



DIRECTORATE: CURRICULUM FET PROGRAMMES

Steve Vukile Tshwete Complex • Zone 6 • Zwelitsha • Eastern Cape

Private Bag X0032 • Bisho • 5605 • REPUBLIC OF SOUTH AFRICA

Tel: +27 (0)40 608 4605 / 0796936136 • Fax: +27 (0)40 608 4394 / 0865487612 • Website: www.ecdoe.gov.za

Enquiries: Ms VL Westphal

Email: vivian.westphal@edu.ecprov.gov.za

ASSESSMENT INSTRUCTION 20 OF 2011

**TO: DEPUTY-DIRECTOR GENERAL
CHIEF FINANCIAL OFFICER
CHIEF DIRECTORS
DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS: GRADES 10 - 12
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 08 MARCH 2011

GRADE 12 COMMON TASKS FOR SCHOOL BASED ASSESSMENT (SBA): TERM 2 OF 2011

1. BACKGROUND:

Assessment Instruction 03 of 2011 in respect of “Implementation of School Based Assessment (SBA) Grades 10 -12 and Management Plan: 2011” has reference. Paragraph 7.2.1 alludes to the development of Common Tasks to assist in the standardisation of School Based Assessment (SBA) at cluster, district and provincial levels.

During the UMALUSI provincial moderation in 2010, a recommendation was made to the Eastern Cape Department of Education, that Common Tasks for each subject be developed in order to standardise moderation processes.

2. PURPOSE:

This Assessment Instruction is intended to provide schools and districts with Common Tasks to be completed by all Grade 12 learners for each of the 29 National Curriculum Statement (NSC) subjects during Term 2 of 2011.

3. PROVINCIAL GUIDELINE FRAMEWORK FOR THE ADMINISTRATION OF TERM 2 COMMON TASKS (2011):

This Assessment Instruction must be read in conjunction with:

- Assessment Instruction 03 of 2011 dated 6 January 2011
- SBA Management Plan for 2011
- Provincial Work Schedules

4. KEY PRINCIPLES RELATING TO COMMON TASKS:

- Standardisation of SBA tasks as per the Programme of Assessment (PoA) and Provincial SBA Guideline documents;
- Provision of Common Tasks designed by Provincial Subject Planners and District Subject Advisors;
- Provision of marking tools and instruments.

5. ROLES AND RESPONSIBILITIES:

The following key roles and responsibilities in respect of the administration of Common Tasks have been identified at **THREE** different organisational levels, namely:

- School level (Level 1)
- District level (Level 2)
- Provincial level (Level 3)

5.1 LEVEL 1: SCHOOL

5.1.1 SUBJECT TEACHER:

The subject teacher is required to:

- Administer the Common Task according to the work schedule and Programme of Assessment (PoA)
- Mark the Common Task using the provided marking tools / instruments
- Provide feedback to learners about their performance in the task and use the outcomes of the task for remediation purposes
- Use the mark of each learner as part of the SBA requirements for the term
- Provide Subject Advisors with evidence of the written, marked and moderated Common Task during on-site visits and at cluster and district moderation processes

5.1.2 HEAD OF DEPARTMENT (HOD) (SUBJECT/LEARNING FIELD)

The relevant Head of Department is required to ensure that:

- Subject teachers administer the Common Task
- Subject teachers mark each Common Task and record the learners' marks on the relevant SBA mark schedules
- Moderate a sample of learners' work per subject (10%)
- Provide feedback to teachers regarding the standard and quality of the marking and learners' responses
- Suggest remediation strategies

5.1.3 ROLE OF THE SCHOOL PRINCIPAL

The Principal must ensure that:

- All Common Tasks are administered and marked by the relevant subject teachers
- All Common Tasks are moderated by HODs
- Feedback is provided to both learners and teachers
- Marks are recorded accurately on the appropriate mark schedules
- Teachers attend cluster and district moderation processes providing the relevant subject advisors with evidence of learners' work

5.2 LEVEL 2: DISTRICT OFFICES:

5.2.1 ROLE OF SUBJECT ADVISORS WITH REGARD TO THE ADMINISTRATION OF GRADE 12 COMMON TASKS:

The Subject Advisor must ensure that:

- All schools have received copies of the Common Tasks as per Annexure 1 attached
- Common Tasks have been administered as outlined in this Assessment Instruction at school level (refer to paragraph 5.1)
- Monitoring and evaluation of the administration process of the Common Tasks takes place during focused school visits
- Composite reports on the administration processes are submitted to Provincial Head Office using the template provided as Addendum A by the 24 June 2011

5.3 LEVEL 3: PROVINCIAL HEAD OFFICE:

The Provincial Subject Planners will

- Monitor the administration of Common Tasks at district and school level
- Moderate a sample of common tasks from a sample number of schools from selected districts
- Compile a report on the administration of the Common Tasks in districts and schools for distribution to Districts

Please note: Due to the nature of the tasks contained in the Programme of Assessment, common tasks for the following subjects will not be issued:

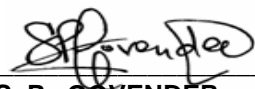
1. Hospitality studies
2. Consumer Studies
3. Tourism

Schools will be required to set the tests as indicated in the Programme of Assessment.

CONCLUSION:

The provisioning, administration and marking of common tasks forms part of a comprehensive strategy to ensure the improvement of learner performance in the Province of the Eastern Cape. It is foreseen that common tasks will add to the validity and credibility of SBA marks for Grade 12 learners.

Teachers, HODs, Principals and District Officials, collectively and individually, should ensure the implementation of common tasks and that School Based Assessment procedures and processes are managed in a uniform manner.



S. P. GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT

08/03/2011
DATE



**ADDENDUM A
DISTRICT MONITORING AND EVALUATION TOOL FOR THE ADMINISTRATION OF TERM 2 COMMON TASKS**

Name of District:

Name of Subject:

1. QUALITATIVE ANALYSIS

1	Successes		
2	Challenges		
3	Weaknesses		
4	Level of Compliance (no of schools that complied / did not comply.)	DID COMPLY	DID NOT COMPLY
5	Reasons for non compliance		
6	Recommendations		

2. STATISTICAL ANALYSIS

NO OF SCHOOLS OFFERING THE SUBJECT	NUMBER OF LEARNERS OFFERING THE SUBJECT	NUMBER OF SCHOOLS MONITORED	AVERAGE MARK TASK 2

Documented evidence to support his report is available for verification purposes: (yes / no) please circle appropriately

Name of Subject Advisor:

Signature of Subject Advisor:

Date:

Name of CES: Curriculum:

Signature of CES: Curriculum:

Date:

Name of District Director:

Signature of District Director:

Date:

