



Directorate: Curriculum FET Programmes

Steve Vukile Tshwete Education Complex • Zone 6 Zwelitsha 5608 • Private Bag X0032 • Bhisho 5605

REPUBLIC OF SOUTH AFRICA • Tel: 040 608 4605 • Fax: 086 5487612 • www.ecdoe.gov.za

Enquiries: Ms. V. Westphal CES: Curriculum FET Planning email: [vivian.westphal@edu.ecprov.gov.za](mailto:vivian.westphal@edu.ecprov.gov.za) Ref: 11/2/7/P

## ASSESSMENT INSTRUCTION 51 of 2011

**TO:** DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
EDUCATION DEVELOPMENT OFFICERS  
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS OFFERING  
GRADE 12  
TEACHER UNIONS / ORGANISATIONS  
SCHOOL GOVERNING BODIES

**DATE:** 06 OCTOBER 2011

**PROVINCIAL GRADE 12 CENTRALISED SCHOOL BASED ASSESSMENT  
(SBA) MODERATION - OCTOBER 2011**

### 1. BACKGROUND:

In 2011 Grade 12 learners will write the **National Senior Certificate** (NSC) in compliance with the National Curriculum Statement (NCS). Learners will offer 4 compulsory subjects Home Language (HL), First Additional Language (FAL), Life Orientation, Mathematics or Mathematical Literacy together with 3 selected subjects.

In order for a learner to obtain the NSC, a learner must achieve 40% in three subjects, one of which is an official language at Home Language level, and 30% in three subjects, provided that a complete portfolio of evidence in the school-based assessment component is submitted in the subject not achieved. [*Amendment of the National Education Policy Act, 1996 (Act no. 27 of 1996), Government Gazette, 30<sup>th</sup> April 2007*]

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



**The Chief Directorate: Curriculum Management will be embarking on a Centralised Grade 12 Provincial SBA moderation process to ensure valid, reliable and quality SBA marks for each learner. Moderators will be appointed to ensure the achievement of this goal.**

This process is informed by the **Subject Assessment Guidelines of 2008** and is in line with the **UMALUSI** and **Department of Basic Education (DBE)** requirements for valid and reliable SBA marks through verifiable procedures and processes.

There are 32 subjects in the National Curriculum Statement. It is **compulsory** that all learners taking **any** of the 32 subjects present evidence of work accomplished over the year according to the prescripts of assessment tasks set out in the **Subject Assessment Guidelines of 2008** as well as the **Provincial SBA Guidelines**.

However, only the following **15 subjects** will be moderated during the Provincial Centralised SBA processes:

	SUBJECT		SUBJECT
1	English FAL	9	Computer Applied Technologies
2	IsiXhosa Home Language	10	Hospitality Studies
3	Mathematics	11	Agricultural Sciences
4	Mathematical Literacy	12	Music
5	Physical Sciences	13	Mechanical Technology
6	Life Sciences	14	Geography
7	Life Orientation	15	History
8	Economics		

## 2. ROLES AND RESPONSIBILITIES:

### 2.1 SCHOOL REQUIREMENTS:

- The Principal, SMT and HOD of selected senior secondary schools offering any of the abovementioned 15 subjects must submit **ten (10)** portfolios for each subject offered as follows:

- 1 teacher's portfolio;
- 9 learners' evidence of work (evidence of work submitted to represent the top, middle and bottom range of marks);

**NB: Every FET school offering Grade 12 shall be involved in this exercise and a minimum of ONE selected subject shall be moderated.**

- The Principal, SMT and HOD must ensure that school based moderation has been satisfactorily completed according to the prescripts of the **Subject Assessment Guidelines of 2008**, the **Provincial CASS Guidelines, Assessment Instruction 03 of 2011 and Assessment Instruction 20 of 2011**.



***This includes the marking of September trial exam scripts timeously where these marks form part of the requirements for inclusion in evidence of learners' work.***

- The Principal, SMT and HOD are reminded that school based moderation is **NOT** an audit of assessment tasks but a detailed re-marking, re-assessing and quality control of assessment tasks according to memoranda, rubrics and checklists.

***NB: The Principal, SMT and HOD must ensure that all evidence of learners' work, teacher portfolios and all the computerized mark sheets are made available for collection by district officials or delivered to the District Office between the 17 October - 15 November 2011.***

- Each school will be provided with a bag to pack each subject separately.

