



Province of the  
**EASTERN CAPE**  
EDUCATION

DIRECTORATE: CURRICULUM FET PROGRAMMES

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Ref: 11/2/7/P

**ASSESSMENT INSTRUCTION 44 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 GRADE 12  
TEACHER UNIONS / ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 14 OCTOBER 2013**

**NATIONAL SENIOR CERTIFICATE (NSC)  
PROVINCIAL GRADE 12 CENTRALISED SCHOOL BASED ASSESSMENT  
(SBA) MODERATION - 23<sup>rd</sup> – 27<sup>th</sup> OCTOBER 2013**

**1. BACKGROUND:**

In 2013 Grade 12 learners will write the *National Senior Certificate* (NSC) in compliance with the National Curriculum Statement (NCS). Learners will offer 4 compulsory subjects Home Language (HL), First Additional Language (FAL), Life Orientation, Mathematics or Mathematical Literacy together with 3 selected subjects.

In order for a learner to obtain the NSC, a learner must achieve 40% in three subjects, one of which is an official language at Home Language level, and 30% in three subjects, provided that a complete portfolio of evidence in the school-based assessment component is submitted in the subject not achieved.  
**[Amendment of the National Education Policy Act, 1996 (Act no. 27 of 1996), Government Gazette, 30<sup>th</sup> April 2007]**



All examination based marks for learners go through a stringent quality assurance process before, during and after examinations have been written. Therefore, it is imperative that the Department of Education ensures that SBA marks follow a similar stringent quality control procedure.

***The Chief Directorate: Curriculum Management will be embarking on a Centralised Grade 12 Provincial SBA moderation process to ensure valid, reliable and quality SBA marks for each learner. Moderators will be appointed to ensure the achievement of this goal.***

This process is informed by the ***Subject Assessment Guidelines of 2008*** and is in line with the **UMALUSI** and **Department of Basic Education (DBE)** requirements for valid and reliable SBA marks through verifiable procedures and processes.

There are 32 subjects in the National Curriculum Statement. It is **compulsory** that all learners taking **any** of the 32 subjects present evidence of work accomplished over the year according to the prescripts of assessment tasks set out in the ***Subject Assessment Guidelines of 2008*** as well as the ***Provincial SBA Guidelines***.

However, only the following **16 subjects** will be moderated during the Provincial Centralised SBA Moderation:

	SUBJECT		SUBJECT
1	English FAL	9	Computer Applications Technologies
2	IsiXhosa Home Language	10	Consumer Studies
3	Mathematics	11	Agricultural Sciences
4	Mathematical Literacy	12	Music
5	Physical Sciences	13	Civil Technology
6	Life Sciences	14	Geography
7	Life Orientation	15	History
8	Accounting	16	Business Studies

## **2. ROLES AND RESPONSIBILITIES:**

### **2.1 SCHOOL REQUIREMENTS:**

- The Principal, SMT and HOD of selected senior secondary schools offering any of the abovementioned 16 subjects must submit **ten (10)** portfolios for each subject offered as follows:
  - 1 teacher's portfolio;
  - 9 learners' evidence of work (evidence of work submitted to represent the top, middle and bottom range of marks);

- The Principal, SMT and HOD must ensure that school based moderation has been satisfactorily completed according to the prescripts of the **Subject Assessment Guidelines of 2008**, the **Provincial CASS Guidelines, Assessment Instruction 10 of 2013** and **Assessment Instruction 32 of 2013**.

*This includes the marking of September trial exam scripts timeously where these marks form part of the requirements for inclusion in evidence of learners' work.*

- The Principal, SMT and HOD are reminded that school based moderation is **NOT** an audit of assessment tasks but a detailed re-marking, re-assessing and quality control of assessment tasks according to memoranda, rubrics and checklists.

***NB: the Principal, SMT and HOD must ensure that all evidence of learners' work, teacher portfolios and copies of all the computerized mark sheets are made available for collection by district officials or delivered to the District Office from the 17<sup>th</sup> to 21<sup>st</sup> October 2013.***

- Each school will be provided with a bag to pack each subject separately.

