



Province of the
EASTERN CAPE
EDUCATION

HOME OF EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 31 OF 2019

**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: 27 JUNE 2019

**PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL PRACTICAL
EXAMINATION IN DESIGN PAPER 2 AND VISUAL ARTS PAPER 2 NATIONAL SENIOR
CERTIFICATE: NOVEMBER 2019 GRADE 12 EXAMINATIONS**

1. The Provincial Department of Education received Circular E13 of 2019 from the Department of Basic Education. The Circular 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 2019 final practical examination question paper for Design and Visual Arts (Design Paper 2 and Visual Arts Paper 2) will be comprised of two sections, namely:

Section A: Source Book/ Workbook; and

Section B: The Artwork

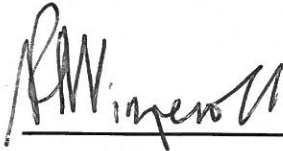
3. The Practical Examination question paper should be delivered to all schools offering Design and/or Visual Arts by the first week of the third term. Districts must ensure that all learners taking Design and/or Visual Arts have the question paper by no later than 15 July 2019. This will allow learners 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 **11 October 2019**.
7. Section B of the Practical Examination must be completed under examination conditions during the stipulated period - not after hours or over 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 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. Appointed invigilators are to ensure that Section B is done at school and under strictly controlled conditions.
10. Candidates may not be left on their own while working on Section B, nor are they allowed to take incomplete Artwork/Practical home. All incomplete Artwork/Practical 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 Friday, 30 August 2019**. Districts are also 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 **Wednesday, 4 September 2019**. The correspondence must be for the attention of Ms N. Mbeleki: e-mail: nomvuyo.mbeleki@ecdoe.gov.za. Timeous submission of the schedules and district plans enable the Province to arrange for Provincial and DBE monitoring.
13. In order to ensure standardised marking in 2019, 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	19-20 August 2019
Visual Arts Paper 2	22-23 August 2019

15. The Provincial Office will communicate dates for the marking and moderation to the relevant 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.

A handwritten signature in black ink, appearing to read 'P. Vinjevold', is written over a solid black horizontal line.

P. VINJEVOLD

(A) DDG: EDUCATION PLANNING, EVALUATION AND MONITORING