



ASSESSMENT & EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION 37 OF 2013

**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 PUBLIC AND INDEPENDENT SCHOOLS OFFERING DESIGN AND
VISUAL ARTS IN GRADE 12
TEACHER UNIONS/ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 08 JULY 2013

**NATIONAL SENIOR CERTIFICATE: NOVEMBER 2013 GRADE 12 EXAMINATIONS:
PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL PRACTICAL
EXAMINATION IN DESIGN AND VISUAL ARTS**

1. In terms of Circular E9 of 2013 from the Department of Basic Education (DBE), the schools that offer Design and Visual Arts have to adhere to the following procedures during the conduct of the final practical examination:
 - a) The 2013 final practical examination question paper for Design and Visual Arts (Design paper 2 and Visual Arts Paper 2) will comprise two sections namely:
**Section A: Source Book/Workbook; and
Section B: The Artwork**
 - b) The practical Examination question paper will be received by all learners offering Design and Visual Arts by no later than 19 July 2013 to allow learners to access and research information needed for Section A of the question paper. Learners must sign a register upon receipt of the question paper.

- c) Learners must complete sufficient research and collate all appropriate material for Section A of the Practical Examination question paper during term 3. Section A may be administered during teaching time or after hours.
 - d) Section A of the Practical Examination must be completed prior to the start of Section B of the Practical examination.
 - e) Section B should be administered in the 4th term and must be completed by 25 October 2013.
 - f) Section B of the Practical Examination must be completed under examination conditions during the stipulated period, not after hours or during weekends. It is proposed that block sessions of 4-6 hours be arranged over a number of days until all learners have completed their Artwork or the allocated 18 hours expire. Internal arrangements must be made at each school to accommodate the technical procedures that specific arts disciplines may require, for example, ceramic.
 - g) Strict supervision must be exercised by the Design and/or Visual Arts teacher during the conduct of the examination.
 - h) Schools should 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.
 - i) Candidates may not be left on their own while working on Section B, neither are they allowed to take incomplete Artwork/Practical home. All incomplete Artwork/product must be kept at school until the next scheduled session.
2. All schools offering Design and/or Visual Arts must submit the scheduled times for the administration of Section B to the District Examination Office by no later than 02 September 2013.



MR S.P. GOVENDER
ACTING DEPUTY DIRECTOR GENERAL:
TEACHING AND LEARNING SERVICES