



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

CIVIL TECHNOLOGY (WOODWORKING)

GUIDELINES FOR PRACTICAL ASSESSMENT TASKS

GRADE 12

2024

These guidelines consist of 15 pages.

TABLE OF CONTENTS

	Page
SECTION 1	
1. INTRODUCTION	3
SECTION 2	
2. GUIDELINES FOR THE TEACHER	4
2.1 The structure of the PAT for Civil Technology	4
2.2 Management of the PAT	4
2.3 Administration of the PAT	4
2.4 Assessment and moderation of the PAT	5
2.5 Assessment	5
2.6 Moderation	5
SECTION 3	
3. GUIDELINES FOR THE LEARNER: WOODWORKING TASKS	
3.1 Instructions to the learner	6
3.2 Phase 1: Scale model of a formwork for a square column	7
3.3 Marking guidelines for Phase 1	8
3.4 Phase 2: Coffee table with rails and legs	9
3.5 Marking guidelines for Phase 2	10
Assessment criteria	11
3.6 Composite mark sheet	12
SECTION 4	
4. OTHER RELEVANT INFORMATION	13
4.1 Absence/Non-submission of task	13
4.2 Requirements for presentation	13
4.3 Recommended time frames for the completion of the PAT	13
4.4 Declaration of authenticity	14
SECTION 5	
5. CONCLUSION	15

SECTION 1**1. INTRODUCTION**

The following 18 Curriculum and Assessment Policy Statement subjects contain a practical component must include a practical assessment task (PAT).

- **AGRICULTURE:** Agricultural Management Practices, Agricultural Technology
- **ARTS:** Dance Studies, Design, Dramatic Arts, Music, Visual Arts
- **SCIENCES:** Computer Applications Technology, Information Technology, Technical Sciences, Technical Mathematics
- **SERVICES:** Consumer Studies, Hospitality Studies, Tourism
- **TECHNOLOGY:** Civil Technology, Electrical Technology, Mechanical Technology, Engineering Graphics and Design.

A practical assessment task (PAT) mark is a compulsory component of the final promotion mark for all candidates offering subjects that have a practical component and counts 25% (100 marks) of the end-of-year examination mark. The PAT is implemented across the first three terms of the school year. This is broken down into different phases or a series of smaller activities that make up the PAT. The PAT allows for learners to be assessed regularly during the school year and it also allows for the assessment of skills that cannot be assessed in a written format, e.g. test or examination. It is therefore important that schools ensure that all learners complete the practical assessment tasks within the stipulated period to ensure that learners are resulted at the end of the school year. The planning and execution of the PAT differ from subject to subject.

SECTION 2

2. GUIDELINES FOR THE TEACHER

(These guidelines must be explained clearly to the learners.)

2.1 The structure of the PAT for Civil Technology

The PAT accounts for the skills the learner has mastered. The PAT is assessed at intervals and requires the learner to engage in multiple practical sessions. During these weekly sessions, skills such as simulation, experimentation, hand skills, tool skills, machine skills and workshop practice are honed and perfected to the point where the learner may engage in the tasks set out for that particular term. The PAT accounts for 25% of the learner's promotion mark.

2.2 Management of the PAT

The PAT should commence in Term 1, as this is a lengthy and drawn-out process and CANNOT be left to the last minute. The model should be done over THREE terms starting in Term 1 and Phase 1 should be done concurrently with the model in Term 1.

- (a) Phase 1 must be completed, marked and internally moderated by the end of Term 1.
- (b) Phase 2 must be completed, marked and internally moderated by **1 September 2024** to allow sufficient time for external moderation.
- (c) All the phases of the PAT are to be kept safely until the moderation process is completed at all levels (both provincial and national moderation).
- (d) **The internal moderator/departmental head must conduct moderation of the PAT throughout the year.**
- (e) It is imperative that the criteria are adhered to from the beginning, as this will form the basis for assessment.
- (f) Teachers cannot penalise learners on areas that are not included in the initial criteria.
- (g) When learners are selected during moderation (face moderation), they may be required to showcase their practical or drawing skills and knowledge of the content captured/gained in the practical assessment task.

