



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 34 OF 2025

TO

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

DATE: 29 JUNE 2025

GUIDELINES ON THE ADMINISTRATION OF THE TOURISM PRACTICAL ASSESSMENT TASK (PAT) FOR 2025: NATIONAL SENIOR CERTIFICATE EXAMINATIONS

1. Practical Assessment Tasks have been developed in the subjects that have a practical component. These PATs are part of the Assessment requirements for the 2025 National Senior certificate (NSC) Examinations as stipulated in the Curriculum Assessment Statements (CAPS).
2. The format of the 2025 PAT is in line with the revised format of the Tourism PAT which was implemented from January 2021. The Teacher guidelines for the 2025 Tourism PAT were made available to schools earlier this year.
3. School Principals and Departmental heads responsible for Tourism must ensure that teachers of Tourism use the 2025 PAT Teacher Guidelines to adequately prepare the candidates for the writing of the 2025 Tourism PAT.
4. The Department of Basic Education (DBE) will provide a link to **TWO** pre-recorded mediation sessions. The first recording will assist teachers with the administration



of the PAT Teacher guidelines and how to prepare candidates for the writing sessions. The second recording will assist teachers with the mediation of the Resource Pack to candidates. The recordings will be available from **22 July 2025**. Link to the recordings : <http://surl.li/tkmbf>

THE ADMINISTRATION OF THE PAT

5. The Tourism PAT must be administered to learners on **05 and 6 August 2025 from 09:00 to 13:30** (which includes the 30-minute break) on both days. All the schools should be notified timeously of the dates and time of the administration of the Tourism PAT.
6. The PAT will be written during school hours under controlled conditions. **Controlled conditions** mean that the writing of the PAT must take place at school during the scheduled times under the supervision of (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.
7. 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, 05 and 06 August 2025 respectively**. Break times of 30 minutes in-between sessions are to be implemented at the discretion of the school.
8. Candidates must report to the school on both Day 1 and Day 2 scheduled for the Tourism PAT.
9. Candidates absent from 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*.

PRINTING, PACKAGING AND DISTRIBUTION OF THE TOURISM PAT

10. The Examination section of the Eastern Cape Education Department will ensure that the 2025 PAT is printed and distributed to all schools offering Tourism at Grade 12 level. The Tourism PAT will be printed by the **15 July 2025**.
11. The PAT consists of two parts, **DAY 1** and **Day 2**, and includes a **Resource Pack**.



12. The Resource Pack of the 2025 PAT should be released to schools and to teachers between **23 and 25 July 2025**, to allow teachers the opportunity to mediate the Resource Pack with the candidates.
13. Once the PAT has been delivered to schools, teachers may commence with the mediation of **Section C** of the **PAT Teacher Guidelines (pages 18 to 19)** and the Resource Pack. To assist with the mediation, teachers must refer to the **TWO** pre-recorded mediation sessions mentioned in paragraph 4.
14. The mediation with learners must take place between **28 July and 04 August 2025**.
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.
15. PEDs must ensure that the PATs for Day 1 and Day 2 are packed separately from the Resource Pack. The PAT for **Day 1 (05 August 2025)** and **Day 2 (06 August 2025)** must be distributed on the morning the PAT is written. The same procedure as for the Grade 12 NSC examinations must be followed.
17. The same procedure as for 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 dates (**Day 1: 05 August 2025 and Day 2: 06 August 2025**) and time (**09:00 to 13:30**) (which includes the break) **Any deviation from this would be declared an irregularity.**
19. Each candidate must receive a copy of the PAT. The same Resource Pack used during the mediation with learners will be used for **Day 1 on 05 August 2025** and **Day 2 on 06 August 2025** for the writing sessions.
20. The school must ensure that learners receive separate answer books for Day 1 and Day 2.
21. The PAT for each day, the candidates' scripts for **Day 1 and Day 2** and the **Resource Pack MUST** be collected at the end of each writing session.
22. 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 must be allowed 10 minutes reading time from **08:50 to 09:00** on each day of the PAT.

23. Only the official Resource Pack may be used. Candidates will **NOT** be allowed to take other resources into the venue. No electronic equipment (computers, laptops, cell phones, internet access) are allowed for the writing of the PAT. Only non-programmable calculators may be used in the examination.
24. 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.
25. All PATs must be handwritten, except for candidates who have been granted a concession.
26. Sharing of stationery will not be allowed in the writing venue.
27. At the end of the first day, a full set of PAT documents (**Day 1 question paper, Resource Pack and learner's scripts**) must be collected and stored securely in the strong room. The process must be repeated at the end of the second day (**collection of Day 2 question paper, Resource Pack, and learner's scripts**)

DBE AND PED PRE - MARKING STANDARDISATION MEETINGS

28. The PEDs must send the names of the two provincially designated Tourism officials per province to Ms T Kehologile, the marking moderator by email to Kehologile.T@dbe.gov.za and copy Mr Kamalan Nair the DBE marking manager, by email : Nair.K@dbe.gov.za on or before 18 July 2025.
29. The designated/nominated provincial officials for Tourism (**two per PED**) should conduct pre-marking of six (**6**) **PATS in total**. The officials **designated/nominated** must ensure the consistency of selection from the same candidate for both Day 1 and Day 2. Scripts must be sampled from at least three schools. The scripts sampled should be representative of candidates who demonstrate **high, moderate and low levels** of performance and should be marked before **14 August 2025**.
30. A pre- discussion of the Tourism PAT should be convened by the designated/nominated PED officials with relevant Tourism subject specialists and identified Tourism educators and completed before **14 August 2025, prior to the**



DBE Marking Standardisation Meeting.

