



Province of the
EASTERN CAPE
EDUCATION

DIRECTORATE: CURRICULUM FET PROGRAMMES

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Ref: 11/2/7/P

ASSESSMENT INSTRUCTION 34 OF 2016

**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: 01 AUGUST 2016

**NATIONAL SENIOR CERTIFICATE (NSC)
PROVINCIAL GRADE 12 CENTRALISED SCHOOL BASED ASSESSMENT
(SBA) MODERATION: 15 – 19 AUGUST 2016**

1. BACKGROUND:

Grade 12 learners will write the **National Senior Certificate** (NSC) in compliance with the Curriculum and Assessment Policy Statements (CAPS) in 2016. 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, 30th 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 Curriculum and Assessment Policy Statements (CAPS) 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 CAPS.

However, only the following **22 subjects** will be moderated during the Provincial Centralised SBA processes:

	SUBJECT		SUBJECT
1	Accounting	12	Hospitality Studies
2	Agricultural Management Practices	13	IsiXhosa HL
3	Agricultural Sciences	14	Life Sciences
4	Business Studies	15	Life Orientation
5	Computer Application Technology	16	Mathematics
6	Economics	17	Mathematical Literacy
7	Engineering Graphics & Design	18	Mechanical Technology
8	English FAL	19	Music
9	English HL	20	Physical Sciences
10	Geography	21	SeSotho
11	History	22	Tourism

2. ROLES AND RESPONSIBILITIES:

2.1 SCHOOL REQUIREMENTS:

- The Principal, SMT and HOD of **selected** senior secondary schools offering any of the above mentioned 22 subjects must submit **ten (10)** files for each subject offered as follows:

- 1 teacher's file;
 - 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 *CAPS and Assessment Instruction 18 of 2016*. ***The evidence of learner's work and the teachers file must show evidence of all SBA tasks completed up to the end of Term 2.***
 - 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 files and SBA mark sheets are made available for collection by district officials or delivered to the District Office from the 01 – 10 August 2016.

- 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 **CAPS and Assessment Instruction 18, 20 & 25 of 2016**.
- The District Curriculum CES, DCES and SES are to ensure that the required number of schools (**Annexure A**) offering any of the abovementioned 22 subjects submit the required number of learners' evidence of work and the teacher file for moderation.
- Sampled 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 cluster moderation processes and procedures are completed timeously for each subject in each cluster as per the 2016 SBA Management Plan (**Assessment Instruction 18 of 2016**).

- 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 **01 - 10 August 2016**, together with copies of 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 venue on time on the 14th – 15th August 2016.*
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 19th August 2016 and returned to schools immediately.*

- 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 DATE FOR PROVINCIAL MODERATION:

VENUE: Education Leadership Institute (ELI) (Algoa College)
PORT ELIZABETH

DATES: 15th – 19th August 2016

Accounting
Agricultural Management Practices
Agricultural Sciences
Business Studies
Computer Application Technologies
Economics
Engineering Graphics & Design
English FAL
English HL
Geography
History
Hospitality Studies
isiXhosa HL
Life Orientation
Life Sciences
Mathematical Literacy
Mathematics
Mechanical Technology
Music
Physical Sciences
SeSotho HL
Tourism

