



**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT**

Steve Vukile Tshwete Complex, Zone 6, Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA: Enquiries: Mrs PE Japhta Tel: 040 602 7099. Fax: 040 602 7295. E-mail: [Penelope.Japhta@ecdoe.gov.za](mailto:Penelope.Japhta@ecdoe.gov.za)

Tel.: (040) 602 7099 / 0825237689 / 0605238658  
Enquire: Mrs PE Japhta Fax: 040 602 7295

**ASSESSMENT INSTRUCTION 37 OF 2023**

**TO:** DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
DISTRICT CURRICULUM COORDINATORS  
DISTRICT ASSESSMENT OFFICIALS (DAOs)  
DISTRICT SUBJECT ADVISORS (DSAs)  
PROVINCIAL SUBJECT COORDINATORS  
CIRCUIT MANAGERS  
DEPUTY CHIEF EDUCATION SPECIALISTS  
SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADE 12)  
TEACHER UNIONS/ORGANISATIONS  
SCHOOL GOVERNING BODIES

**DATE:** 11 AUGUST 2023

**GUIDELINES ON THE ADMINISTRATION OF THE COMMON ASSESSMENT TASK FOR LIFE ORIENTATION: GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) 2023**

1. Circular E8 of 2023 provides information regarding the procedure that must be followed in the administration of the Common Assessment Task (CAT) for Life Orientation (LO) across all Provincial Education Departments (PEDs).
2. The Common Assessment Task will be administered on **04 September 2023, from 9:00 to 11:30 (2½ hrs).**

3. **Writing of the Common Assessment Task (CAT)**

- a) After the Common Assessment Task 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) The principal should open the secure envelope on the day of the examination in the presence of the learners and oversee the distribution of the CAT to learners.
- c) The principal should ensure that the 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 the scripts into the security envelope used for the NSC examinations.
- e) Scripts must be stored in the strong room of the school until the commencement date of marking.
- f) Training of teachers by districts subject advisors should take place between the **15 – 17 September 2023**.

4. **Marking of the Common Assessment Task (CAT)**

- a) The marking of the Common Assessment Tasks will be conducted at school level under the supervision of the School Principal.
- b) The marking process should commence on the **18 September 2023** and must be concluded by **25 September 2023**.
- c) Scripts must only be removed from the strong room by the School Principal on the day the marking commences.
- d) Marking should be conducted at school, with the senior teacher or Head of Department acting as an Internal Moderator. Only the final, approved marking guideline must be used in the marking of the LO CAT.
- e) In cases where there is more than one teacher teaching Life Orientation at the school, the scripts should be exchanged so that a teacher does not mark the scripts of his/her learners.

5. **Moderation of learner evidence**

5.1 **School and District Moderation**

- a) At least 10% of the marked scripts should be moderated by the senior teacher or the Head of Department at the school level **after marking has taken place.**
  - b) After the scripts have been moderated by the senior teacher or Head of Department, the marks must be recorded on the mark sheet provided and then captured on SASAMS.
  - c) District moderation should be conducted between **25 and 27 September 2023.**
6. **Districts must ensure that the Common Assessment Task is written on the correct date and time and any deviation from this would be declared an irregularity.**



MR R. TYWAKADI

DDG: CURRICULUM MANAGEMENT AND DELIVERY

2023-08-16

DATE