



Assessment and Examinations Directorate \* P. O Box 4571 King William's Town \* 5600 \*  
REPUBLIC OF SOUTH AFRICA \* REFERENCE 13/P  
Enquiries: Mrs. P. M. Edley Tel: +27 (0)43 604 7708 Cell 083 760 4462 \* Email:  
[pat.edley@edu.ecprov.gov.za](mailto:pat.edley@edu.ecprov.gov.za) Website: [ecprov.gov.za](http://ecprov.gov.za)

## ASSESSMENT INSTRUCTION 37 of 2010

**TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
EDUCATION DEVELOPMENT OFFICERS  
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS  
PRINCIPALS ABET CENTRES  
TEACHER UNIONS / ORGANISATIONS**

**DATE: 28 JULY 2010**

**2010 ABET L4  
PROVINCIAL CENTRALISED SITE BASED ASSESSMENT (SBA)  
MODERATION**

### **1. BACKGROUND:**

In 2010 ABET L4 candidates will present Learning Areas for an ABET L4 qualification. Candidates may offer compulsory Learning Areas (Home Language (HL), First Additional Language (FAL), Life Orientation, Mathematics or Mathematical Literacy) together with selected Learning Areas.

All examination based marks for ABET L4 candidates go through a stringent quality assurance process before, during and after examinations have been written. Therefore, it is imperative that the Department of Higher Education ensures that SBA marks follow a similar stringent quality control procedure.

***The Directorate ABET will be embarking on a centralised Provincial SBA moderation process to ensure that valid, reliable and quality SBA marks for each candidate is registered.***

Applications for the position of Provincial ABET L4 SBA Moderators are invited in Assessment Instruction 38 of 2010.

This process is informed by **Assessment Guidelines** and is in line with the **UMALUSI** requirements for valid and reliable SBA marks through verifiable procedures and processes.

There are 18 Learning Areas available for ABET L4 candidates. It is **compulsory** that all candidates taking **any** of these 18 Learning Areas present evidence of work accomplished over the year according to the prescripts of assessment tasks set out in the **Assessment Guidelines**. The following **17 Learning Areas** will be moderated during the Centralised Provincial SBA processes:

	SUBJECT		SUBJECT
1	AFRIKAANS	10	HUMAN AND SOCIAL SCIENCES
2	ENGLISH	11	LIFE ORIENTATION
3	SESOTHO	12	MATHS LITERACY
4	ISIZULU	13	MATHS AND MATHS SCIENCE
5	ISIXHOSA	14	NATURAL SCIENCES
6	APPLIED AGRIC. AND AGRIC. TECHNOLOGY.	15	SMALL, MEDIUM AND MICRO ENTERPRISES
7	ANCILLIARY HEALTH	16	TECHNOLOGY
8	ARTS AND CULTURE	17	TRAVEL AND TOURISM
9	ECONOMIC AND MANAGEMENT SCIENCES		

## 2. ROLES AND RESPONSIBILITIES:

### 2.1 ABET CENTRE REQUIREMENTS:

- The District SBA Co-Ordinator with each ABET Centre offering any of the abovementioned 17 Learning Areas must submit **10% of** evidence of work for each subject offered:
  - 1 teacher's master portfolio;
  - 10% learners' evidence of work (evidence of work submitted to represent the top, middle and bottom range of marks);
- The Principal must ensure that site based moderation has been satisfactorily completed.
- The Principal is reminded that site based moderation is **NOT** an audit of assessment tasks but detailed re-marking, re-assessing and quality control of assessment tasks according to memoranda, rubrics and checklists.

