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EDUCATION

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ASSESSMENT INSTRUCTION 50 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 (FET BAND)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 14 NOVEMBER 2013

2013 PROMOTION REQUIREMENTS: GRADES 10 AND 11

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1. INTRODUCTION

The Promotion requirements for Grades 10 and 11 are nationally determined. The quality assurance processes of the 2012 Grade 11 promotion schedules however, reflect poor implementation of these requirements. This Assessment Instruction sets out the minimum promotion requirements for Grades 10 & 11 and these requirements are to be implemented each quarter when reporting school achievement to the District.

2. SECTION A: NATIONAL PROMOTION REQUIREMENTS IN THE NATIONAL CURRICULUM STATEMENT GRADES 10 TO 11 (GENERAL)

Government Gazette No. 28951 and Government Notice 385 *South African Schools Act (84/1996): National policy regarding further education and training programmes: Approval of the amendments to the promotion requirements for the National Senior Certificate as stipulated in the policy document. The National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF)* stipulates the requirements for the issuing of the NSC. These are also the promotion requirements for grades 10 – 11. Critical among these is that a learner must offer and complete internal and external assessment requirements in no less than seven (7) subjects.

3. IMPLEMENTATION OF PROMOTION REQUIREMENTS IN THE FET BAND: GRADE 10 AND GRADE 11 [NATIONAL SENIOR CERTIFICATE]

3.1 GENERAL INFORMATION

- Schools are to use the following key (*Rating Scale 1-7*) on the learners' reports. The actual percentage obtained may also be shown on the reports. However, the promotion schedules must show the actual percentage obtained.

Codes and percentages for recording and reporting in Grade 10 and 11

RATING CODE	PERCENTAGES	DESCRIPTION OF COMPETENCE
7	80 – 100	Outstanding achievement
6	70 – 79	Meritorious achievement
5	60 – 69	Substantial achievement
4	50 – 59	Adequate achievement
3	40 – 49	Moderate Achievement
2	30 – 39	Elementary Achievement
1	1 – 29	Not Achieved

- A year mark comprising School Based Assessment (SBA) constituting 25% of the final total in each subject shall be in effect. The SBA will be calculated in accordance with the policies that apply in Grade 10 and 11 for each subject. The examination mark is therefore 75% of the final total.
- It is expected that carefully compiled records and evidence of learner performance and achievement are maintained to justify the result a learner would receive at the end of a Grade. Such records will be maintained for both SBA and the examination process.
- Evidence of learner performance, fully moderated, is required for any learner who achieves 1 – 29% (level 1) in any subject used for promotion purposes.
- Promotion is based on assessment in a minimum of seven subjects: four compulsory subjects from (Group A Subjects) and three non-compulsory subjects (Group B subjects).

COMPULSORY SUBJECTS (A) OFFICIAL LANGUAGES	NON-COMPULSORY SUBJECTS (B) B.1 OFFICIAL LANGUAGES
1. HOME LANGUAGE AND 2. FIRST (1 ST) ADDITIONAL LANGUAGE N.B. One must be the language of learning & teaching (LOLT)	SECOND ADDITIONAL LANGUAGE 2 ND ADDITIONAL LANGUAGE
OR	B.2 NON-OFFICIAL LANGUAGES ARABIC FRENCH GERMAN GUJARATI HEBREW HINDI ITALIAN LATIN PORTUGUESE SPANISH TAMIL TELEGU URDU
1. HOME LANGUAGE AND 2. SECOND HOME LANGUAGE N.B. One must be the language of learning & teaching (LOLT)	
3. MATHEMATICS OR MATHEMATICAL LITERACY	
4. LIFE ORIENTATION	

