
- e) The PED is allowed to include additional responses to the National marking guideline emanating from the marking guideline with subject advisors, especially those that will accommodate the provincial contextual factors.
- f) It is proposed that Provincial marking guideline discussions be hosted between 12 - 13 September 2013.

3.4 Marking of the Common Assessment Task

- a) The marking of the Common Assessment Task will be conducted at school level under the supervision of the school principal.
- b) The marking process should commence on 15 September 2013 and must be concluded by 22 September 2013.
- c) The Provincial Education Department must print the final marking guideline and distribute them to schools by 15 September 2013.

- d) Scripts must only be removed from the strong room by the school principal, on the day marking is scheduled to begin.
- e) Marking must be conducted at school, with the senior teacher or Head of Department (HOD) acting as an internal moderator.
- f) In cases where there are more than one teacher teaching Life Orientation at the school, the scripts should be swapped so that a teacher does not mark the scripts of his or her learners.

3.5 School and District Moderation: Moderation of learner evidence:

- a) At least 10% of the marked scripts should be moderated by the senior teacher or the HOD. The school principal must ensure that this moderation takes place.
- b) After the scripts have been moderated, the marks must be recorded on the Mark Sheet provided to the school.
- c) The district subject advisor must moderate a sample of scripts from each school.

Provincial Moderation

- a) Each PED must establish a Provincial moderation process. This should be done centrally at the Provincial level and the district subject advisors that participated in the Provincial marking guideline discussion could be used for this process.
- b) The PED must select a sample of schools for each district from the Provincial moderation. A sample of between 10-20 schools per district should be selected. From each of the schools, a sample of 10% of the scripts should be moderated.
- c) Provincial moderation should be concluded by 30 September 2013.

National Moderation

- a) The DBE will deploy a team of moderators to each of the Provinces to moderate the scripts.
- b) The DBE will prefer to conduct its moderation during the Provincial moderation. This will assist in streamlining the collection of scripts and moderation process.

Capture of marks on the IECS

- a) A special Mark Sheet will be issued to schools for the recording of the marks for the Common Assessment Task. This Mark Sheet will be additional to the normal Mark Sheet provided for Life Orientation.
- b) The marks for the Common Assessment Task, must be captured during the capture of School Based Assessment (SBA) marks and should be completed by 18 November 2013.

4. For any queries regarding the administration of the Common Assessment Task, please contact Dr Ramoroka, on telephone number (012 357 3575) or by e-mail: Ramoroka@dbe.gov.za.
5. The Heads of all Education Institutions are requested to bring this information to the attention of all district officials, principals and teachers of both public and independent schools.



**MR S.P. GOVENDER
ACTING DEPUTY DIRECTOR - GENERAL:
TEACHING AND LEARNING SERVICES**