## **2.2 DISTRICT REQUIREMENTS:**

- The District Curriculum CES, DCES and SES are to ensure that all schools have copies of the **Subject Assessment Guidelines of 2008, Assessment Instruction 03 of 2011 and Assessment Instruction 20 of 2011** as well as the **Provincial CASS Guidelines** for all subjects offered at the school.
- The District Curriculum CES, DCES and SES are to ensure that **20%** of schools offering any of the abovementioned 15 subjects submit the required number of learners' evidence of work and the teacher portfolio for moderation according to the statistics attached as **Annexure A**.

***NB: Districts are also requested to ensure that all schools in the District are touched in terms of the 15 subjects sampled.***

- Chosen schools should represent the full spectrum of achievement from top performing to poor performing schools.
- The District Curriculum CES, DCES and SES are to ensure that all schools receive the computerized SBA mark sheets timeously and are completed correctly.
- The District Curriculum CES, DCES and SES are to ensure that the final cluster moderation processes and procedures are completed timeously for each subject in each cluster as per the 2011 SBA Management Plan (Assessment Instruction 03 of 2011).
- District Curriculum Officials are reminded that district based moderation is **NOT** an audit of assessment tasks but a detailed re-marking, re-assessing and quality control of assessment tasks according to memoranda, rubrics and checklists. 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 Curriculum CES, DCES and SES are to ensure that all examples of evidence of learners' work from each school are delivered to the District Office or collected from schools between the 17<sup>th</sup> – 19<sup>th</sup> October 2011, together with ALL computerized SBA mark sheets.
- The District Curriculum CES, DCES and SES are to ensure that all evidence of learners' work from each school is securely placed in the supplied plastic portfolio bags and secured with provided cable-ties.
- The District Curriculum CES, DCES and SES are to ensure that all portfolio bags from each school are properly labeled.

**NB:**

- 1. The District Curriculum CES, DCES and SES are to ensure that all portfolio bags are delivered to the centralised moderation venue on time between the 19 – 21 October 2011.**
- 2. Each district will be responsible for the transportation of portfolios from schools to venues and back.**
- 3. The District Curriculum CES, DCES and SES are to ensure that all portfolio bags are collected from the centralised moderation venue on time between the 31<sup>st</sup> October – 2 November 2011 and returned to schools immediately.**
- 4. The District Curriculum CES, DCES and SES are to ensure that ALL computerized mark sheets are collected simultaneously with the evidence of learners' work for moderation.**
- 5. Districts must submit copies of the schools' computerised mark sheets together with the portfolios to the moderation venue.**

- District officials are to use the attached register (**Annexure B**) to control the issuing and retrieval of evidence of learners' work to and from schools and to and from the centralised moderation venue depot.
- The District Curriculum CES or his/her delegated DCES must be the liaison between the centre and the district at all times.

### 3. VENUES AND DATES FOR PROVINCIAL MODERATION:



**VENUE 1:** Education Leadership Institute (ELI)  
EAST LONDON

**DATES:** 24 – 28 October 2011

**SUBJECTS:** Mathematical Literacy  
Life Orientation  
Computer Applied Technologies  
Life Sciences  
Music

**VENUE 2:** Education Leadership Institute (ELI)  
PORT ELIZABETH

**DATES:** 24 – 28 October 2011

**SUBJECTS:** Economics  
Hospitality Studies  
Agricultural Sciences  
History  
Geography  
Mathematics  
Physical Sciences

**VENUE 3:** Education Leadership Institute (ELI)  
MTHATHA

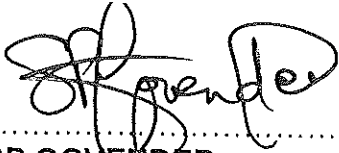
**DATES:** 24 – 28 October 2011

**SUBJECTS:** English FAL  
IsiXhosa HL  
Mechanical Technology



#### 4. CONCLUSION:

The importance of the Provincial Grade 12 Centralised SBA Moderation process cannot be over emphasised. We trust that the duties allocated in the Assessment Instruction, the due dates and the processes will be carried out by all responsible personnel with both seriousness and commitment.