## **2.2 DISTRICT REQUIREMENTS:**

- The District Curriculum CES, DCES and SES are to ensure that all schools have copies of the **Subject Assessment Guidelines of 2008, Assessment Instructions 10 and 32 of 2013** as well as the **Provincial CASS Guidelines** for all subjects offered at the school.
- The District Curriculum CES, DCES and SES are to ensure that schools submit the required number of learners' evidence of work and the teacher portfolio for moderation according to the statistics given in the attached table (**ANNEXURE A**). Districts are also requested to ensure that all schools in the District are sampled in terms of the 16 subjects listed in this Assessment Instruction.
- Chosen schools should represent the full spectrum of achievement from top performing to poor performing schools.
- The District Curriculum CES, DCES and SES are to ensure that all schools receive the computerized SBA mark sheets timeously and are completed correctly.

- The District Curriculum CES, DCES and SES are to ensure that the final cluster moderation processes and procedures are completed timeously for each subject in each cluster as per the 2013 SBA Management Plan (**Assessment Instruction 10 of 2013**).
- District Curriculum Officials are reminded that district based moderation is **NOT** an audit of assessment tasks but a detailed re-marking, re-assessing and quality control of assessment tasks according to memoranda, rubrics and checklists. Curriculum officials are responsible at cluster level for moderation and are expected to sample moderate evidence of learners' work together with teachers at cluster moderation meetings.
- The District Curriculum CES, DCES and SES are to ensure that all examples of evidence of learners' work from each school are delivered to the District Office or collected from schools from the **17<sup>th</sup> to 21<sup>st</sup> October 2013**, together with **copies** of **ALL** computerized SBA mark sheets.
- The District Curriculum CES, DCES and SES are to ensure that all evidence of learners' work from each school is securely placed in the supplied plastic portfolio bags and secured with provided cable-ties.
- The District Curriculum CES, DCES and SES are to ensure that all portfolio bags from each school are properly labeled.

**NB:**

1. *The District Curriculum CES, DCES and SES are to ensure that all portfolio bags are delivered to the centralised moderation venues on time on the 22<sup>nd</sup> October 2013.*
2. *Each district will be responsible for the transportation of portfolios from schools to venues and back.*
3. *The District Curriculum CES, DCES and SES are to ensure that all portfolio bags are collected from the centralised moderation venue on the 27<sup>th</sup> October 2013 and returned to schools immediately.*
4. *The District Curriculum CES, DCES and SES are to ensure that copies of ALL computerized mark sheets are collected simultaneously with the evidence of learners' work for moderation.*
5. *Districts must submit copies of the schools' computerised mark sheets together with the portfolios to the moderation venue.*

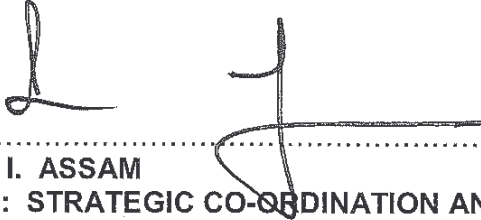
- District officials are to use the attached register (**ANNEXURE B**) to control the issuing and retrieval of evidence of learners' work to and from schools and to and from the centralised moderation venue depot.
- The District Curriculum CES or his/her delegated DCES must be the liaison between the centre and the district at all times

### 3. VENUE AND DATES FOR PROVINCIAL MODERATION:

<b>VENUE:</b>	<b>Education Leadership Institute (ELI) (Algoa College) PORT ELIZABETH</b>
<b>DATES:</b>	<b>23<sup>rd</sup> – 27<sup>th</sup> October 2013</b>
<b>SUBJECTS:</b>	Geography History English FAL IsiXhosa HL Music Consumer Studies Life Orientation Business Studies
<b>VENUE:</b>	<b>Education Leadership Institute (ELI) EAST LONDON</b>
<b>DATES:</b>	<b>23<sup>rd</sup> – 27<sup>th</sup> October 2013</b>
<b>SUBJECTS:</b>	Accounting Physical Sciences Life Sciences Agricultural Sciences Mathematical Literacy Mathematics Computer Applications Technologies (CAT) Civil Technology

#### 4. CONCLUSION:

The importance of the Provincial Grade 12 Centralised SBA Moderation process cannot be over emphasised. We trust that the duties allocated in the Assessment Instruction, the due dates and the processes will be carried out by all responsible personnel with both seriousness and commitment.



