



Education and Sport Development

Department of Education and Sport Development
Departement van Onderwys en Sportontwikkeling
Lefapha la Thuto le Tlhabololo ya Metshameko
NORTH WEST PROVINCE

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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

Reference	AI 21/16	Enquiries:	D. Moroeng	Tel: (018) 384-0862 dmoroeng@nwpg.gov.za	Fax (086) 563 1174	Date:	2017/09/12
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ASSESSMENT INSTRUCTION 22 of 2017 (FET – SBA MARK SHEETS)

**TO: CHIEF DIRECTORS
DISTRICT DIRECTORS
DIRECTORS
DISTRICT ASSESSMENT MANAGERS
DISTRICT SBA CO-ORDINATORS (FET)
DISTRICT CHIEF EDUCATION SPECIALISTS – PROFESSIONAL SUPPORT
SUB DISTRICT MANAGERS
SUB DISTRICT ASSESSMENT OFFICIALs (SDAO)
CIRCUIT MANAGERS
SUBJECT ADVISORS
PRINCIPALS: ALL SECONDARY SCHOOLS
TEACHER UNIONS**

**RE: A. NSC CONTROL, MANAGEMENT AND MODERATION OF 2017 SBA (CASS)
MARK SHEETS
B. LIFE ORIENTATION CAT RE-WRITE**

A. NSC MARKSHEETS

1. CONTROL

- 1.1. SBA (CASS) Mark Sheets should reach the schools via the District and Sub District Office in sealed envelopes as one consignment.
SBA Mark Sheets should be checked and stored until the block moderation starts on 25 September 2017.
The Life Orientation Mark Sheets for the common assessment tasks may be completed once the tasks have been marked. However these Mark Sheets should be submitted with all other SBA Mark Sheets in one consignment as received.
- 1.2. Upon receipt, Principals must control and sign for all Mark Sheets received.
- 1.3. The Circuit Manager has to open the envelope and control each Mark Sheet in the presence of the principal.
- 1.4. The Principal then has to hand the Mark Sheets to the Subject Teacher for completion and moderation (**25 - 29 September and 9 - 13 October**).
- 1.5. All completed and moderated Mark Sheets have to be given back to the principal who has to submit it to the Circuit Manager in one consignment as it was received. The Mark Sheets should be in the folder submitted with the Mark Sheet control list. The list is pasted on the inside of the folder and Mark Sheets should be checked against it.

- 1.6. The Circuit Managers are to submit all completed Mark Sheets to the Sub District Assessment Official (SDAO).
- 1.7. The Principal has to make **copies** and keep the copies of all completed Mark Sheets at the school.
- 1.8. All Mark Sheets should be placed in the cover supplied and Mark Sheets will not be accepted for capturing unless all signatures indicated on the cover are not there.

NB:

- **Life Orientation: Schools will receive 2 x Mark Sheets – SBA out of 320 Marks and Common Assessment Task (CAT) out of 80 Marks.**
- **Memo discussion will take place in the Sub District (SD) Offices on 20 September. After teachers attended the memo discussions marking may start at school level.**
- **The LO CAT Practical Mark Sheet has to be completed once the common tasks have been marked. The Mark Sheets and scripts have to be part of the District moderation session from 25 - 29 September. These Mark Sheets should be treated as all other SBA Mark Sheets.**
- **See the MEMO sent to schools on how to deal with the marks of the LO Common Task.**

2. MANAGEMENT OF MARK SHEETS

- 2.1. Nothing may be changed on any Mark Sheet.
- 2.2. If a candidate does not appear on the SBA Mark Sheet a Manually Generated Mark sheet (MGM)/hand written Mark Sheet should be completed, **BUT** it may only be completed if a **copy of an approval letter** to use a handwritten Mark Sheet, signed by the Director of Examination, is attached. If an approval letter is not attached the marks **WILL NOT** be captured and the RESULTS WILL BE INCOMPLETE.
- 2.3. Copies of Mark Sheets may only be made after completion of the Mark Sheets.
- 2.4. Each Mark Sheet has a **unique Mark Sheet number** and marks are captured according to the **Mark Sheet number. Principals have to ensure that the correct marks for the correct subject and paper are on the correct Mark Sheet.**
- 2.5. **The total** indicated on the Mark Sheet may not be exceeded. Please ensure that marks are within the total indicated on the Mark Sheet e.g. Life Orientation is out of a total of **320** and **not** 100 as the majority of the SBA marks. Some Language Mark Sheets are out of 70 and others out of 80. Please double check the total.
- 2.6. A zero (0) can only be recorded if a learner has done all the SBA but achieved 0 for all the assignments and tasks. A full report must be attached. The system will change any zero (0) to an absent mark, making the result incomplete.
- 2.7. Where candidates are indicated as absent, **a report /motivation letter indicating the reasons has to be attached.**