B.3 OTHER SUBJECTS	B.3 OTHER SUBJECTS
ACCOUNTING	ENGINEERING GRAPHICS & DESIGN
AGRICULTURAL MANAGEMENT PRACTICES	GEOGRAPHY
AGRICULTURAL SCIENCE	HISTORY
AGRICULTURAL TECHNOLOGY	HOSPITALITY STUDIES
BUSINESS STUDIES	INFORMATION TECHNOLOGY
CIVIL TECHNOLOGY	LIFE SCIENCES
COMPUTER APPLICATION TECHNOLOGY	MECHANICAL TECHNOLOGY
CONSUMER STUDIES	MUSIC
DANCE STUDIES	PHYSICAL SCIENCE
DESIGN	RELIGION STUDIES
DRAMATIC ARTS	TOURISM
ECONOMICS	VISUAL ARTS
ELECTRICAL TECHNOLOGY	

3.2 MINIMUM PROMOTION REQUIREMENTS FOR GRADES 10 AND 11

Learners in Grades 10-12 will be promoted from grade to grade if they have offered and completed the School Based Assessment Tasks, where applicable, and end of the year examination requirements in not fewer than seven (7) subjects as contemplated in the policy document, National Protocol for Assessment Grades R-12 and the Curriculum and Assessment Policy Statements of the various subjects.

3.2.1 Achieved 40% in three subjects, one of which is an official language at Home language level, and 30% in three subjects, provided the School Based Assessment component is submitted in the subject failed.

3.2.2 A condonation of a maximum of one (1) subject will only be applied to a Grade 12 candidate in the final National Senior Certificate examination, if such a candidate requires a maximum of 2%, either to obtain a pass at 30% or 40%. Such a condonation will be applied in only on subject, provided the application of the condonation allows a the candidate to obtain the National Senior Certificate qualification.

- **NB: NO AGGREGATE IS CALCULATED OVERALL, OR FORMS PART OF THE PROMOTION REQUIREMENT, NOR MUST AN AGGREGATE BE SHOWN ON A REPORT CARD OR PROMOTION SCHEDULE.**

4. PRINCIPLES OF PROMOTION IN THE FET BAND

- Promotion requirements for Grades 10 to 12 are the same as the requirements for the issuing of a National Senior Certificate (NSC) in Grade 12.
- Each learner must comply with the internal assessment requirements for Grades 10 and 11 as specified in the CAPS Policy documents.
- Each learner must complete the subject requirements for Grades 10 and 11 separately.
- The promotion of any learner to the next grade is based on performance in each subject and not on an aggregate mark.

5. CONCESSIONS

National policy offers a concession to immigrant learners/candidates and learners who experience barriers to learning. However, any exceptions that may arise during an examination (e.g. injury in an accident) must be brought to the attention of the officials in the Directorate Assessment and Examinations and a concession application form must be submitted, with full supporting documentation as soon as the need for a concession becomes relevant. It should be noted that proof of a neurological / physical condition is required for the granting of extra time to learners. (Assessment Instruction 5 of 2013, dated 6 January 2013 has reference. Closing date 31 January 2013.)

5.1 Immigrants

Most immigrants find difficulty in fulfilling the two official languages requirement for promotion purposes. In such cases the following concessions must apply

- An immigrant may offer only one official language on at least First Additional Language level and obtain a Level 2 rating Code (30% - 39%) in that language provided that another subject from Group B is offered in lieu of the one official language which is not offered.
- An immigrant may offer his/her home language in lieu of an additional subject from Group B if such a language is listed on Home Language Level in the Non – Official languages listed in B2 on page 3.

5.2 Learners who experience barriers to learning

White Paper 6 on Special Needs Education: Building an Inclusive Education and Training System (2001), guides policies related to learners experiencing barriers to learning.

A deaf learner will be exempted from the promotion requirement of two official languages.

In the FET Band such a learner may offer only one official language on at least First Additional Language level provided that another subject from Group B is offered in lieu of the one official language which is not offered, and provided that such deaf candidate complies with the promotion requirements set out above.