The preliminary National Marking Guidelines used during the pre-discussion 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 the secrecy clause as per the Commitment in the Secrecy Agreement.

31. The designated/nominated should develop additional suggested responses to be discussed at the National Marking Guideline Discussion. The responses emanating from the pre-marking discussions with teachers and subject advisors, should consider the provincial contextual factors.
32. **Annexure A** attached, must then be completed as the standardised report of discussions emanating from the PED pre – marking discussions and the pre – marking completed. The completed Annexure must then be submitted by email on or before **15 August 2025** to the **DBE internal Moderator for Tourism, Mr Jaques Ockhuis** at jacquessockhuis7@gmail.com and copy Mr Kamalan Nair at Nair.K@dbe.gov.za. The report will be presented at the National Marking Standardisation Meeting.

DBE MARKING STANDARDISATION MEETINGS

33. The DBE Panel Preparatory meeting will be held on the **19 August 2025**.
34. 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@dbe.gov.za. All PED participants by **19 August 2025**.
35. The National Standard DBE panel Preparatory meeting will be held on **19 August 2025**.
The National Marking Standardisation (MSM) for the Tourism PAT will take place from **20 to 21 August 2025**. 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 8:30 on **Day 1** and the from 8:00 on **Day 2**.
36. The electronic version of the final, approved Marking Guideline will be forwarded to the DBE Heads of Examinations on **22 August 2025**.



37. The PED are expected to replicate the National MSM through a Provincial Marking Standardisation meeting with the district subject advisors for Tourism using the approved marking guideline by no later than **27 August 2025**. in preparation for the marking and moderation to be undertaken by the schools and district subject advisors.
38. Once all Provincial Standardisation meetings have been completed, the district subject advisors are expected to mediate the approved marking guidelines between **27 and 28 August 2025** with their teachers in their districts.

MARKING OF THE PRACTICAL ASSESSMENT TASK (PAT)

39. The Eastern Cape Provincial Education Department will distribute the final, approved marking guideline in printed or electronic form to schools. Marking should commence on **29 August 2025**. Scripts must only be removed from the strongroom by the school Principal on the 29 August 2025 for the commencement of marking.
40. The Senior teacher / Departmental head will conduct the first level of internal Moderation. Only the final, approved Marking Guideline must be used in the marking and moderation of the PAT. All marking must be concluded by the **19 September 2025**.

MODERATION OF PRACTICAL ASSESSMENT TASK(PAT)

Moderation must be conducted in accordance with the Guidelines for the quality assurance of SBA for Grades 10-12.

SCHOOL AND DISTRICT MODERATION

41. **10%** of the marked scripts must be moderated in **green pen** by the Senior teacher or the of Departmental Head at school level by **23 September 2025**.
42. After the scripts have been moderated, the marks must be recorded on the official PAT marksheet on **pg9** (TOUR01) of the 2025 PAT teacher guidelines.
43. The district subject advisor must **moderate 10%** of the scripts from each school (moderated and unmoderated). District moderation should be conducted in **orange pen** between **24 September to 28 September 2025**.



please contact Mrs PE Japhta on e-mail Penelope.Japhta@ecdoe.gov.za

53. Your support in the appropriate and accurate administration of the 2025 Tourism PAT is appreciated.

MR R. TYWAKADI

DDG: CURRICULUM MANAGEMENT AND DELIVERY

03/07/2025

DATE



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

ANNEXURE A

Enquiries: K Nair
CES: SQP Unit
Contact 012 357 3511
WhatsApp 078 264 3518
Nair.K@dbe.gov.za

PED TOURISM PRE-MARKING REPORT

MARKING STANDARDISATION MEETINGS 2025 PRACTICAL ASSESSMENT TASK

PROVINCE	
SUBJECT	
PAPER	
DURATION OF PAPER	
NAME and SURNAME OF THE INTERNAL MODERATOR & CONTACT NUMBER	
NAME and SURNAME OF THE CHIEF MARKER & CONTACT NUMBER	
DATES FOR THE MARKING IN THE PROVINCE	

SECTION A: INPUTS TO STANDARDISE THE MARKING GUIDELINE

A.1. The Pre-marking of scripts completed.			
YES		NO	
A.2. If, NO, indicate the reason and/or include the number of entries for the subject paper in the province.			

A.3. Number of scripts marked according to candidate performance			
Achievement level	High	Moderate	Low
CM			
IM			

A.5. A wider consultative process with Subject Educators and Subject specialists to standardise the province's inputs to the Marking Standardisation Meeting.

