



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 40 OF 2024

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: 13 AUGUST 2024

GUIDELINES ON THE ADMINISTRATION OF THE COMMON ASSESSMENT TASK (CAT) FOR LIFE ORIENTATION: GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) 2024

1. Circular E8 of 2024 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 LO Common Assessment Task (CAT) will be administered on **02 September 2024, from 9:00 to 11:30 (2 ½ hrs.)**, and all the schools should be notified timeously of the date and time.
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 LO (CAT) to learners.
 - c) The principal should ensure that the invigilators are vigilant during the writing of the LO (CAT) 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.

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 will commence on the **16 September 2024** and must be concluded by **20 September 2024**.
- 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 to the school.
- c) The district subject advisors/s must moderate a sample of scripts from each school.
- d) District moderation should be conducted between **20 and 22 September 2024**.

- 6. Districts must ensure that the LO 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