



Province of the  
**EASTERN CAPE**  
EDUCATION

**DIRECTORATE: CURRICULUM FET PROGRAMMES**

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**ASSESSMENT INSTRUCTION 55 OF 2017**

**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:** 11 SEPTEMBER 2017

**NATIONAL SENIOR CERTIFICATE (NSC)  
PROVINCIAL GRADE 12 CENTRALISED SCHOOL BASED ASSESSMENT  
(SBA) MODERATION: 02 TO 08 OCTOBER 2017**

**1. BACKGROUND:**

Grade 12 learners will write the **National Senior Certificate** (NSC) in compliance with the Curriculum and Assessment Policy Statements (CAPS) in 2017. 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 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 **25 subjects** will be moderated during the Provincial Centralised SBA processes:

	SUBJECT		SUBJECT
1	Accounting	14	Geography
2	Afrikaans Home Language	15	History
3	Agricultural Management Practices	16	IsiXhosa HL
4	Agricultural Sciences	17	Life Sciences
5	Business Studies	18	Life Orientation
6	Civil Technology	19	Mathematics
7	Computer Application Technology	20	Mathematical Literacy
8	Consumer Studies	21	Mechanical Technology
9	Dramatic Arts	22	Music
10	Economics	23	Physical Sciences
11	Engineering Graphics & Design	24	SeSotho
12	English FAL	25	Tourism
13	English HL		

## 2. ROLES AND RESPONSIBILITIES:

### 2.1 SCHOOL REQUIREMENTS:

- The Principal, SMT and HOD of **selected** senior secondary schools offering any of the above mentioned **25 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 teacher's 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 02 – 08 October 2017.***

- 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 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 2017 SBA Management Plan (**Assessment Instruction 05 of 2017**).
- 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 **25 - 28 September 2017**, 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 29<sup>th</sup> September or the 02<sup>nd</sup> October 2017.***
- 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 08<sup>th</sup> October 2017 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
- The moderation dates and group of subjects are illustrated below.

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

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

**DATES:** *02 – 08 October 2017 FOR GROUP A*  
*02 - 06 October 2017 FOR GROUP B*

#### **GROUP A**

***02 – 08 October 2017***

1. Accounting
2. Agricultural Sciences
3. Business Studies
4. Economics
5. Geography
6. History
7. Life Sciences
8. Mathematical Literacy
9. Mathematics
10. Physical Sciences

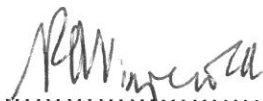
#### **GROUP B**

***02 to 06 October 2017***

1. Afrikaans Home Language
2. Agricultural Management Practices
3. Civil Technology
4. Computer Application Technologies
5. Consumer Studies
6. Dramatic Arts
7. Engineering Graphics & Design
8. English FAL
9. English HL
10. IsiXhosa HL
11. Life Orientation
12. Mechanical Technology
13. Music
14. SeSotho HL
15. 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.