- ***NB: The Principal must ensure that all evidence of learners' work, teacher portfolios and all the computerised SBA mark sheets are made available for collection by District officials or delivered to the District Office by 16/17 September 2010.***

- ***NB.***

***IN ADDITION, ALL computerised SBA mark sheets for ALL Learning Areas must be handed in to the District Office with the required number of evidence of learners' work.***

***This is to ensure that ALL computerised SBA mark sheets are submitted in time.***

## **2.2 DISTRICT REQUIREMENTS:**

- The District ABET official is to ensure that all centres have copies of the **Assessment Guidelines** for all Learning Areas offered at the centre.
- The District ABET official is to ensure that all centres offering any of the abovementioned 17 Learning Areas submit the required number of learners' evidence of work and the teacher portfolio for moderation.
- The District ABET official is to ensure that all centres receive the computerised SBA mark sheets timeously and that the mark sheets are completed correctly.
- The District ABET official is to ensure that the final District moderation processes and procedures are completed timeously for each subject in each cluster.
- District ABET Officials are reminded that District-based moderation is **NOT** an audit of assessment tasks but detailed re-marking, re-assessing and quality control of assessment tasks according to memoranda, rubrics and checklists. ABET Curriculum officials are responsible at cluster level for moderation and are expected to sample moderate evidence of learners' work together with teachers at cluster moderation meetings.
- The District ABET official is to ensure that all examples of evidence of learners' work from each centre are delivered to the District Office or
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collected from centres between 16/17 September 2010, together with **ALL** computerised SBA mark sheets.

- The District ABET official is to ensure that all evidence of learners' work from each centre is packed securely.
- ***NB: The District ABET official is to ensure that all portfolios are delivered to the centralised moderation venues on time on 20 September 2010.***
- ***Each District will be responsible for the transportation of portfolios from centres to venues and back.***
- ***NB: The District ABET official is to ensure that all portfolio bags are collected from the centralised moderation venues on time on 24 September 2010 and returned to centres immediately.***
- ***NB: The District ABET official is to ensure that ALL computerised SBA mark sheets are collected simultaneously with the evidence of learners' work for moderation.***
- ***NB: Districts must submit the computerised SBA mark sheets together with the portfolios to the moderation venue.***
- District officials are to use the attached register (**APPENDIX A**) to control the issuing and retrieval of evidence of learners' to and from centres and to and from the centralised moderation venue depot.
- The District ABET official must be the liaison between the centre and the District at all times.

### 3. DATES FOR PROVINCIAL MODERATION:

<b>DATES:</b>	<b>20 – 24 SEPTEMBER 2010</b>
<b>LEARNING AREAS:</b>	<b>As in Point 2 above</b>
<b>VENUE:</b>	<b>The ABET Directorate will communicate the details of the venue.</b>

#### **4. CONCLUSION:**

The importance of the Provincial Centralised ABET SBA Moderation process cannot be over emphasised. We trust that the duties allocated in this Assessment Instruction, the due dates and the processes will be carried out by all responsible.

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**MR SP GOVENDER**  
**CHIEF DIRECTOR: CURRICULUM MANAGEMENT**



**PORTFOLIO RECEIPT/RETURN REGISTER**

NAME OF DISTRICT		NAME OF ABET CENTRE	
NAME OF PRINCIPAL		SIGNATURE	
NAME OF DISTRICT OFFICIAL		SIGNATURE	
NAME OF SUBJECT	NO OF PORTFOLIOS / EVIDENCE OF LEARNERS WORK	NAMES OF LEARNERS Use separate sheet of paper if needed	NAME OF TEACHERS' PORTFOLIOS
AFRIKAANS			
ENGLISH			
SESOTHO			
ISIZULU			
ISIXHOSA			
APPLIED AGRIC. AND AGRIC. TECHNOLOGY.			
ANCILLIARY HEALTH			
ARTS AND CULTURE			
ECONOMIC AND MANAGEMENT SCIENCES			
HUMAN AND SOCIAL SCIENCES			
LIFE ORIENTATION			
MATHS LITERACY			
MATHS AND MATHS SCIENCE			
NATURAL SCIENCES			
SMALL, MEDIUM AND MICRO ENTERPRISES			
TECHNOLOGY			
TRAVEL AND TOURISM			

- To be completed in ***triplicate*** for each individual centre (use carbon paper)
- 1 copy to be left with the Principal, 1 copy for District records and 1 copy for Provincial SBA control room manager.