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 R. TYWAKADI

DDG: INSTITUTIONAL OPERATIONS MANAGEMENT

61/08/2016

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DATE



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**ANNEXURE A:
NUMBER OF SCHOOLS SAMPLED PER SUBJECT 2016**

DISTRICTS	Accounting	Agric Man Pract	Agric Sci	BSTD	CAT	Economics	EGD	Eng FAL	Eng HL	Geography	History	Hosp Stud	IsiXhosa HL	Life Sci	LO	MatLit	Maths	Mech Tech	Music	Phy Sci	Sesotho HL	Tourism	TOTAL
BUTTERWORTH	05	00	05	08	08	05	03	08	05	07	05	04	07	08	09	09	08	01	00	07	00	05	117
COFIMVABA	04	01	05	04	04	04	02	05	00	04	02	00	05	05	05	03	05	02	00	05	00	01	66
CRADOCK	03	01	02	03	02	02	02	04	02	02	02	02	04	03	04	03	03	01	00	02	01	02	50
DUTYWA	07	00	07	07	02	07	02	07	02	06	06	00	08	08	08	07	08	01	01	07	00	02	103
EAST LONDON	15	00	06	16	15	12	07	14	08	14	11	04	14	17	17	17	16	04	05	14	00	12	238
FBEAUFORT	04	02	07	06	02	04	02	09	02	03	04	03	08	08	09	09	07	01	00	04	00	06	100
GRAAFF-REINET	02	00	00	03	03	01	01	03	02	02	03	02	02	03	03	03	02	00	01	01	00	02	39
GRAHAMSTOWN	03	00	02	03	04	02	00	04	01	03	03	00	03	04	03	03	03	00	00	03	00	02	46
KWT	11	02	16	14	03	11	02	20	03	10	11	02	20	19	21	21	15	01	00	12	00	14	228
LADY FRERE	04	01	03	04	03	04	01	05	02	04	02	02	05	05	05	05	05	01	00	04	00	01	66
LIBODE	08	00	05	07	03	07	03	09	01	07	07	00	09	08	09	08	09	01	00	08	00	03	112
LUSIKISIKI	04	01	04	04	02	04	17	05	00	04	02	02	05	05	05	04	05	02	03	05	00	01	84
MALUTI	05	01	03	05	03	04	02	05	04	05	04	00	05	05	06	05	06	01	00	05	16	04	94
MBIZANA	06	00	04	06	03	06	03	06	00	05	03	01	06	06	06	06	06	02	00	06	00	02	83
MT FLETCHER	04	00	03	04	05	03	03	04	02	03	02	00	04	04	04	04	04	02	00	04	09	03	71
MT FRERE	07	00	07	07	03	07	03	08	01	06	05	00	08	08	08	07	08	01	01	08	00	05	108
MTHATHA	11	00	09	12	07	18	03	13	03	13	08	00	14	13	14	10	13	00	00	13	00	04	178
NGCOBO	04	00	04	04	02	04	02	05	01	04	03	00	05	05	05	04	05	00	00	05	00	02	64
P ELIZABETH	14	00	02	16	08	09	02	14	09	14	13	02	10	16	16	16	16	03	09	15	00	15	219
QUEENSTOWN	05	00	05	08	09	05	02	08	06	07	05	04	08	08	09	09	08	01	00	07	00	05	119
QUMBU	04	00	04	04	02	04	02	06	00	04	03	00	06	05	06	04	06	02	00	06	00	01	69
STERKSPRUIT	04	00	04	05	05	04	02	06	05	05	04	01	06	06	06	06	06	00	00	05	11	03	94
UITENHAGE	06	00	02	07	03	04	02	07	02	06	05	02	04	07	07	07	07	02	01	07	00	05	93
TOTAL	140	9	109	157	101	131	68	175	61	138	113	31	166	176	185	170	171	29	21	153	37	100	2441



FILE / EVIDENCE OF WORK - 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' FILES
1	Accounting			
2	Agricultural Management Practices			
3	Agricultural Sciences			
4	Business Studies			
5	Computer Applications Technology			
6	Economics			
7	Engineering Graphics & Design			
8	English FAL			
9	English HL			
10	Geography			
11	History			
12	Hospitality Studies			
13	IsiXhosa HL			

	NAME OF SUBJECT	NO OF EVIDENCE OF LEARNERS WORK	NAMES OF LEARNERS	NAME OF TEACHERS' FILES
14	Life Sciences			
15	Life Orientation			
16	Mathematics			
17	Mathematical Literacy			
18	Mechanical Technology			
19	Music			
20	Physical Sciences			
21	SeSotho			
22	Tourism			

- 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