



ASSESSMENT INSTRUCTION 37 of 2009

**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 ALL PUBLIC AND INDEPENDENT SCHOOLS:
GRADES 10 - 12
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 12 AUGUST 2009

**2009 NATIONAL SENIOR CERTIFICATE EXAMINATION
PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL PRACTICAL
EXAMINATION IN SELECTED SUBJECTS**

1. Department of Education Circular E19 of 2009 dated 2009-06-24 and received in the Province on 11 August 2009, is attached.
2. Please ensure that the attached circular is carefully read and given to all Grade 12 teachers for Design, Visual Arts, Music, Computer Applications Technology and Information Technology as soon as possible.
3. Annexure A is to be signed and submitted with Computer Disks (CDs) and information sheets after CAT/IT practical examinations.
4. It is expected that the instructions contained in Circular E19 of 2009 will be carried out exactly as set out by the National Department of Education.

**S. P. GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT**



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS, ASSESSMENT AND MEASUREMENT

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**TO: HEADS OF EXAMINATIONS
HEADS OF CURRICULUM
PRINCIPALS OF SECONDARY SCHOOLS
SUBJECT ADVISORS FOR DESIGN, VISUAL ARTS, MUSIC, COMPUTER APPLICATIONS TECHNOLOGY
AND INFORMATION TECHNOLOGY
GRADE 12 2009 TEACHERS FOR DESIGN, VISUAL ARTS, MUSIC, COMPUTER APPLICATIONS
TECHNOLOGY AND INFORMATION TECHNOLOGY**

CIRCULAR E 19 OF 2009

PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL PRACTICAL EXAMINATION IN SELECTED SUBJECTS - NATIONAL SENIOR CERTIFICATE: NOVEMBER 2009 GRADE 12 EXAMINATIONS

1. The Department of Education wishes to draw your attention to procedures that should be adhered to during the conduct of the final practical examination for the following subjects:
 - a) **ARTS:** Design, Visual Arts and Music
 - b) **SCIENCES:** Computer Applications Technology and Information Technology

DESIGN AND VISUAL ARTS

2. The 2009 final practical examination question paper for Design (Design P2 Practical) and Visual Arts, (Visual Arts Paper 2 Practical) will each comprise of two sections namely:
Section A: Source Book / Workbook; and
Section B: The Artwork / The Product.
3. The practical examination question Paper for these subjects should be delivered to all schools offering the subjects early in Term 3 and no later than 17 August 2009, to allow learners to access information, complete sufficient research and collate all appropriate material needed for Section A of the question paper. Learners must sign a register upon receipt of the question paper.
4. Section A may be administered during teaching time or after hours. Section A must be completed by the end of Term 3 and no later than 30 September 2009.
5. Section A of the examination must be completed prior to the commencement of Section B of the practical examination.
6. Section B should be conducted in the fourth term preferably between 5 October 2009 and 23 October 2009.

7. Section B of the examination must be administered under examination conditions during the normal teaching time adhering to the stipulated duration, not after hours or on weekends. It is proposed that block sessions of 4 - 6 hours be arranged over a number of days to accommodate the 18 hour duration. Internal arrangements must be made at each school to accommodate the technical procedures that specific Art disciplines may require e.g. Ceramics.
8. Strict supervision must be exercised by the Design and Visual Arts teacher during the conduct of their respective examinations.
9. Provincial Education Departments must ensure that schools appoint invigilators in addition to the Design and Visual Arts teacher to ensure that Section B is done at school and under strict controlled conditions.
10. Candidates may not be left on their own while working on Section B, neither are they allowed to take incomplete Artwork / Product home. All incomplete Artwork / Product must be kept at school until the next scheduled session.
11. Provincial Education Departments (PEDs) must ensure that all practical work is marked and moderated timeously. Provinces will schedule dates for marking and moderation. However marking and moderation should be completed by 27 November 2009

MUSIC

The following guidelines are suggested for the organising of Music Paper II, also called Music Comprehension

12. Each Provincial Education Department (PED) will receive a number of Compact disks (CDs), based on the number of examination centres where the Music examination will be written in the province. Each examination centre must receive and use an original CD. The DoE will provide copies per centre.
13. The CD for Music Paper II must be packaged separately from the question papers for Music Paper II. This CD should be delivered to the examination centre one week before the examination date, and must be kept in a safe place by the Chief Invigilator. The Chief Invigilator must acknowledge receipt of the CD.
14. A week before the examination, the official who will be operating the sound equipment must test the CD using the sound equipment which will be used during the examination. All the tracks on the CD must be tested. If the CD is faulty, please inform the Provincial Education Department immediately.
15. On the day of the examination, the CD must be checked again an hour before the commencement of the examination by the chief invigilator and the official who will be operating the sound equipment during the examination. Ensure that this official knows how to play a specific track, how to repeat a track and how to stop a track at the end.
16. The invigilator and official operating the sound equipment must ascertain from the information on the question paper how many times the tracks must be played. The instructions for the person playing the tracks are given on the question paper. The playing must be stopped at the end of every track in order to prevent the next track from starting and this will allow short intervals of a few seconds to enable candidates to complete writing and be ready for the next track. Tracks cannot be repeated on learners' requests.
17. The examination must be completed in 1hour 30 minutes. All learners must leave the examination room after the scheduled time has expired. No learner should be allowed to leave before the scheduled time has expired.
18. It is recommended that the Music teacher should be the one to operate the sound equipment.

COMPUTER APPLICATIONS TECHNOLOGY AND INFORMATION TECHNOLOGY

19. In the case of Computer Applications Technology (CAT) and Information Technology (IT) you are reminded to refer to the procedures stipulated in Annexure G of the *Regulations Pertaining to the conduct, Administration and Management of Assessment for the National Senior Certificate*.