3. SUBMISSION OF MARK SHEETS

- | | |
|------------------|--|
| 17 October 2017: | Principals submit Mark Sheet in one batch to Circuit Managers. |
| 19 October 2017: | Circuit Managers submit completed Mark Sheets to AAO. Sub District Managers declare that all Mark Sheets for the Sub District have been submitted. |
| 21 October 2017: | AAO submit completed Mark Sheets and Sub District Manager's declaration to the District SBA co-ordinator. |
| 24 October 2017: | District DEM submit completed Computerised SBA Mark Sheets to the Corporate offices. |

All Mark Sheets must be submitted to the provincial offices on or before 27 October 2017. (Copies can be made where necessary for provincial moderation).

Principal ➡ Circuit Manager ➡ AAO (**NB:** Sub District Manager declares that all marks have been submitted) ➡ District SBA Co-ordinator ➡ Provincial Assessment offices (Controls must take place where Mark Sheets are handed to the next level.)

4. MODERATION OF SBA MARKS

Mark Sheets must already be completed (first column) when taken to the moderation venue. Corrections and changes to marks by moderators must be done by writing the new mark in the second column. Moderator only use 2nd column for those candidates where there is a difference in marks after moderation.

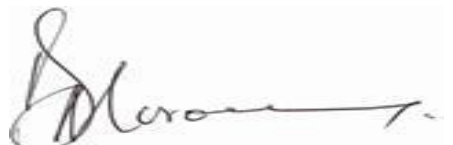
All Mark Sheets have to be signed at the moderation venue by both the moderator (Subject Advisor) and teacher. The principal may sign when the teacher returns all moderated Mark Sheets to the school

Under no circumstance may moderators leave from the moderation venue with Mark Sheets to complete at home or in their offices, nor may they request teachers or principals to do so. Any such practise must be reported immediately to the office of the acting Director.

There is no need to re-write all marks in the second column after moderation. Only marks that changed need to be re-written in the second column. Please write neatly on the Mark Sheets.

