



## Education and Sport Development

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### DIRECTORATE: EXAMINATIONS

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### ASSESSMENT INSTRUCTION 18 of 2017 (FET -Gr12)

**TO:**

- DIRECTOR: CURRICULUM DEVELOPMENT SERVICES**
- CHIEF EDUCATION SPECIALIST: FET Schools**
- DISTRICT DIRECTORS**
- CHIEF EDUCATION SPECIALIST: PROFESSIONAL SUPPORT (DISTRICTS)**
- DISTRICT ASSESSMENT MANAGERS**
- AREA OFFICE MANAGERS**
- CURRICULUM COORDINATORS**
- DCES –LIFE ORIENTATION (PROVINCIAL)**
- SUBJECT SPECIALISTS: LIFE ORIENTATION**
- PRINCIPALS: SECONDARY SCHOOLS**
- LIFE ORIENTATION TEACHERS**

**DATE: 11 August 2017**

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

1. The Common Assessment Task will be administered on 8 September 2017 in all the schools as part of the Preparatory Examination from 9:00 to 11:00.
2. The results of this CAT in LO replace the second examination as prescribed in the CAPS Guidelines.
3. Two mark sheets will be completed:
  - (i) one mark sheet (**P1**) with the LO CAT mark only out of **80**, and
  - (ii) The normal LO SBA mark sheets (**P2**) out of **320** marks (Excluding the Common Assessment Task marks).

NB: Please do not change the mark sheets as each mark sheet has a unique number.
4. The CAT marks (80) will be captured and together with the SBA mark (320) forms the 400 marks for the subject.
5. Please note that the Common Assessment Task (CAT) for Life Orientation is scheduled for the **8 September 2017** and is common for all full time learners.
6. It is important to inform all the learners for Grade 12 not to miss as it is a National Paper and if learners cannot write the examination must have a valid reason and without a valid reasons their results will be incomplete at the end of the year.

## 7. WRITING OF THE COMMON ASSESSMENT TASK (CAT)

- 7.1 The school Principal/Chief Invigilator will collect the Common Assessment Task in the morning of the **8 September 2017** and must adhere to all conditions and rules relating to the NSC examination.
- 7.2 The secured envelope must be opened on the day of the examination in the presence of the learners and must oversee the distribution of the Question Paper to the candidates.
- 7.3 The Chief Invigilator must ensure that the invigilators are vigilant during the writing of the Common Assessment Task.
- 7.4 After the Task has been written, the invigilators must reconcile the scripts with the number of candidates who have enrolled the subject in Grade 12. Scripts must be sealed and secured in examination plastic bag
- 7.5 It is compulsory for all registered full time candidates to sit for this examination.
- 7.6 All candidates who were unable to sit for the examination must be noted, reasons for their absence must be communicated with the provincial examination office in writing why candidate has missed the paper.
- 7.7 **If any candidate is absent the information should be faxed to the examination office in Mafikeng on the same day for attention:**  
Ms Kea More at fax number 018 384 1041 or email [OganneK@nwpg.gov.za](mailto:OganneK@nwpg.gov.za) and  
Mr D Moroeng on fax to email: 086 563 1174 or email: [dmoroeng@nwpg.gov.za](mailto:dmoroeng@nwpg.gov.za) .
- 7.8 All the scripts must be stored in the strong room of the school until the commencement date of marking.

## 8. MARKING OF THE COMMON ASSESSMENT TASK

- 8.1 The provincial subject representatives, will attend a National standardisation meeting on the 13 – 14 September 2017 in Pretoria.
- 8.2 The official memorandum will be send to the provincial Head of examination on 15 September 2017.
- 8.3 The provincial representatives, will conduct a standardisation meeting on the 19 September 2017 in Mahikeng, with all LO Subject Advisors from Sub Districts (PSF at INSET Building – 09:00 to 16:00). It is compulsory for LO subject advisors to attend the memorandum discussion. Memoranda printed for each school will be handed to subject advisors for distribution to the schools.
- 8.4 Subject Advisors have to arrange memorandum discussions with schools on 20 or 21 September 2017 in the respective sub district.
- 8.5 The marking of the common assessment tasks (under the supervision of the School Principal) will be conducted from 22 to 27 September 2017 at school level.
- 8.6 The principal can only remove the learners answer scripts from the strong room and hand over the scripts to the LO teachers on the 22 September 2017.
- 8.7 The marking process must be concluded, including the internal moderation, by 27 September 2017.
- 8.8 Principals have to ensure that marking is conducted at schools and also ensure that internal moderation is done with the senior teacher or Head of Department acting as an internal moderator.
- 8.9 In cases where more than one teacher teaches Life Orientation at the school, the scripts should be swapped so that teachers do not mark the scripts of his/her learners.

9. **SCHOOL AND DISTRICT MODERATION**

- 9.1 At least 10% of the marked scripts should be moderated by the senior teacher or the HOD. The school principal must ensure that this moderation takes place.
- 9.2 After the scripts have been moderated, the marks must be recorded on the mark sheet provided to the school.
- 9.3 The district subject advisor should moderate a sample of scripts from each school during the District block moderation SBA sessions which will take place from 26 to 29 September 2017, while the schools are marking to ensure consistency in the marking process across the schools in the sub district.
- 9.4 The LO SBA and the LO CAT needs to be moderated during the provincial SBA moderation session from 2 - 7 October 2017.

10. **NATIONAL MODERATION**

- 10.1 DBE will deploy a team of moderators to each of the provinces to moderate the scripts.

NB: See attached DBE **Circular E18 of 2017** on Examination Guidelines and administration of common assessment task (CAT) for Life Orientation



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**Mr. R.D Moroeng**  
**Acting Director: Examinations**