A.6. State specific challenges experienced in having a wider PED consultative process to consolidate inputs in the province. Indicate possible solutions to be implemented in the future.

SECTION B: QUALITATIVE ANALYSIS OF LEARNER RESPONSES

PREMARKED SAMPLE OF SCRIPTS

B.1. Provide a general overview of Learner Performance in the question paper. (Include graphs and tables to support the overview where applicable)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.



SECTION C: DETAILED COMMENTS ON THE QUESTION PAPER

C.1. Standard of the question paper

C.2. Distribution of cognitive levels and levels of difficulty in the question paper

C.3. Time allocation

C.4. Were there any unfair questions (if any specify and indicate reason for unfairness)



SECTION D: PED INPUTS INTO STANDARDISATION OF THE FINAL MARKING GUIDELINE	
Question Number.	Suggested amendment/ addition/ adjustment/ to marking guideline

ANNEXURE B

2025 TOURISM MANAGEMENT PLAN

Activities	Date	Responsibility
JUNE 2025		
Schools close	Friday 27 June 2025	
PEDs send the names of the two designated Tourism Officials responsible for Pre-marking	Friday 18 July 2025	Mr Kamalan Nair, by e-mail, Nair.k@dbe.gov.za
JULY 2025		
Schools reopen	Tuesday 22 July 2025	
DBE Pre – recorded mediation Session 1: MEDIATION OF PAT TEACHERS GUIDELINES to teachers.	Recording will be available on 22 July 2025 .	DBE Curriculum and Examination Panel. Link to the pre-recorded mediation session: http://surl.li/tkmbf
DBE Pre – recorded mediation Session 2: MEDIATION OF PAT RESOURCE PACK to teachers.	Recording will be available on 22 July 2025 .	DBE Curriculum and Examination Panel. Link to the pre-recorded mediation session: http://surl.li/tkmbf
PEDs deliver Resource Pack ONLY to schools. Resource Pack is packed separately from Day 1 and Day 2 PATs.	23-25 July 2025	PEDs: Resource Packs are available to learners prior to the actual PAT writing date. PATs for Day 1 (05 August) and Day 2 (6 August 2025) are made available to learners on the actual days the PAT is written.
AUGUST 2025		
Teachers mediate PAT Resource Pack with learners.	Between 28 July to 4 August 2025	Teachers to mediate Section C of the PAT Teacher Guidelines and Resource Pack to learners. Resource Packs to be COLLECTED after the mediation
TOURISM PAT is written. The PAT for Day 1 must be distributed on the morning the PAT is to be	05 August 2025 from 09:00 -13:30 (includes break of 30 minutes)	Learners supervised by the educators managed by the principal. All scripts locked in the



Activities	Date	Responsibility
written.		strongroom by the principal.
Tourism PAT is written. The PAT for Day 2 must be distributed on the morning the PAT is to be written.	06 August 2025 From 9:00 - 13 :30 (includes break of 30 Minutes)	Learners supervised by the educators managed by the principal. All scripts locked in the strongroom by the principal.
Pre-Marking in the Provinces (6 PAT scripts Day 1 and Day 2 of the same candidate) Samples 6 candidates from at least 3 schools should represent high, moderate, and low levels of achievement.	Before 14 August 2025.	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.	Before 15 August 2025.	PED selected officials to submit reports via e-mail to DBE IM: Jacquesockhuis7@gmail.com Nair.K@dbe.gov.za
DBE Preparatory Meeting (at DBE)	19 August 2025	DBE panel, external moderators, Curriculum specialists
National MSMs (Provinces join virtually via MS Teams)	20-21 August 2025	DBE panel, with Provincial officials – Only two per PED
Final approved version of the PAT Marking guidelines to be submitted to DBE.	22 August 2025	DBE Panel – Internal moderator
Send Approved Version of the MG to PEDs	22 August 2025	DBE Manager – Mr K Nair
PED officials conduct Provincial MSMs (cascade to District SESs)	25 -26 August 2025	Provincial officials (IM and CM) who attended the National MSM.
District Officials conduct District MSMs (cascade to teachers)	27 to 28 August 2025	District officials who attended the PED MSMs.
PED distribute the Final, approved Marking Guideline in printed or electronic form to the schools.	26 August 2025	PED, as arranged.



Activities	Date	Responsibility
Marking of learner's scripts	Starts on 29 August 2025.	Principals' hands out scripts. Teachers under supervision of School's Management (DHs)
SEPTEMBER 2025		
Marking of learner's scripts continue	Completed by 19 September 2025	Teachers under supervision of School Management (DHs)
Moderation – School Level	Completed by 23 September 2025	School Management (DHs)
OCTOBER 2025		
Moderation - District	Completed by 03 October 2025	District Tourism Subject Advisors
Moderation - Provincial	04-08 October 2025	PED – Tourism Subject Advisor peers.
Moderation - National (DBE)	09 – 18 October 2025	DBE and National Moderators
NOVEMBER 2025		
Final PAT and SBA marks captured	14 November 2025	All PEDs