In addition certain very important procedures are highlighted below.

20. After the practical examination is completed, the chief invigilator must ensure that:
- (a) candidates check whether all their files are stored within their examination folders and labelled with their examination numbers.
 - (b) candidates complete the Information Sheet provided (centre number, examination number, application package used, e.g. MS Office, version, e.g. Office 2003 and the file names to be marked for each question) and ensure that the information matches that in their examination folder.
 - (c) the teacher retrieves all candidates' folders via the network or using a flash disk to one central computer or server, and checks that every candidate's file in the folder corresponds with the information on the Information Sheet
 - (d) the teacher writes all the candidates folders on Compact Disks (CD) or Digital Versatile Disks (DVD) to be submitted for marking. Two back up CDs must be written at the same time, one of which must be safely stored at the examination centre and the other submitted to examination section of the province. This must be done under the supervision of the chief invigilator.
21. The CAT/IT teacher must check that every candidate's folder, labelled with the candidate's examination number, has been saved onto the CD and that the files in the folders can all open, before the CD is packed and handed over to the Chief invigilator.
22. Should candidate's folders or files be missing, the teacher should try to recover the missing or damaged folders or files before the CD is written and submitted to the district officials.
23. The number of candidates' folders stored/copied onto each CD must correlate with the number of candidates listed on the attached mark sheet. For example if there are 40 candidates listed on a mark sheet, the accompanying CD must have the folders for all the 40 candidates. Where more than one CD has been used, all the CDs must be packed together with the relevant mark sheet.
24. The CAT/IT teacher together with the invigilators should complete and sign the checklist provided by the Provincial Examination Directorate. A sample of the checklist is attached (Annexure A).
25. Candidates' files may not be saved on flash disks as the potential of having entire files deleted due to viruses is greater with flash disks. The use of stiffy disks is also discouraged as these can be damaged easily. PEDs are requested to ensure that schools have access to CD writers and the CAT/IT teacher knows how to write a CD before the examinations.
26. A full report on any technical glitches or irregularities that might have occurred during the examination must be submitted to the Provincial Head office (e.g. missing/damaged files, time lost due to power outages/faulty equipment, deviation from instructions, etc.)

27. The following time frames are suggested for one and two examination sittings, respectively

ONE SITTING


	TIME ALLOCATED	DURATION
Seated in computer laboratory		08:30
Reading time	10 minutes	08:50- 09:00
Paper 1 (Practical)	3 hours	09:00 - 12:00
Print (if applicable) and finalise answers, collect folders, write CDs	120 minutes (will depend on number of candidates)	12:00 - 14:00

TWO SITTINGS

	TIME ALLOCATED	DURATION	
		FIRST SITTING	SECOND SITTING
Seated in computer laboratory		07:30	13:00
Reading time	10 minutes	07:50- 08:00	13:20 - 13:30
Paper 1 (Practical)	3 hours	08:00 - 11:00	13:30 - 16:30
Print (if applicable) and finalise answers, collect folders, write CDs, clean computers etc.	120 minutes	11:00 - 13:00	16:30 - 18:30

28. Candidates may not leave the examination venue until all printing is complete (if applicable) and all candidates' answers have been submitted and written onto CDs.
29. Candidates sitting for the second session must report an hour before the end of the first sitting, so that they will be escorted to the computer room before the start of the second sitting and after all the candidates from the first sitting have left the computer room.
30. If there are any queries regarding the procedures for the conduct of practical examinations, these should be directed to the Directorate responsible for examinations in the province.

Your co-operation in ensuring a successful examination in these subjects is greatly appreciated.


S. SISHI
CHIEF DIRECTOR: NATIONAL EXAMINATIONS, ASSESSMENT AND MEASUREMENT
 DATE: 2009 - 06 - 24

CC DIRECTOR-GENERAL: BASIC EDUCATION
 DEPUTY DIRECTOR-GENERAL: FURTHER EDUCATION AND TRAINING
 HEADS OF PROVINCIAL EDUCATION DEPARTMENTS

ANNEXURE A

Checklist to be signed and submitted with CDs and Information Sheets after CAT/IT Practical examination

	Action/Instruction	Yes	No
Learners			
1	Each learner labelled their exam folder using their exam number		
2	Each learner checked that all their files submitted for marking are stored within their exam folder		
3	Each learner checked that the files submitted for marking can open (no short cuts, etc)		
4	Each learner completed and submitted the Information Sheet provided		
CAT/IT Teacher			
5	CAT/IT Teacher checked that he/she retrieved/collected all learners' folders to a central computer		
6	Invigilator(s) collect all learners' Information Sheets		
7	CAT/IT Teacher checked that the contents of each folder corresponds with the information on the learners' Information Sheet		
8	CAT/IT Teacher checked that all learners' files can open from central computer/folder (no short cuts, damaged/missing files)		
9	CD is written and contains all learners' folders and files		
10	CD is checked for files that cannot open		
11	Two backup CDs is written		
Chief Invigilator			
12	CDs and Information Sheets are packaged according to instructions		
13	A report regarding any technical glitches/irregularities or deviation from instructions is completed and submitted (if applicable)		
14	Checklist is signed and submitted		

Centre Number: _____

CHIEF INVIGILATOR

CAT/IT TEACHER

INVIGILATOR 1

INVIGILATOR 2

INVIGILATOR 3

INVIGILATOR 4

DATE

A completed and signed copy of this checklist must be sent together with the Compact disks, Information Sheets and hard copies (if applicable) to the Examination section of the Assessment body.