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



ASSESSMENT INSTRUCTION 51 OF 2011

ANNEXURE A:

**NUMBER OF SCHOOLS DOING THE SUBJECT SAMPLED PER THE DISTRICT**

DISTRICT	NUMBER OF SCHOOLS DOING THE SUBJECT SAMPLED PER DISTRICT															
	MUSIC	MECH TECH	HOSP	CAT	AGRIC SC	HIST	GEOG	ECON	ISIXH HL	PHYS SC	MAT LIT	ENG FAL	MATHS	LIF SC	LIF ORIEN	TOTAL
1. MT FRERE	0	1	0	1	4	3	5	4	5	5	4	5	5	5	6	53
2. MALUTI	0	1	1	1	2	3	5	4	5	5	4	5	5	5	6	52
3. LUSIKISIKI	7	4	3	1	6	3	5	6	6	6	4	7	9	8	8	83
4. BIZANA	0	3	2	1	4	3	3	4	5	4	4	5	4	4	6	52
5. STERKSPRUIT	2	0	2	2	4	5	5	4	3	5	5	6	5	6	6	60
6. QUEENSTOWN	2	1	8	2	4	5	5	6	6	8	7	7	9	8	8	86
7. LADY FRERE	0	0	2	1	2	3	5	4	5	4	4	4	5	5	6	50
8. CRADOCK	0	0	4	1	2	3	3	2	3	3	3	4	2	4	4	38
9. MTHATHA	0	3	0	2	7	7	12	9	15	12	7	10	10	11	12	117
10. QUMBU	0	2	0	1	4	3	5	4	6	6	4	6	5	6	6	58
11. LIBODE	3	1	1	1	7	6	5	6	8	9	7	8	9	7	6	84
12. NGCOBO	1	1	0	1	4	3	5	4	5	4	3	4	4	4	4	47
13. COFIMVABA	0	2	2	1	4	3	5	4	6	6	5	6	6	6	6	62
14. DUTYWA	1	1	2	1	7	6	10	6	6	8	6	6	8	6	8	82
15. BUTTERWORTH	4	0	2	1	7	6	5	9	8	9	7	8	10	9	10	95
16. FORT BEAUFORT	0	1	3	1	8	5	5	4	8	6	7	8	10	8	8	82
17. EAST LONDON	6	9	8	3	6	10	14	14	15	15	19	17	16	17	18	187
18. KWT	1	0	11	2	17	12	14	14	20	15	20	20	20	23	20	209
19. GRAAFF-REINET	1	0	4	2	2	3	3	2	3	3	4	4	4	4	4	43
20. GRAHAMSTOWN	2	0	2	1	2	3	5	2	3	4	4	4	4	4	4	44
21. PORT ELIZABETH	14	6	6	6	2	14	13	9	10	15	18	17	14	16	15	175
22. UITENHAGE	4	2	3	2	2	6	5	4	5	8	6	10	9	8	8	82
23. MT FLETCHER	0	3	0	1	3	3	3	4	5	4	14	4	4	4	4	56
<b>TOTAL</b>	<b>48</b>	<b>41</b>	<b>66</b>	<b>36</b>	<b>110</b>	<b>118</b>	<b>145</b>	<b>129</b>	<b>161</b>	<b>164</b>	<b>166</b>	<b>175</b>	<b>177</b>	<b>178</b>	<b>183</b>	<b>1897</b>

ASSESSMENT INSTRUCTION 51 OF 2011

ANNEXURE B:

PORTFOLIO RECEIPT/RETURN REGISTER

NAME OF DISTRICT: ..... NAME OF SCHOOL: .....

NAME OF DISTRICT OFFICIAL: ..... NAME OF PRINCIPAL: .....

SIGNATURE OF DISTRICT OFFICIAL: ..... SIGNATURE OF PRINCIPAL: .....

DATE: .....

NAME OF SUBJECT	NO OF PORTFOLIOS / EVIDENCE OF LEARNERS WORK	NAMES OF LEARNERS	NAME OF TEACHERS' PORTFOLIOS
English FAL			
isiXhosa			
Life Orientation			
Mathematics			
Mathematical Literacy			
Physical Science			
Music			
History			
Geography			
Life Sciences			
Agricultural Sciences			
Mechanical Technology			
Economics			
Hospitality Studies			
Computer Applied Tech. (CAT)			

- To be completed in **triplicate** for each individual school (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