



ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 52 OF 2011

**TO: DEPUTY DIRECTOR-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 (FET)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 07 OCTOBER 2011

NATIONAL SENIOR CERTIFICATE EXAMINATION: PROCEDURES AND INFORMATION REGARDING THE MODERATION OF ORALS AND SCHOOL BASED ASSESSMENT (SBA) FOR NON-OFFICIAL LANGUAGES GRADE 12 IN 2011

A. BACKGROUND

Department of Basic Education Circular E11 of 2011, dated 7 September 2011, provided the procedures to be followed in the moderation of orals and School Based Assessment (SBA) for Non-Official languages in 2011 for the Grade 12 National Senior Certificate (NSC). Correspondence from the DBE, dated 29 September 2011 and received by the Province on 3 October 2011, indicated that two clauses contained in the first document should be amended.

B. NATIONAL SENIOR CERTIFICATE EXAMINATION: PROCEDURES AND INFORMATION REGARDING THE MODERATION OF ORALS AND SCHOOL BASED ASSESSMENT (SBA) FOR NON-OFFICIAL LANGUAGES GRADE 12 IN 2011

1. PROCEDURE FOR ORAL MODERATION FOR NON-OFFICIAL LANGUAGES GRADE 12 IN 2011.

1.1 The Independent Examination Board (IEB) will be conducting Oral Moderation from mid September to mid October 2011 for NSC Non-Official languages.

- 1.2 The IEB will forward a list of oral moderators, who have been appointed to the Eastern Cape. The oral moderators will contact the centres directly in order to arrange a suitable time for moderation.
- 1.3 From 2011, there will be no separate oral examination for Italian and Spanish after Paper 2 is written. Oral moderation for Spanish and Italian will be conducted in the same way as other Non-Official languages.
- 1.4 After the moderation process, the oral moderator will make changes to the oral marks at the school. All recommendations for changes will be forwarded to the IEB for ratification. The IEB will inform the Province on the changes to be made.
- 1.5 The following procedure for oral moderation of Non-Official languages must be strictly adhered to:
 - a) The province issues mark sheets to schools. Marks are entered on the mark sheets and approved by the principal. The school makes a copy of the mark sheet which they will submit to the moderator. If the mark sheets do not reach the school, when the moderator arrives a copy of the final oral marks from the teachers' mark book must be made available to the moderator.
 - b) Schools submit completed mark sheets, with moderator's comments to the districts that forward them to the Provincial Head Office. The Provincial Office will retain these mark sheets until the moderated mark sheets are received from the IEB.
 - c) The moderator will process their recommendations through the IEB and the IEB will forward the mark sheets with the moderated marks, signed off by the IEB, to the designated official in the Provincial Head Office.
 - d) The Provincial Office will capture the marks only after the moderated mark sheets have been received from the IEB.
 - e) The IEB will also forward copies of the moderated mark sheets to DBE for verification.
- 1.6 Centres must ensure that all candidates offering the subject are present on the day of moderation. Candidates who are absent will be required to produce a medical certificate.
- 1.7 At centres where there are few candidates, the moderators may request candidates to join a larger group at a centralized location or the moderator may choose to arrange a telephonic moderation or moderation via Skype.
- 1.8 Centres are requested to have the following available for Oral moderation:
 - a) Rank order lists which record the oral marks for all candidates offering the subject at the centre.
 - b) A spread sheet that indicates how the final oral marks were calculated.
 - c) A copy of the oral marks for the entire centre which the oral moderator will collect on the day of moderation (either a copy of the mark sheet or a copy of the marks from the teachers' mark book).
 - d) In centres where telephonic moderation or moderation via Skype takes place the centre will be required to fax or e-mail a copy of the oral marks to the oral moderator.

2 PROCEDURE FOR SCHOOL-BASED ASSESSMENT (SBA) MODERATION FOR NON-OFFICIAL LANGUAGES GRADE 12 IN 2011.

- 2.1 The Independent Examination Board (IEB) will be conducting the Moderation of school-based assessment (SBA) in December 2011 for NSC Non-Official languages.



- 2.2 In order for the IEB to select a random sample of learners for SBA moderation at the end of the year, the Eastern Cape has forwarded details of all candidates offering Non-Official languages from each of the schools where they are offered to the IEB.
- 2.3 After the sample selection is complete, the IEB will inform the Province of the learners whose learner evidence of SBA will be required for moderation.
- 2.4 Centres must forward the selected learners' evidence as well as the teachers' files to the Provincial Examinations Head Office. The SBA learner evidence must be submitted together with the examination answer script, after the examination is written. The Province is expected to forward the learner evidence and answer scripts to the IEB by no later than Monday, 21 November 2011.
- 2.5 All learner evidence must be clearly marked with the Centre number, Centre name and province so that they are easily identifiable. Learner evidence must be packed separately from the scripts. Please ensure that each language is packed separately. If there is more than one package per subject please mark the packages – Learner Evidence pack 1 of 4, 2 of 4, etc and clearly indicate on the outside of the package the name of the province.

3. AMENDMENTS TO PROCEDURES

The Department of Basic Education in Correspondence dated 29 September 2011 amended points 1.4 & 1.5 (b) of the procedures in Circular E11.

- 1.4 The Circular indicates that after the moderation, the Oral Moderator will make changes to the oral marks at the schools.

***The DBE wishes to clarify that the moderator will not adjust any marks at the school. The school will have to submit the original mark sheets to the District Offices. The Oral Moderator will submit recommendations for mark changes to the IEB. The IEB will forward the moderated mark sheets to the Provincial Education Departments (PED). These will include the adjustments that have been approved by the IEB.**

- 1.5 (b) Implies that the Moderator will leave a feedback report at the school which the school must submit to the District Office.

***The Moderator will send the feedback report with suggestions for changes to the IEB and not leave any reports at the school. The IEB will send the feedback report for oral moderation, the feedback forms for SBA moderation as well as the SBA Learner Evidence to the PED at the end of February 2012.**

ANNEXURE A OF ASSESSMENT INSTRUCTION 52 OF 2011

IMPORTANT DATES FOR THE NSC EXAMINATIONS (NON-OFFICIAL LANGUAGES)

Date	Activity
16 September 2011	Submission of final registration data to IEB (centre number, school name, province, candidates details and exam numbers, subjects registered)
Mid-September – Mid October 2011	Oral moderation takes place at schools. Schools must provide oral moderator with a copy of the oral mark-sheet
8 November 2011	IEB submits recommended adjustments to oral marks to PEDs and DBE
30 November 2011	DBE ensures that changes to oral marks are effected by PEDs
21 November 2011	PEDs deliver / courier answer scripts and SBA files to IEB
6 – 12 December 2011	Marking of answer scripts / capturing of marks
15 December 2011	IEB faxes / e-mails copies of mark-sheets for NSC exam to PEDs. Copies will be couriered to PEDs
15 December 2011	IEB submits recommended adjustments to SBA marks to PEDs and DBE
21 December 2011	Standardisation of raw marks (UMALUSI)
22 December 2011	Adjustments of raw marks sent to DBE
12 January 2012	Final date for re-mark requests
6 February 2012	Remark results released to PEDs
28 February 2012	SBA files and feedback reports returned to PEDs
30 March 2012	Answer scripts returned to PEDs