**MS P VINJEVOLD**  
**DEPUTY DIRECTOR GENERAL: EPEM**

*2017-09-18*

**DATE**



**ANNEXURE A:  
NUMBER OF SCHOOLS SAMPLED PER SUBJECT 2017**



# NUMBER OF SCHOOLS SAMPLED FOR 2017 PROVINCIAL MODERATION

DISTRICTS	Accounting	Afrikaans HL	Agric Man Pract	Agric Sci	BSTD	Civil Tech	CAT	Cons Studies	Dramatic Arts	Economics	EGD	Eng FAL	Eng HL	Geography	History	IsiXhosa HL	Life Sci	LO	Matlit	Maths	Mech Tech	Music	Phy Sci	Sesotho HL	Tourism
BUTTERWORTH	09	00	01	05	07	01	08	01	00	05	03	05	02	07	04	05	07	07	08	07	00	02	07	00	06
COFIMVABA	05	00	02	05	04	01	04	01	00	04	02	05	00	04	02	04	05	04	03	05	01	00	05	00	02
CRADOCK	03	02	01	02	03	00	02	01	01	02	02	06	02	02	02	04	03	04	03	03	01	00	02	01	03
DUTYWA	07	00	01	07	07	02	02	02	00	07	04	05	02	06	05	07	06	07	07	07	01	01	07	00	03
EAST LONDON	15	02	00	06	14	02	15	02	04	12	09	11	02	16	10	12	13	14	15	16	04	05	12	00	16
FBEAUFORT	04	02	02	07	06	00	02	01	00	04	02	05	02	03	04	07	07	07	09	07	01	00	04	00	07
GRAAFF-REINET	03	03	00	00	03	00	03	01	00	01	01	05	02	02	03	02	03	04	03	02	00	01	01	00	03
GRAHAMSTOWN	04	02	00	02	03	00	04	01	01	02	01	05	01	03	03	03	04	04	03	03	00	01	03	00	03
KWT	13	02	02	16	12	00	03	02	00	11	02	15	02	10	10	17	15	17	17	13	01	00	10	00	17
LADY FRERE	04	01	01	03	04	01	03	01	00	04	01	05	02	04	02	05	05	04	05	05	01	00	04	00	02
LIBODE	08	00	00	05	07	02	03	01	00	07	04	05	01	07	06	07	07	07	08	07	01	01	07	00	04
LUSIKISIKI	04	00	01	04	04	01	02	01	00	04	02	05	00	04	02	05	05	04	04	05	01	03	05	00	02
MALUTI	05	01	02	03	05	01	03	01	00	04	02	05	02	05	04	05	06	05	05	06	01	00	05	16	07
MBIZANA	06	00	00	04	06	01	03	01	02	06	03	05	00	05	03	05	06	05	06	06	03	00	05	00	03
MT FLETCHER	04	01	00	03	04	01	05	01	01	03	03	05	02	03	02	04	04	05	04	04	02	00	04	09	04
MT FRERE	07	00	01	07	07	01	03	02	00	07	03	05	01	06	04	07	07	07	07	07	01	01	07	00	08
MTHATHA	12	00	01	10	10	02	07	01	00	18	04	11	02	13	07	14	11	13	10	11	02	00	11	00	08
NGCOBO	04	01	00	04	04	01	02	01	00	04	02	05	01	04	03	05	05	04	04	05	01	00	05	00	03
P ELIZABETH	14	05	00	02	16	02	08	03	05	08	08	10	05	14	12	8	14	13	14	14	04	11	15	00	17
QUEENSTOWN	05	01	00	05	08	01	08	01	01	05	02	05	03	07	04	07	07	07	08	07	01	00	07	00	06
QUMBU	04	00	00	04	04	02	02	01	00	04	02	06	00	04	03	06	05	06	04	06	01	00	05	00	02
STERKSPRUIT	04	02	01	04	05	01	05	01	02	04	02	06	02	05	04	06	06	06	06	06	00	01	05	11	04
UITENHAGE	06	04	00	02	07	01	03	01	03	04	06	05	02	06	05	04	07	06	07	07	02	03	07	00	06
TOTAL	150	29	16	110	150	26	100	31	20	130	70	140	36	140	100	150	150	160	160	159	30	30	142	37	136



**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: .....

	NAME OF SUBJECT	NO OF EVIDENCE OF LEARNERS WORK	NAMES OF LEARNERS	NAME OF TEACHERS' FILES
1	Accounting			
2	Afrikaans Home Language			
3	Agricultural Management Practices			
4	Agricultural Sciences			
5	Business Studies			
6	Civil Technology			
7	Computer Applications Technology			
8	Consumer Studies			
9	Dramatic Arts			
10	Economics			
11	Engineering Graphics & Design			
12	English FAL			
13	English HL			
14	Geography			



	NAME OF SUBJECT	NO OF EVIDENCE OF LEARNERS WORK	NAMES OF LEARNERS	NAME OF TEACHERS' FILES
15	History			
16	IsiXhosa HL			
17	Life Sciences			
18	Life Orientation			
19	Mathematics			
20	Mathematical Literacy			
21	Mechanical Technology			
22	Music			
23	Physical Sciences			
24	SeSotho			
25	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