All **teachers** must **design a pacesetter** in line with the time frames specified in the PAT to indicate the completion dates for the different phases of the PAT. The teacher must manage this process to avoid crisis management and unnecessary stress closer to the completion date of the PAT.

The submission dates for the different phases of the PAT, as indicated in the pacesetter, should be given to the learners in writing.

2.3 Administration of the PAT

The PAT should be based on real-life situations and should be administered and completed under controlled conditions.

After studying the guidelines, teachers must fully explain the requirements of the different phases of the PAT and the criteria, as indicated in the assessment tools and mark schedules, to the learners. This will ensure that learners and teachers have a common understanding of the assessment tools and what is expected of the learners.

Teachers are requested to make copies of **SECTIONS 3 to 5** of this document and hand it to the learners not later than the **first week after the opening of schools in January 2024**.

The products/models should not leave the classroom/workshop and must always be kept in a safe place when learners are not working on them.

2.4 Assessment and moderation of the PAT

The PAT for Grade 12 is externally set and externally moderated, but internally assessed by the teacher and moderated by the internal moderator/departmental head.

2.5 Assessment

Frequent developmental feedback is needed to guide and support the learner to ensure that the learner is on the right track.

Both formal and informal assessments should be conducted on the different phases of the PAT. Informal assessment may be conducted by the learner himself or herself, by a peer group, or by the teacher. Formal assessment should always be conducted by the teacher and the results will be recorded.

The teacher must consider the requirements of the assessment of all the phases of the PAT and therefore plan the assessment programme of the PAT accordingly.

2.6 Moderation

During moderation of the PAT all phases of the PAT must be presented to the internal moderator as well as the external moderator.

Where required, the moderator should be able to call the learner to explain the function and working principles and also request the learner to exhibit the skills acquired during practical sessions for moderation purposes.

SECTION 3**3. GUIDELINES FOR THE LEARNERS: WOODWORKING TASKS**

Learner's name: _____

Time Allowed: Term 1 to Term 3

The practical assessment task (PAT) consists of TWO phases to be completed over THREE terms.

The PAT should be done over THREE terms starting in Term 1 with Phase 1 and Phase 2.

TIME SCHEDULE FOR THE COMPLETION OF THE PAT:

It is recommended that learners and teachers use this time schedule to finish the PAT in the allocated time.

TERM	WORK TO BE DONE	
Term 1	Phase 1	Making of the formwork for a square column
Term 1	Phase 2 (Part 1)	Research, drawings and cutting list
Term 2	Phase 2 (Part 2)	Frame, joints and table top of the coffee table
Term 3	Phase 2 (Part 3)	Finishing of coffee table

3.1 Instructions to the learner

- This practical assessment task (PAT) counts 25% of your final promotion mark.
- All work you produce must be your own effort.
- Use your discretion where dimensions and/or information have been excluded or omitted.
- Where available you may use electronic equipment, e.g. cellphones, cameras and digital cameras to document your progress.
- **The product/model should NOT leave the classroom/workshop and must be kept in a safe place at all times when you are not working on it.**

3.2 Phase 1: Making of the formwork for a square column**Term: 1****Duration of Phase 1: 5 hours per learner****Mark allocation: 20 marks****TASK:**

Make a scale model to scale 1 : 2 of the formwork that will be used to cast a square column. The formwork must be made using any soft wood, hardwood, wooden-board product or pallet wood and threaded rods.

Specifications:

- The size of the formwork is 300 mm x 300 mm.
- The height of the formwork is 600 mm.
- The formwork must be supported to keep the sides of the formwork in position.
- The formwork must have a lining.

NOTE: It is ONLY the formwork that must be built. DO NOT cast the column.

