



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 48 OF 2023

**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 ALL PUBLIC AND INDEPENDENT SCHOOLS
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 02 NOVEMBER 2023

CORRECTION OF THE SCHOOL-BASED ASSESSMENT (SBA) MARKS CAPTURED FOR CIVIL TECHNOLOGY ON THE SOUTH AFRICAN SCHOOL ADMINISTRATION AND MANAGEMENT SYSTEM (SASAMS)

1. This assessment Instruction serves to correct the incorrect SA-SAMS School-Based Assessment (SBA) weightings for Civil Technology (all three specializations).
2. Circular S8 of 2023 provided the correct weightings for Civil Technology as per the table below:

TERM	TASK DESCRIPTION	S8 <i>Correct weighting</i>	SASAMS <i>Wrong weighting</i>
1	Assignment	20	30
2	June Examinations	40	20
3	Preparatory examinations	40	50
	TOTAL	100	100

3. In order to correct this error, the following procedure will be followed by schools and district offices:
 - (a) An amendment to SA-SAMS issued to the PED with the corrections to Civil Technology.



- (b) The amendment to SA-SAMS must be distributed to all schools and districts must ensure that every school receives the updated EMQ file.
- (c) All schools must apply the updated EMQ file that will re-calculate the Civil Technology marks.
- (d) New NSC mark must be supplied to schools for Civil Technology in a (blue) colour by districts. The District Subject Advisors and District Heads of Exams must ensure that the OLD mark sheets are collected from schools, before the NEW mark sheets are issued to avoid confusing the old mark sheets with the new mark sheets. Both marks sheet must be submitted by Monday, the 06 November 2023.
- (e) Schools must then print the corrected SA-SAMS mark sheet and transfer the marks to the NEW NSC mark sheet.
- (f) Principals and Departmental Heads (HODs) must sign off both the SA-SAMS and NEW NSC mark sheets.
- (g) The District Subject Advisor (DSA) must quality assure both the SA-SAMS and the NEW NSC mark sheets in terms of:
- Marks are correctly transferred to the NEW NSC mark sheets.
 - The District subject advisors must sign off both the SA-SAMS and the NEW NSC mark sheets.
- (h) Both the SA-SAMS and the NEW NSC mark sheets must be submitted to the Exams PED for capture of the marks onto the Integrated Examination Computer System (IECS).
4. The following table provides the key dates in terms of the management of these changes to the Civil Technology SBA marks:

Activity	Due Date
Printing of NEW NSC mark sheets	26 October 2023
SA-SAMS EMQ file distributed to all schools offering Civil Technology	26 October 2023
The PED to collect the OLD NSC mark sheets and distribute the NEW NSC marks to schools (Civil Technology)	30 October 2023
Schools print the corrected SA-SAMS mark sheet and transfer the marks to the NEW NSC mark sheet.	30 October 2023
Principal and Departmental Head at the school signs off.	30 October 2023
Submission to the District Office	6 November 2023



District Subject Advisor quality assure both the SA-SAMS and the NEW NSC mark sheets, signs off and submit to exams.

7-8 November 2023

5. The PED apologizes for any inconvenience caused.
6. For any queries relating to this process, please contact Mrs. F. Bikitsha at 072 378 2817.

Yours in Quality Education

DDG – CURRICULUM MANAGEMENT AND DELIVERY
MR R TYWAKADI

06/11/2023

DATE