Learners suffering from a mathematical disorder such as dyscalculia may be exempted from the offering of Mathematics or Mathematical Literacy, provided that another subject from Group B is offered in lieu of Mathematics or Mathematical Literacy and provided that such candidate complies with the promotion requirements set out above.

6. CONDONATIONS

In line with UMALUSI regulations dated May 2011, condonation is only permitted in Grade 12 therefore **NO CONDONATIONS ARE PERMITTED IN GRADES 10 AND 11. ALL LEARNERS MUST ACHIEVE THE PROMOTION REQUIREMENTS IN ORDER TO MOVE TO THE NEXT GRADE.**

7. APPROVAL AND QUALITY ASSURANCE OF SCHEDULES

Education Development Officers (EDOs) together with District Curriculum personnel (District Teams) must ensure that promotion schedules are thoroughly checked for compliance and corrected where required. The signatures on the Declaration forms, distributed with schedules, by District officials is an indication that National policy has been implemented, as outlined in this Assessment Instruction.

All promotion schedules are subjected to scrutiny at the Provincial office to ensure that learners promoted to Grades 11 and 12 have met the minimum promotion

requirements. Where Departmental officials are found to have promoted or retained learners in error, these officials will be charged with misconduct.

8. COMPLETION OF SCHOOL REPORTS

School reports are used to report to parents on the achievements and promotion of learners to the next grade. These reports must reflect the same results that are recorded on the promotion schedule signed by the Education Development Officer (EDO). No reports may be finalised BEFORE the promotion schedule is approved by the EDO.

NB: Original reports to be seen by EDO when promotion schedule is signed.



9. SUBMISSION OF SCHEDULES: DUE DATES

<u>SUBMISSION BY</u>	<u>SUBMISSION TO</u>	<u>EXPECTED QUALITY ASSURANCE</u>	<u>RESPONSIBILITY</u>	<u>DUE DATE</u>
School Principals	Education Development Officer (EDO)	<p>The promotion requirements have been met for all learners promoted.</p> <p>Every learner has 7 subjects.</p> <p>All learners are listed per GRADE in strict alphabetical order and none have been omitted.</p> <p>All required signatures have been appended.</p> <p>Original school reports are presented with promotion schedules.</p>	EDO District Curriculum officials	As per arrangement with the Principal but no later than Wednesday 04 December 2013



EDO	DISTRICT DCES EXAMINATIONS	<p>A promotion schedule is received for every school in the District that has Grade 10 & 11.</p> <p>That the relevant declaration has been signed by both school Principals & EDO/Curriculum official.</p> <p>That the summary form of promotions has been completed and signed by the Principal and attached to the schedule.</p> <p>That the promotion schedules conform to the Departmental format issued for the setout of promotion schedules.</p>	DISTRICT EXAMINATION OFFICIALS	Tuesday 10 December 2013
DISTRICT DCES EXAMINATIONS	PROVINCIAL DISTRICT CO-ORDINATION UNIT	All of the above	PROVINCIAL DISTRICT CO-ORDINATION UNIT OFFICIALS	Tuesday 17 December 2013



No public school may close for 2013 without having submitted an accurate promotion schedule showing the promotion of all learners in Grades 10 and 11 in terms of policy.
(Government Gazette No 29467 dated 11 December 2006 – *National Protocol for Assessment Grades R-12*)

No independent school that is registered to offer Grades 10 to 12 with the Eastern Cape Department of Education may close for 2013 without having submitted an accurate promotion schedule showing the promotion of all learners in Grades 10 and 11 in terms of policy. (Government Gazette No 29467 dated 11 December 2006 – *National Protocol for Assessment Grades R-12*). Where there are instances of non-compliance, consequence management will be applied to all relevant officials at the school and within the district.

10. CONCLUSION

District Teams shall be set up to ensure checking for compliance to all promotion requirements before approval is granted.

The promotion requirements outlined in this Assessment Instruction are mandatory and must be applied as stated. All office and school-based personnel, especially school Principals and EDOs, are expected to ensure compliance with National policy on promotion.



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