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**ASSESSMENT INSTRUCTION 35 OF 2015**

**TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
EDUCATION DEVELOPMENT OFFICERS  
DEPUTY CHIEF EDUCATION SPECIALISTS  
SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF SCHOOLS IN THE GET AND FET BAND  
TEACHER UNIONS/ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 16 JULY 2015**

**GUIDELINES ON THE ADMINISTRATION OF COMMON ASSESSMENT TASK (CAT)  
FOR LIFE ORIENTATION: GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) 2015**

1. The purpose of this Assessment Instruction is to provide information regarding the procedure that will be followed in the administration of the Common Assessment Task (CAT) for Life Orientation (LO) across all Provincial Education Departments (PED).
2. The Common Assessment Task will be administered on **Friday, 4 September 2015**, from 09:00 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), district officials should ensure that all schools are informed regarding the procedures that will be followed in the administration of the CAT, which are outlined in the rest of this Assessment Instruction.
3. **Printing, Packing and Distribution of the Common Assessment Task (CAT)**
  - (a) The Common Assessment Task will 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.

#### 4. Writing of the Common Assessment Task (CAT)

- (a) After the Common Assessment Task is received by a 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) Principals should open the secure envelope on the day of the examination in the presence of the learners and oversee the distribution of the CAT.
- (c) The principal should ensure that invigilators are vigilant during the writing of the Common Assessment Task.
- (d) After the Common Assessment Task is written, invigilators should reconcile the scripts of learners as indicated on the provided mark sheet and enclose the scripts in the security envelopes used for NSC examinations.
- (e) Scripts must be stored in the strong room of the school until the commencement date of marking.

#### 5. Marking Guideline Discussion

- (a) National marking guideline discussions will take place from **9–10 September 2015** at the Department of Basic Education.
- (b) Two officials (moderators) per province will be required to attend the marking guideline discussion that will be hosted by the DBE.
- (c) The electronic version together with the signed printed copy of the approved marking guideline will be forwarded to the Heads of Examinations on **11 September 2015**.
- (d) PEDs are expected to host similar provincial marking guideline discussions sessions with the district advisors for LO, in preparation for the marking and moderation to be undertaken by schools and district subject advisors.
- (e) PEDS are allowed to include additional responses to the National Marking Guideline emanating from the provincial marking guideline discussion with the subject advisors, to accommodate the provincial contextual factors.
- (f) It is proposed that provincial marking guideline discussion be hosted from the **14–15 September 2015**.

#### 6. Marking of the Common Assessment Task (CAT)

- (a) The marking of the Common Assessment Task will be conducted at school level under the supervision of the school principal.
- (b) The Provincial Education Department will print the final marking guideline and distribute it to schools by **17 September 2015**.
- (c) The marking process should commence on **18 September 2015** and must be concluded by **30 September 2015**.
- (d) Scripts must only be removed from the strong room by the school principal on the day that 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 school level.
- (b) After the scripts have been moderated, the marks should 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) A provincial moderation process will be established. This will be done centrally at provincial level and the district subject advisors that participated in the provincial marking guideline discussion will be used for this process.
- (b) A sample of schools from each district will be selected for the provincial process. A sample of 10–20 schools per district will 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 **30 October 2015**.

### 7.3 National Moderation

- (a) The DBE will employ a team of moderators to each of the provinces to moderate the scripts.
- (b) The DBE prefers to conduct its moderation during the provincial moderation process. This will avoid the duplication in the collection of scripts for the DBE moderation process.

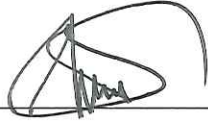
## 8. Capture of marks on the IECS

- (a) Two separate mark sheets will be issued to schools for the recording of the marks for Common Assessment Task. The one mark sheet will be used for the CAT marks (80 marks) and the other mark sheet for the capturing of the SBA marks (320 marks).
- (b) The marks for the Common Assessment must be captured during the capture of SBA marks and should be completed by **16 November 2015**.

9. Districts 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.

10. The ECDoE in conjunction with the DBE appreciates the co-operation of all stakeholders with regards to the preparation for the administration of the Common Assessment Task. This will certainly contribute to improving the credibility of LO assessment.

Your co-operation in this matter is greatly appreciated.



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**DR A.S. NUKU**  
**(A) DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL OPERATIONS MANAGEMENT**