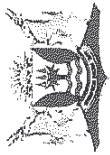
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**MR. I. ASSAM**

**DDG: STRATEGIC CO-ORDINATION AND DDG: TLS & IOM**

**ANNEXURE A: NUMBER OF SCHOOLS SAMPLED PER SUBJECT**

DISTRICT	NUMBER OF SCHOOLS SAMPLED PER SUBJECT															TOTAL	
	MUSIC	CIV TECH	CONS.STUD	CAT	AGRIC SC	HOST	GEOG	ACCNT	BUS STUD	ISIXH HL	PHYS SC	MATHS LIT	ENG FAL	MATHS	LIFE SC		L.O
1. MT FRERE	4	3	7	1	7	6	5	10	10	8	9	7	8	10	9	10	114
2. MALUTI	0	2	1	1	4	3	5	6	6	6	6	5	6	6	6	69	
3. LUSIKISIKI	0	1	3	1	2	3	3	4	4	3	3	3	4	2	4	44	
4. BIZANA	1	3	3	1	7	6	10	7	7	6	8	6	6	8	6	93	
5. STERKSPRUIT	6	5	7	3	6	10	14	16	16	15	15	19	17	16	17	200	
6. QUEENSTOWN	0	1	3	1	8	5	5	7	7	8	6	7	8	10	8	91	
7. LADY FRERE	1	0	1	2	2	3	3	4	4	3	4	4	4	4	4	45	
8. CRADOCK	2	0	3	1	2	3	5	4	4	3	4	4	4	4	4	51	
9. MTHATHA	1	0	4	2	17	12	14	14	14	20	15	20	20	20	23	216	
10. QUMBU	0	1	1	1	2	3	5	5	5	5	4	4	4	5	5	56	
11. LIBODE	3	4	2	1	7	6	5	8	8	8	9	7	8	9	7	98	
12. NGCOBO	7	2	2	1	6	3	5	7	7	6	6	4	7	9	8	88	
13. COFIMVABA	0	3	2	1	2	3	5	5	5	5	5	4	5	5	5	61	
14. DUTYWA	0	3	2	1	4	3	3	6	6	5	4	4	5	4	4	60	
15. BUTTERWORTH	0	1	2	1	3	3	3	5	5	5	4	14	4	4	4	62	
16. FORT BEAUFOR	0	1	3	1	4	3	5	5	5	5	5	4	5	5	5	62	
17. EAST LONDON	0	3	4	2	7	7	12	11	11	15	12	7	10	10	11	134	
18. KWT	1	1	2	1	4	3	5	5	5	5	4	3	4	4	4	55	
19. GRAAF REINET	14	3	12	6	2	14	13	17	17	10	15	18	17	14	16	202	
20. GRAHAMSTOW	2	1	3	2	4	5	5	8	8	6	8	7	7	9	8	90	
21. PORT ELIZABETH	0	3	3	1	4	3	5	5	5	6	6	4	6	5	6	68	
22. UITENHAGE	2	1	2	2	4	5	5	6	6	3	5	5	6	5	6	68	
23. MT FLETCHER	4	2	3	2	2	6	5	8	8	5	8	6	10	9	8	93	
<b>TOTAL</b>	<b>48</b>	<b>44</b>	<b>75</b>	<b>36</b>	<b>110</b>	<b>118</b>	<b>145</b>	<b>173</b>	<b>161</b>	<b>161</b>	<b>164</b>	<b>166</b>	<b>175</b>	<b>177</b>	<b>178</b>	<b>2120</b>	



Province of the  
**EASTERN CAPE ANNEXURE A:**  
 DEPARTMENT OF EDUCATION

**PORTFOLIO RECEIPT/RETURN REGISTER**

NAME OF DISTRICT: ..... NAME OF SCHOOL: .....

NAME OF DISTRICT OFFICIAL: ..... NAME OF PRINCIPAL: .....

SIGNATURE OF DISTRICT OFFICIAL: ..... SIGNATURE OF PRINCIPAL: ..... DATE: .....

NAME OF SUBJECT	NO OF EVIDENCE OF LEARNERS WORK	NAMES OF LEARNERS	NAME OF TEACHERS' PORTFOLIOS
English FAL			
isiXhosa			
Life Orientation			
Mathematics			
Mathematical Literacy			
Physical Science			
Music			
History			
Geography			
Life Sciences			
Agricultural Sciences			
Civil Technology			
Business Studies			
Accounting			
Consumer Studies			
Computer Applications Tech. (CAT)			

- To be completed in **triplicate** for each individual school (use carbon paper)
- 1 copy to be left with the Principal, 1 copy for district records and 1 copy for Provincial SBA control room manager