3.3 Marking guidelines for Phase 1

ASSESSMENT CRITERIA FOR THE FORMWORK FOR A SQUARE COLUMN				
LEARNER'S NAME AND SURNAME: _____				
ASSESSMENT CRITERIA	GOOD/ EXCELLENT	AVERAGE	POOR/NOT ATTEMPTED	MODERATED MARK
	8–10	4–7	0–3	0–10
Marking and cutting the wood for the sides				
Marking and cutting of the yokes				
Marking and cutting of the cleats/clamps				
Marking and cutting of the wedges				
Marking and drilling of the holes for the threaded rods				
Assembling of formwork				
Marking, cutting and installation of the lining of the formwork				
Accuracy and squareness of the formwork				
TOTAL OUT OF 80				
CONVERTED TOTAL OUT OF 20 <i>(Total ÷ 4)</i>				

It is recommended that video clips and photos of the learner performing the task should be recorded and kept electronically at the school on a disc or memory stick (backup) to be provided as evidence during moderation.

3.4 Phase 2: Coffee table with rails and legs

Terms: 1, 2 and 3

Duration: 20 hours

TASK:

You are required to design and make a coffee table with rails and legs, using any softwood, hardwood or pallet wood. The legs and the rails must be joined together using any appropriate mortise and tenon joints.

INSTRUCTIONS:

- Research different types of designs of coffee tables focusing on the following:
 - Different styles of legs
 - Rails
 - Mortise and tenon joints
- Draw (freehand or with instruments) at least THREE designs of coffee tables with legs and rails joined by mortise and tenon joints.
- Select the preferred design and draw a scale drawing of the front, top and left views (first-angle orthographic working drawings) of the coffee table that you are going to make. Show ALL measurements/dimensions and joints on your drawing.
- Compile a cutting list for this coffee table with rails and legs.
- Compile a schedule to show the stages and time frames for making the coffee table.

Use the following specifications:

- The coffee table should consist of:
 - Table
 - Rails
 - Legs
- Learners should use innovation and creativity when making the coffee table.

NOTE: Evidence of research, drawings, templates, stages in making as well as the model should be available for moderation. Photographic evidence of the mortise and tenon joints of each model must be provided.

3.5 Marking guidelines for Phase 2

ASSESSMENT OF THE COFFEE TABLE WITH RAILS AND LEGS				
LEARNER'S NAME AND SURNAME: _____				
ASSESSMENT CRITERIA	GOOD/ EXCELLENT	AVERAGE	POOR/NOT ATTEMPTED	MODERATED MARK
PLANNING	8–10	4–7	0–3	0–10
Research different types of designs of coffee tables focusing on different styles of legs, rails and mortise and tenon joints (Minimum 2 x A4 pages on each criterion)				
THREE freehand/instrument drawings of different designs of coffee tables with rails and legs with mortise and tenon joints				
Compiling a material list and cutting list for the preferred design				
Compiling a schedule of stages and time frames for the making of the coffee table with rails and legs				
TOTAL: 40				
SCALE DRAWINGS OF PREFERRED DESIGN	4–5	2–3	0–1	0–5
Correctness of front view (including hidden detail of the joints)				
Correctness of top view				
Correctness of left view				
Dimensions indicated on views				
TOTAL: 20				
CARCASS/FRAME	16–20	8–15	0–7	0–20
Marking and cutting out of legs and rails				
Making of mortises on the legs				
Making of tenons on the rails				
Joining of frame (check for squareness and accurate assembly)				
TOTAL: 80				
TABLE TOP	4–5	2–3	0–1	0–5
Marking, cutting and shaping of material for the top				
Joining of material for the top				
Joining top to frame (check for squareness)				
TOTAL: 15				