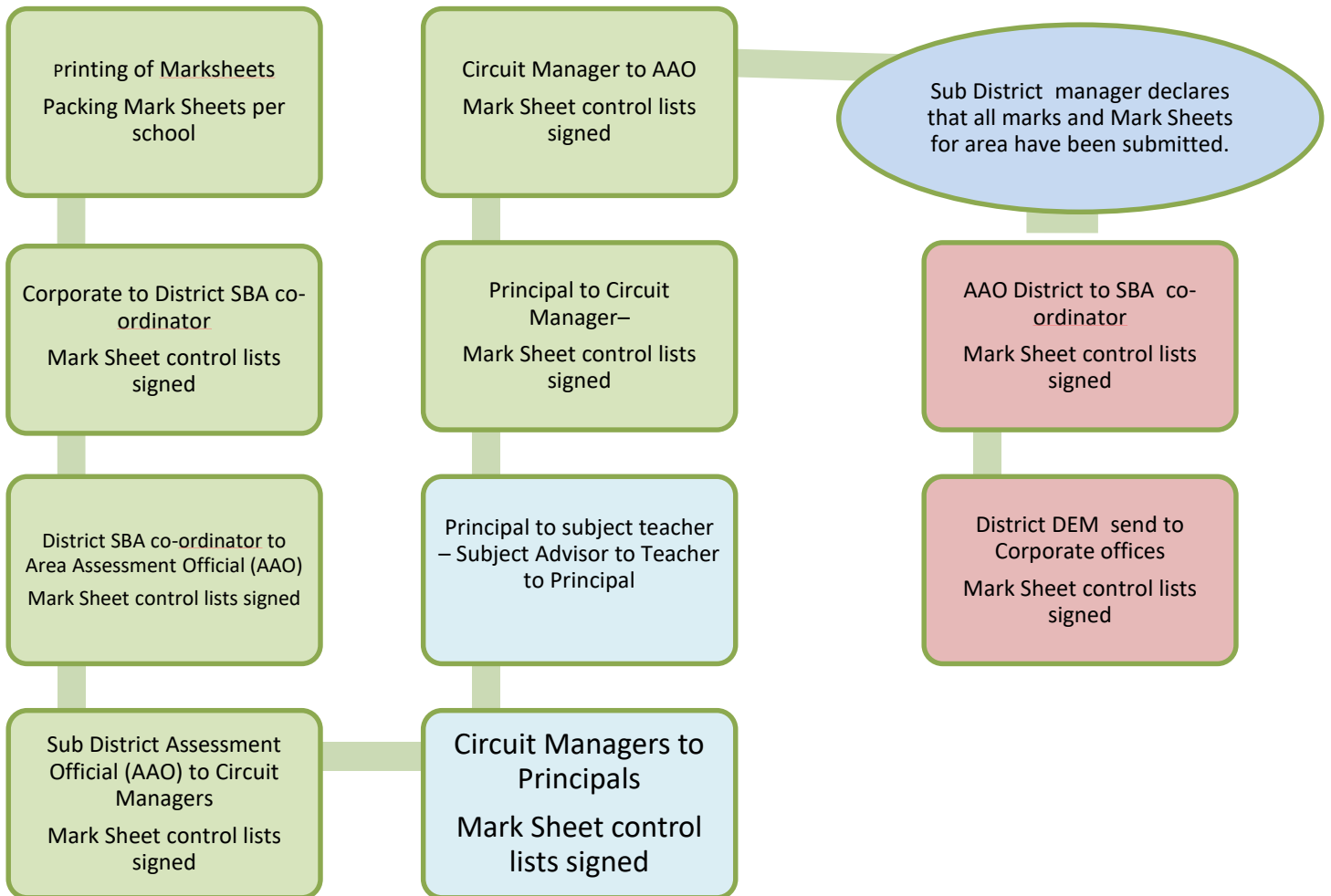
B. LIFE ORIENTATION CAT RE-WRITE

Principals may apply for candidates who were not able to write on **8 September 2017**, to **re-write the LO CAT on 10 October 2017**. Only absentees with a valid reason will be considered to re-write and principals have to submit a request together with evidence to Director: Examinations. Any candidate who misses this opportunity will receive incomplete results and will have to spend a year redoing Life Orientation (LO),



RD MOROENG
Acting Director: Examinations

FLOW OF SBA MARK SHEETS





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COVER PAGE FOR SUBMISSION OF SBA MARK SHEETS

- Instructions:**
- Schools must submit all SBA Mark Sheets in this cover with the details completed.
 - A copy of the Mark Sheet control list must be attached.

CENTRE NAME: _____

CENTRE NUMBER: _____

DISTRICT: _____

SUB DISTRICT (SD): _____

No of Mark Sheets: _____

Principal's Cell phone number: _____

E-mail address: _____

.....
Signature (Principal)

.....
Print Name of Principal

.....
Date

.....
Signature (Circuit Manager)

.....
Print Name of Circuit Manager

.....
Date

.....
Signature (Area Assessment Official)

.....
Print Name of AAO

.....
Date

I, _____ Sub District Manager of _____ SD

declare that all SBA marks and SBA Mark Sheets of the schools in _____ SD
have been submitted.

.....
Signature (Sub District)

.....
Print Name of Sub District Manager

.....
Date

.....
Signature
(District SBA Co-ordinator)

.....
Print Name of SBA Co-ordinator

.....
Date

.....
Signature (Provincial Official)

.....
Print Name of Provincial Official

.....
Date

OFFICIAL USE :

Captured:

Signature (Provincial Official)

Print Name of Provincial Official

Date

Verified:

Signature (Provincial Official)

Print Name of Provincial Official

Date

NORTH WEST DEPARTMENT OF EDUCATION AND SPORT DEVELOPMENT

MANUALLY GENERATED MARK SHEET

(For CASS, ORAL, PRACTICAL & PAT marks)

(This form may only be used if an approval letter from the Head of Examinations is attached).

Centre name : Centre number:
 Subject name : Paper number:
 Subject code : Date: Time: Max. Marks :

No.	Examination number	Surname and Names(s) of candidate	Mark			Moderated Mark		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Total of marks on this page

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NAME: _____
 SIGNATURE: _____
 DATE: _____

TEACHER
PRINCIPAL
MODERATOR