



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

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**TO: HEADS OF EXAMINATIONS
HEADS OF CURRICULUM
PRINCIPALS (SECONDARY SCHOOLS)
SUBJECT ADVISORY SERVICES
UMALUSI**

CIRCULAR E18 OF 2017

GUIDELINES ON THE ADMINISTRATION OF COMMON ASSESSMENT TASK (CAT) FOR LIFE ORIENTATION: GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) 2017

1. This Circular provides information regarding the procedure that must be followed in the administration of the Common Assessment Task (CAT) for Life Orientation (LO) across all Provincial Education Departments (PEDs).
2. The Common Assessment Task will be administered on 8 September 2017, from 9:00 to 11:00 and all the schools should be notified timeously of the date and the time. In preparation for the administration of the Common Assessment Task (CAT) the PEDs should ensure that schools and district officials are informed regarding the procedure that will be followed in the administration of the CAT. The preliminary marking guidelines will be forwarded to PEDs 3 hours after the CAT is written.
3. **Printing, Packaging and Distribution of the Common Assessment Task (CAT)**
 - a) The Common Assessment Task must be printed and sealed in secure envelopes per school and delivered to schools on the day of the writing of the CAT, following the same procedure as the Grade 12 NSC examination. Provinces are expected to complete the printing of the Life Orientation CAT by 28 July 2017.
4. **Writing of the Common Assessment Task (CAT)**
 - a) After the Common Assessment Task is received by the Principal, he or she must take full responsibility as Chief Invigilator and ensure that all conditions and rules relating to the NSC examination are adhered to.
 - b) The Principal should open the secure envelope on the day of the examination in the presence of the learners and oversee the distribution of the CAT to learners.
 - c) The Principal should ensure that the invigilators are vigilant during the writing of the Common Assessment Task.

- d) After the Common Assessment Task is written, invigilators should reconcile the scripts with the number of learners as indicated on the Mark Sheet and enclose the scripts into the security envelope used for the NSC examinations.
- e) Scripts must be stored in the strong room of the school until the commencement date of marking.

5. Marking Standardisation Meetings

- a) PEDs should conduct pre-marking prior to the national marking standardisation meeting. PEDs should include additional/alternative responses to the national marking guideline, emanating from the pre-marking discussion with the subject advisors, to accommodate the provincial contextual factors. A pre-marking guideline discussion report must be presented at the national standardisation meeting by PEDs.
- b) National marking standardisation meeting will take place from 13 - 14 September 2017 at the Department of Basic Education, 222 Struben Street, Pretoria, commencing at 10:00 on Day 1 and then at 08:00 on Day 2.
- c) Two officials (moderators) per province will be required to attend the national marking standardisation meeting which will be hosted by the DBE.
- d) The electronic version together with the signed hard copy of the approved marking guideline will be forwarded to the Head of Examinations on 15 September 2017.
- e) The PEDs are expected to host a similar provincial marking standardisation meeting with the district subject advisors for LO, in preparation for the marking and moderation to be undertaken by the schools and district subject advisors.
- f) It is proposed that the provincial marking standardisation meetings be hosted from 19 to 20 September 2017. At district level, the marking standardisation meeting must include the senior teacher or head of department for Life Orientation.

6. Marking of the Common Assessment Task (CAT)

- a) The marking of the Common Assessment Tasks will be conducted at school level under the supervision of the school principal.
- b) The Provincial Education Department must print the final marking guideline and distribute them to the schools by 21 September 2017.
- c) The marking process should commence on 22 September and must be concluded on 29 September 2017.
- d) Scripts must only be removed from the strong room by the School Principal on the day the marking commences.
- e) Marking should be conducted at school, with the senior teacher or Head of Department acting as an Internal Moderator.
- f) In cases where there are more than one teacher teaching Life Orientation at the school, the scripts should be exchanged so that a teacher does not mark the scripts of his/her learners.

7. Moderation of learner evidence

7.1 School and District Moderation

- a) At least 10% of the marked scripts should be moderated by the senior teacher or the Head of Department at the school level.
- b) After the scripts have been moderated, the marks must be recorded on the mark sheet provided to the school.
- c) The district subject advisor must moderate a sample of scripts from each school.

7.2 Provincial Moderation

- a) Each PED must establish a provincial moderation process. This should be done centrally at the provincial level and the district subject advisors that participated in the provincial marking standardisation meeting should be used for this process.
- b) The PEDs must select a sample of schools from each district for the provincial moderation. A sample of 10 - 20 schools per district should be selected. From each of the schools, a sample of 10% of the scripts should be moderated.
- c) Provincial moderation should be concluded by the 13 October 2017.

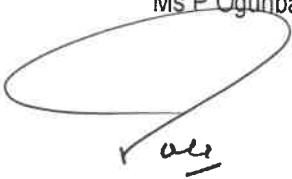
7.3 National Moderation

- a) The DBE will deploy a team of moderators to each of the provinces to moderate the scripts.
- b) The DBE will prefer to conduct its moderation during the provincial moderation process. This will avoid the duplication in the collection of scripts for the DBE moderation process.
- c) PEDs are therefore requested to forward the dates on which the provincial moderation will be conducted. This information should be forwarded to Ms A Govan, on telephone number (012 357 3500) or by e-mail: Govan.A@dbe.gov.za.

9. Capture of Marks on the IECS

- a) Two separate mark sheets will be issued to schools for the recording of the marks for Life Orientation. The one mark sheet will be used for capturing the CAT marks (80 marks) and the other mark sheet will be used for capturing the SBA marks (320 marks).
 - b) The marks for the Common Assessment Task must be captured during the capture of SBA marks and this should be completed by 17 November 2017.
10. The PEDs must ensure that the Common Assessment Task is written on the correct date and time and any deviation from this would be declared an irregularity.
11. The DBE appreciates the co-operation of all PEDs with regards to the preparation for the administration of the Common Assessment Task. This will certainly contribute to improving the credibility of LO assessment.

12. For any enquiries regarding the administration of the Common Assessment Task, please contact Ms P Ogunbanjo, on telephone number (012 357 3909) or by e-mail: Ogunbanjo.p@dbe.gov.za.



DR RR POLIAH

ACTING DEPUTY DIRECTOR-GENERAL: PLANNING, INFORMATION AND ASSESSMENT

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