



## CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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### ASSESSMENT INSTRUCTION 31 OF 2023

**TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
CIRCUIT MANAGERS  
DEPUTY CHIEF EDUCATION SPECIALISTS  
SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADE 12)  
TEACHER UNIONS/ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 17 JULY 2023**

#### **GUIDELINES ON THE ADMINISTRATION OF THE TOURISM PRACTICAL ASSESSMENT TASK (PAT) FOR 2023: NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS**

1. Practical Assessment Tasks (PATs) have been developed in the subjects that have a practical component. These PATs are part of the assessment requirements for the 2023 National Senior Certificate (NSC) Examinations as stipulated in the Curriculum Assessment Policy Statement (CAPS).
2. The format of the 2023 PAT is in line with the revised format of the Tourism PAT which was implemented from January 2021. The Teacher Guidelines for the 2023 Tourism PAT were made available to schools earlier this year.
3. A virtual mediation session organised by the Department of Basic Education (DBE) for teachers on the administration of the PAT and how to prepare candidates for the writing sessions was conducted.
4. The first mediation session of the PAT Teacher Guidelines took place on **21 June 2023 from 14:00 to 16:00** and this session was repeated on **22 June 2023 from 14:00 - 16:00** to accommodate teachers who were unable to attend the 1st session.

5. Principals and Heads of Department responsible for Tourism must ensure that Tourism teachers use the 2023 PAT Teacher Guidelines to adequately prepare the candidates for the undertaking of the 2023 Tourism PAT.
6. Please contact Mrs Penelope Japhta on e-mail: [Penelope.Japhta@ecdoe.gov.za](mailto:Penelope.Japhta@ecdoe.gov.za) for more information on the mediation of the PAT.

## THE ADMINISTRATION OF THE PAT

7. The Tourism PAT must be administered to learners **on 2 to 3 August from 9:00 to 13:30** (including the 30-minute break) **on** both days. All the schools should be notified timeously of the date and the time of the administration.
8. The PAT will be administered during school hours under controlled conditions. **Controlled conditions** imply that the writing of the PAT must take place at the school during the scheduled times under the supervision of a/an invigilator(s) appointed by the school principal. The Tourism teacher may NOT serve as an invigilator. However, the Tourism teacher should be present at school on the 2 consecutive days the PAT is written to provide clarity and guidance where required. There should be one (1) invigilator for every 30 candidates.
9. The time allocated for the PAT is 8 hours, broken down into two four (4) hour sessions. The two four (4) hour sessions must be scheduled over the two **consecutive days 02 and 03 August 2023 respectively**. Break times in-between sessions are to be implemented at the discretion of the school.
10. Candidates must report to the school on both Day 1 and Day 2 scheduled for the Tourism PAT.
11. Candidates not attending the PAT writing session (with or without a valid reason) will be dealt with in accordance with the *Regulations on the Conduct, Administration and Management of the National Senior Certificate examinations*.

12. The Examination Section of the Eastern Cape Education Department will ensure that the 2023 PAT is printed and distributed to all schools offering Tourism at Grade 12 level. Provinces are expected to complete the printing of the PAT **by 14 July 2023**.
13. The PAT will be packaged and distributed, following the same procedure as the Grade 12 NSC examination, in the morning of the examination. The PAT consists of two parts Day 1 and Day 2 and includes a Resource Pack. The Resource Pack of the 2023 PAT should be released to schools and to teachers between 18 and 21 July 2023, to allow teachers the opportunity to mediate the **Resource Pack**.
14. TWO virtual mediation sessions will be organised and conducted by the Department of Basic Education (DBE) for teachers on the mediation of the PAT Resource pack to candidates. The first mediation session of the PAT **Resource Pack** will be on the **24 July 2023 from 14:00 to 16:00** and this session will be repeated on **25 July 2023 from 14:00 to 16:00** to accommodate teachers who were unable to attend the first session.
15. All schools must mediate the **Resource Pack** with their learners from **26 July 2023 to 1<sup>st</sup> August 2023**. During the mediation session of the **Resource Pack** teachers must ensure that all learners write their names on the **Resource Pack** and that the **Resource Pack** is collected at the end of each mediation session.
16. The Provincial Department of Education will ensure that the **PATs** for Day 1 and Day 2 are packed separately from the Resource Pack. The PAT for **Day 1** and **Day 2** should only be distributed to schools to be written on **2 and 3 August 2023**.
17. The PAT for **Day 1 and Day 2** must be distributed on the morning the PAT is to be written. The same procedure as the Grade 12 NSC examinations must be followed.

