



Province of the  
**EASTERN CAPE**  
EDUCATION

**HOME OF EXAMINATIONS AND ASSESSMENT**

Steve Vukile Tshwete Complex, Zone 6, Zwelitsha, 5608, Private Bag x0032, King William's Town, 5600  
REPUBLIC OF SOUTH AFRICA, Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)  
E-mail: [nomvuyo.mbeleki@edu.ecprov.gov.za](mailto:nomvuyo.mbeleki@edu.ecprov.gov.za)

Ref. No 13/P  
Enquiries: Ms N Mbeleki

Tel: (040) 608 7028

**ASSESSMENT INSTRUCTION 31 OF 2018**

**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 ALL PUBLIC AND INDEPENDENT SCHOOLS (GRADE 12)  
TEACHER UNIONS / ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 5 JULY 2018**

**PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL PRACTICAL  
EXAMINATION IN DESIGN AND VISUAL ARTS- NATIONAL SENIOR CERTIFICATE:  
NOVEMBER 2018 GRADE 12 EXAMINATIONS**

1. The Provincial Department of Education received from the Department of Basic Education Circular E16 of 2018, which deals with procedures and guidelines that should be adhered to during the conduct of the final practical examination in Design and Visual Arts.
2. The 2018 final practical examination question paper for Design and Visual Arts (Design Paper 2 and Visual Arts Paper2) will comprise of two sections, namely:

**Section A: Source Book/ Workbook; and**

**Section B: The Artwork**

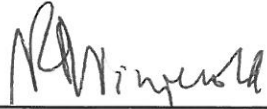
3. The Practical Examination question paper should be delivered to all schools offering Design and/or Visual Arts by the first day in the third term (**17 July 2018**). Districts must ensure that all learners offering Design and Visual Arts have the question paper no later than 20 July 2018 to allow 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.
4. 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.



5. Section A of the Practical Examination must be completed prior to the start of Section B of the Practical Examination.
6. Section B should be completed by **19 October 2018**.
7. 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 24 hours expire. Internal arrangements must be made at each school to accommodate the technical procedures that specific art discipline may require, for example, Ceramic.
8. Strict supervision must be exercised by the Design and/ or Visual Arts teacher during the conduct of the examination.
9. Districts are once again reminded to ensure that schools 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.
10. 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.
11. All schools offering Design and /or Visual Arts are requested to submit the scheduled times for the administration of Section B to the District Head of Examinations **by Thursday, 30 August 2018**. Districts are expected to develop a plan to monitor the conduct of these practical examinations based on the schedules submitted by schools.
12. The consolidated schedule for the conduct of Section B for all schools offering Design and/or Visual Arts together with the District plan to monitor the administration of these examinations should be forwarded to the Provincial office by Monday, **3 September 2018** for the attention of Ms N. Mbeleki: e-mail: [nomvuyo.mbeleki@ecdoe.gov.za](mailto:nomvuyo.mbeleki@ecdoe.gov.za) to enable the Province to arrange for both Provincial and DBE monitoring.
13. In order to ensure standardised marking in 2018, a national marking guideline standardisation meeting will be convened prior to the marking of the Design and Visual Arts practical examinations.
14. The marking guideline standardisation meetings will be held in Pretoria as follows:

SUBJECT	MARKING GUIDELINE STANDARDISATION DATES
Design Paper 2	27-28 September 2018
Visual Arts Paper 2	29-30 September 2018

15. The Province will communicate the dates for marking and moderation to the affected schools.
16. All heads of education institutions should ensure that the contents of this Assessment Instruction, together with the Practical Examinations are distributed to all schools offering Grade 12 Design and/ or Visual Arts.



---

**P. VINJEVOLD**  
**(A) DDG: EPEM**