ASSESSMENT CRITERIA	GOOD/ EXCELLENT	AVERAGE	POOR/NOT ATTEMPTED	MODERATED MARK (MM)
FINISHING OF PRODUCT	8–10	4–7	0–4	0–10
Preparing model to receive finishing				
TOTAL: 10				
FINAL PRODUCT	8–10	4–7	0–4	0–10
Neatness, appearance and functionality of the final product				
TOTAL: 10				
INNOVATION AND CREATIVITY	4–5	2–3	0–1	0–5
The learner enhances his/her chosen design by adding features to improve the appearance and functionality of the coffee table				
TOTAL: 5				
GENERAL ASPECTS	4–5	2–3	0–1	0–5
Adherence to deadlines				
TOTAL: 5				
TOTAL OUT OF 180				
CONVERTED TOTAL OUT OF 80 <i>(Total ÷ 2,25)</i>				

3.6 Composite mark sheet for Woodworking PAT

	SCHOOL NAME AND LOGO	PHASE 1		PHASE 2 (MODEL)								TOTAL					
		TERM 1		PART 1 TERM 1		PART 2 TERM 2		PART 3 TERM 3									
		FORMWORK FOR A SQUARE COLUMN	MODERATED MARK	PLANNING	SCALE DRAWINGS OF PREFERRED DESIGN	FRAME/CARCASS	TABLE TOP	FINISHING OF PRODUCT	FINAL PRODUCT	INNOVATION AND CREATIVITY	GENERAL ASPECTS	TOTAL PHASE 2	MODERATED MARK	CONVERTED TOTAL	MODERATED MARK	TOTAL (PHASE 1 + PHASE 2)	MODERATED MARK
NO.	SURNAME AND NAME OF LEARNER	20	20	40	20	80	15	10	10	5	5	180	180	80	80	100	100
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
	TOTAL			TOTAL													

Signature of (Teacher)

Date (dd/mm/yy)

Signature of (Moderator)

Date (dd/mm/yy)

SCHOOL STAMP

SECTION 4

4. OTHER RELEVANT INFORMATION

4.1 Absence/Non-submission of task (What are the consequences?)

The absence of a PAT will be dealt with in accordance with the regulations as stipulated in the *National Policy on Protocol for Assessment Grades R–12*, page 6, Chapter 3, paragraphs 7 and 8.

The *National Protocol for Assessment Grades R–12*, Chapter 3, paragraph 8, subsection (4) clearly states that the absence of a practical assessment task mark will result in the candidate, registered for that particular subject, receiving an incomplete result.

4.2 Requirements for presentation

The following must be presented by the candidate for assessment and moderation:

- Phase 1: Mark sheet with evidence
- Phase 2: Evidence of planning and scale drawings of the model
- Phase 2: Mark sheet and a completed model
- The candidate's name and class must be clearly indicated on all components of the PAT
- Completed Declaration of Authenticity with school stamp

The following document must be presented by the teacher for moderation:

- A composite mark sheet (ONE composite mark sheet comprising all candidates' names and marks for all phases)

4.3 Recommended time frames for the completion of the PAT

Term 1:

- Phase 1 and Phase 2 (Part 1)

Term 2:

- Phase 2 (Part 2)

Term 3:

- Phase 2 (Part 3)

The product/model should be manufactured in the workshop under the teacher's supervision.

NOTE: The teacher should properly plan and manage the available resources so that all learners will be busy with some part of the tasks throughout the year. **PAT tasks must be completed, marked, and internally moderated by 2 September 2024.**

4.4 Declaration of authenticity

NAME OF THE SCHOOL:

NAME OF LEARNER:.....

NAME OF TEACHER:

SCHOOL STAMP

I hereby declare that the practical assessment task submitted for assessment is my own, original work and it has not been submitted for moderation previously.

SIGNATURE OF LEARNER_____
DATE (dd/mm/yy) (SUBMITTED)

As far as I know, the above declaration by the candidate is true and I accept that the work offered is his/her own.

SIGNATURE OF TEACHER_____
DATE (dd/mm/yy)

SECTION 5**5. CONCLUSION**

On completion of the practical assessment task learners should be able to demonstrate their understanding of the built environment/industry, enhance their knowledge, skills, values and reasoning abilities as well as establish connections to life outside the classroom and address real world challenges. The PAT furthermore develops learners' life skills and provides opportunities for learners to engage in their own learning.