## THE WRITING OF THE PAT

18. The PED will ensure that the Practical Assessment Task is written on the correct date (**02 and 03 August 2023**) and time (**09:00 to 13:00**) Any deviation from this would be declared an irregularity.
19. The PAT consists of two parts, **Day 1** and **Day 2** and includes a Resource Pack.  
**Note:** *The PATs for Day 1 and Day 2 and the accompanying Resource Pack are not made available to teachers or mediated with candidates beforehand and are ONLY handed out during the respective writing sessions.*

20. Each candidate must receive their own copy of the PAT and the Resource Pack. Candidates will receive the PAT for Day 1 on the first day and the PAT for Day 2 on the second day of the writing sessions.
21. The school must ensure learners receive a separate answer book for Day 1 and Day 2.
22. The same **Resource Pack** will be used for the writing sessions on **Day 1 and Day 2**. The completed PAT for each day and the Resource Pack **MUST** be collected at the end of each writing session.
23. When candidates receive the PAT package, (PAT paper for Day 1, Day 2 and the Resource Pack) for the day, they must ensure that all pages are included. Candidates should be given 10 minutes reading time (08:50 to 09:00) to familiarise themselves with the content of both documents. The 10 minutes is the normal reading time allowed for all question papers and must commence at 08:50.
24. Only the official Resource Pack may be used. Candidates will **NOT** be allowed to bring any other resources into the venue. No electronic equipment (computers, laptops, cell phones, internet access) are allowed for the writing of the PAT.
25. The PAT for each day must be completed on the day within the stipulated times. No extra time will be granted, except where concessions are awarded to candidates with special needs.
26. All PATs must be handwritten, except for candidates who have been granted a concession.
27. Sharing of stationery will not be allowed in the writing venue.
28. At the end of each writing session, scripts must be collected and stored in the strong room of the school until marking commences. The Resource Pack must be collected after the second writing session and stored with the scripts.

## MARKING STANDARDISATION MEETINGS

29. The designated provincial officials responsible for Tourism (two per PED) should conduct pre-marking of at least (10) PATS (Day 1 and 2). The PEDs must send the names of the two designated Tourism officials per province to Mr Kamalan Nair, by email **Nair.K@dbe.gov.za** by **31<sup>st</sup> July 2023**. The pre-marking must be undertaken and completed between **4 to 10 August 2023**, prior to the National Standardisation Marking Guidelines discussions. The sampled scripts should be collected from at least three schools. The scripts must be representative of high, moderate, and low levels of achievement.

30. The designated provincial officials responsible for Tourism (two per PED) are expected to conduct a provincial pre-marking discussion with selected subject advisors. The preliminary National Marking Guidelines must **NOT** be shared with any teacher or distributed to anybody outside the agreed group. The officials involved in the pre-marking discussion are bound to secrecy as per the signed Secrecy form. The PEDs should develop their own additional responses to be included in the National Marking Guidelines. The responses emanating from the pre-marking discussions with teachers and subject advisors, should consider the provincial contextual factors.
31. A report (on the official template to be provided to PEDs) emanating from the pre-marking discussions must be submitted by e-mail on **10 August 2023** to the DBE Internal Moderator (sharmininaidoo35@gmail.com). The report will be presented at the National Marking Standardisation Meeting (**Annexure B**).
32. The DBE Panel Preparatory Meeting will be held on **11 August 2023**.
33. Two designated Tourism officials per province will be required to participate in the virtual marking standardisation meeting which will be hosted by the DBE. The DBE will issue the Microsoft Teams invitation to all PED participants by **10 August 2023**.
34. The National Marking Standardisation Meeting (MSM) will take place from **12 – 13 August 2023**. The designated provincial officials responsible for Tourism (two per PED) will be invited to participate in the MSM virtually via Microsoft Teams. The MSM will be facilitated from the Department of Basic Education, 222 Struben Street, Pretoria, commencing at 08:30 on Day 1 and then from 08:00 on Day 2.
35. The electronic version of the final, approved marking guideline will be forwarded to the DBE Head of Examinations on **14 August 2023**.
36. The PED are expected to host a similar Provincial Marking Standardisation Meeting with the district subject advisors for Tourism between **17 – 28 August 2023** in preparation for the marking and moderation to be undertaken by the schools and district subject advisors. In addition, the district subject advisors are expected to mediate the marking guidelines between **21 – 24 August 2023** with their teachers in their districts.

