



Province of the
EASTERN CAPE
EDUCATION

ASSESSMENT & EXAMINATIONS

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MEMORANDUM

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: 29 AUGUST 2017

**GUIDELINES ON THE ADMINISTRATION OF COMMON ASSESSMENT TASK (CAT) FOR
LIFE ORIENTATION: GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) 2017**

1. The Provincial Department of Education received Circular E18 of 2017 which provides information regarding the procedure that must be followed in the administration of the Common Assessment Task (CAT) for Life Orientation (LO) across all schools offering Grade 12.
2. The Common Assessment Task will be administered on 8 September 2017, from 9.00 to 11.00.
3. The Common Assessment Task will be printed and sealed in secure envelopes per school. These question papers must be collected by schools on the day of the writing of 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 the Principal, he or she must take full responsibility as the Chief Invigilator and ensure that all conditions and rules relating to NSC examination are adhered to.
 - b) The Principal should open the sealed envelope on the day of the examination in the presence of the learners and oversee the distribution of the CAT to learners.
 - c) The Principal should ensure that the invigilators are vigilant during the writing of the Common Assessment Task.
 - d) After the Common Assessment Task is written, invigilators should reconcile the scripts with the number of learners as indicated on the Mark Sheet.



and enclose the scripts into the security envelope used for the NSC examinations.

- e) **Scripts must be stored in the strong room of the school until the commencement date of marking.**

5. Marking of the Common Assessment Task

- a) The marking of the Common Assessment Task will be conducted at school level under the supervision of the school principal.
- b) The final marking guideline will be printed by the Provincial office and should be collected/ distributed to schools by 21 September 2017.
- c) The marking process should commence on 22 September and must be concluded on 29 September 2017.
- d) Scripts must only be removed from the strong room by the School Principal on the day the 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.

6. Moderation of learner evidence

6.1 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 the school level.
- b) After the scripts have been moderated, the marks must be recorded on the Mark Sheet provided to the school.
- c) The district subject advisor must moderate a sample of scripts from each school.

6.2. Provincial Moderation

- a) The Province will select a sample of schools from each district for the provincial moderation. 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.
- b) The district subject advisors that participated in the provincial marking standardization meeting will be used for this process.
- c) Provincial moderation will be concluded by 13 October 2017.

7. Districts and schools must ensure that the Common Assessment Task is written on the correct date and time and any deviation from this would be declared as an irregularity.

In ensuring that a successful examination in Life Orientation Common Assessment Task is conducted, the Heads of all Education Institutions should ensure that the contents of this Memorandum are distributed to all Grade 12 schools and relevant stakeholders.



E.M. MABONA
HEAD: ASSESSMENT AND EXAMINATIONS



Ikamva eliqaqambileyo!