## **MARKING OF THE PRACTICAL ASSESSMENT TASK (PAT)**

37. The Eastern Cape Provincial Education Department will distribute the final, approved marking guideline in printed or electronic form to the schools by **25 August 2023**; thereafter marking may commence. Scripts must only be removed from the strong room by a school principal on the day the marking commences.
38. The senior Tourism teacher or Head of Department will be the on-site Internal Moderator. Only the final, approved marking guideline must be used in the marking of the PAT.

39. In cases where there is more than one teacher teaching Tourism at the school, the scripts should be exchanged so that a teacher does not mark the scripts of his/her learners.
40. All marking must be concluded by **5 September 2023**.

## **MODERATION OF LEARNER EVIDENCE**

### **SCHOOL AND DISTRICT MODERATION:**

41. At least 10% of the marked scripts should be moderated by the senior teacher or the Head of Department at school level before **12 September 2023**.
42. After the scripts have been moderated, the marks must be recorded on the official PAT mark sheet on pg. 8 (TOUR01) of the 2023 PAT Teacher Guidelines.
43. The district subject advisor must moderate a sample of scripts from each school. District moderation should be conducted between **14 September 2023 and 21 September 2023**.

### **PROVINCIAL MODERATION:**

44. Each PED must establish a provincial moderation process. This will be done centrally at the provincial level and the district subject advisors that participated in the provincial Marking Standardisation Meeting will be used for this process.
45. The PED will select a sample of 5-10 schools from each district for the provincial moderation. From each of the schools, a sample scripts of high, moderate, and low levels of performance should be moderated. Provincial moderation should be conducted from **26 to 28 September 2023**.

### **NATIONAL MODERATION:**

46. The DBE will moderate the 2023 NSC Tourism PAT from a list of sampled districts and schools that will be communicated to the PED prior to the moderation process.
47. The DBE will conduct national moderation of the 2023 NSC Tourism PAT from **2 to 6 October 2023**. The moderation approach and modality will be confirmed via an Examination Instruction.
48. The PED will therefore be requested to confirm the arrangements of the provincial moderation so that the national moderation can be arranged accordingly. This information will be forwarded to Ms N Mofokeng, on telephone number (012 357 3239) or by e-mail: Mofokeng.N@dbe.gov.za and copy Ms Daleen Laas, by e-mail: Laas.d@dbe.gov.za

## CAPTURE OF MARKS ON THE EXAMINATION COMPUTER SYSTEM

49. The marks for the Tourism Practical Assessment Task (**Total 100 marks**) must be captured on the computerised marksheet.
50. The marks for the Tourism Practical Assessment Task must be captured during the capture of SBA marks and should be completed by **30 October 2023**.
51. A summary of the Management Plan for the Tourism PAT is attached as **Annexure A**.
52. For any enquiries regarding the administration of the Practical Assessment Task, please contact Mrs P Japhta on email: [Penelope.Japhta@ecdoe.gov.za](mailto:Penelope.Japhta@ecdoe.gov.za)
54. Your support in the appropriate and accurate administration of the 2023 Tourism PAT is appreciated.



17 July 2023

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**MR R. TYWAKADI**  
**DDG: CURRICULUM MANAGEMENT AND DELIVERY**

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**DATE**

ANNEXURE A  
2023 TOURISM PAT MANAGEMENT PLAN

Activities	Date	Responsibility
JUNE 2023		
MEDIATION OF PAT TEACHERS GUIDELINES to teachers	21 June 2023 14:00–16:00	DBE Curriculum and Examination Panel. Virtually via MS Teams Live Event.
Repeat of MEDIATION OF PAT TEACHERS GUIDELINES to teachers	22 June 2023 14:00–16:00	DBE Curriculum and Examination Panel. Virtually via MS Teams Live Event,
Schools close	Friday 23 June 2023	
JULY 2023		
Schools reopen	Tuesday 18 July 2023	
PEDs complete the printing of the Tourism PATs.	14 July 2023	PEDs
PEDs deliver Resource Pack ONLY to schools, Resource Pack is packed separately from Day 1 and Day 2 PATs.	18-21 July 2023	PEDs: Resource Packs are available to learners prior to the actual PAT writing date. PATS for Day 1 (2 August) and Day 2 (3 August) are made available to learners on the actual days the PAT is written.
MEDIATION OF RESOURCE PACK to teachers	24 July 2023 14:00–16:00	DBE Curriculum and Examination Panel. Virtually via MS Teams Live Event.
Repeat of MEDIATION OF RESOURCE PACK to teachers	25 July 2023 14:00–16:00	DBE Curriculum and Examination Panel. Virtually via MS Teams Live Event,
Teachers mediate PAT with learners	26 July- 1 August 2023	Teachers to mediate Section C of the PAT Teacher Guidelines and the Resource Pack to learners. Resource Packs to be COLLECTED after the mediation.



AUGUST 2023		
TOURISM PAT is written The PAT for Day 1 must be distributed on the morning the PAT is to be written	2 August 2023 from <b>09:00–13:30</b>  (includes break of 30 min).	Learners supervised by the educators managed by Principal. All scripts locked in the strong room by Principal.
TOURISM PAT is written The PAT for Day 2 must be distributed on the morning the PAT is to be written	3 August 2023 from <b>09:00–13:30</b>  (includes break of 30 min).	Learners supervised by the educators managed by Principal. All scripts locked in the strong room by Principal.
Pre-Marking (10 PAT scripts Day and Day 2) Samples from at least 3 schools should represent high, moderate and low levels of achievement.	4 to 10 August 2023	PED selects officials (2) who will attend the MSM. <a href="mailto:Nair.K@dbe.gov.za">Nair.K@dbe.gov.za</a> PED officials to supply PAT scripts for pre-marking.
Pre-marking reports submitted to DBE internal moderator. The reports will be discussed at the DBE Preparatory Meeting and presented on the first day of the national MSM	10 August 2023 @ 18:00	PED selected officials to submit reports via email to DBE 1M: <a href="mailto:sharmininaidoo35@gmail.com">sharmininaidoo35@gmail.com</a>
DBE Preparatory Meeting (at DBE)	11 August 2023 Time: 08:30 to 16:00	DBE panel, external moderators, Curriculum Specialist
National MSMs (Provinces join virtually via MS Teams)	12 to 13 August 2023 Time: <b>08:00–16:00</b>	DBE panel, with Provincial Officials ONLY two per PED
Final approved version of the PAT Marking Guideline to be submitted to DBE	14 August 2023	DBE Panel — Internal Moderator
Send Approved Version of the MG to PEDs	15 August 2023	DBE Manager- Mr K Nair
PED officials conduct Provincial MSMs (cascade to their district)	17 to 18 August 2023	Provincial Officials (1M and CM) who attended the national MSM.
District officials conduct District MSMs (cascade to their schools)	21 to 24 August 2023	District Officials who attended the PED MSMs

PED distribute the final, approved Marking Guideline in printed or electronic form to the schools.	25 August 2023	PED, as arranged
Marking of learner scripts	25 August to 5 September 2023	Principal hands out scripts. Teachers under supervision of School's Management (HOD)
<b>SEPTEMBER 2023</b>		
Marking of learner scripts CONTINUE	Up to 5 September	Teachers under supervision of School's Management (HOD)
Moderation — School level	Before 13 September 2023	School Management (HOD)
Moderation — District	14 to 21 September 2023	District Tourism Subject Advisors
Moderation — Provincial	26 to 28 September 2023	PED Tourism Subject Advisor peers
Schools close	Friday 29 September 2023	
<b>OCTOBER 2023</b>		
Schools reopen	Tuesday 10 October 2023	
Moderation — National (DBE)	2 to 6 October 2023	DBE and National Moderators
Final PAT and SBA marks captured	30 October 2023	All PEDs