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ASSESSMENT INSTRUCTION 26 OF 2021

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
CIRCUIT MANAGERS
DEPUTY CHIEF EDUCATION SPECIALISTS
SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADE 12)
TEACHER UNIONS/ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 19 JULY 2021

**GUIDELINES ON THE ADMINISTRATION OF COMMON ASSESSMENT TASK (CAT) FOR
LIFE ORIENTATION: GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) 2021**

1. This circular provides information regarding the procedure that must be followed in the administration of the Common Assessment Task (CAT) for Life Orientation (LO) in all schools and educational institutions and is based on Examination Instruction E17 as issued by the DBE.
2. The Common Assessment Task will be administered on 06 September 2021, from 9:00 to 11:30 (2½ hrs), and all the schools should be notified timeously of the date and the time. In preparation for the administration of the Common Assessment Task (CAT) the heads of examinations in districts should ensure that schools and district officials are informed regarding the procedure that will be followed in the administration of the CAT.
3. **Writing of the Common Assessment Task (CAT)**
 - (a) After the Common Assessment Task is received by a principal, he or she must take full responsibility as chief invigilator and ensure that all conditions and rules relating to the NSC Examinations are adhered to.
 - (b) The principal in his capacity as chief invigilator should open the secure envelope on the day of the examination in the presence of the learners and oversee the distribution of the Common Assessment Task (CAT) for Life Orientation (LO) 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 in the security envelopes as used for the NSC examinations.
- (e) Scripts must be stored in the strong room of the school until the commencement date of marking.

4. **Marking Standardisation Meeting**

- (a) The preliminary National Marking Guidelines will be forwarded to the Provincial Education Department (PED) 3 hours after the examination is written.
- (b) The PED will conduct pre-marking of at least twenty (20) scripts prior to the national standardisation marking guidelines discussions. The sampled scripts will represent high, moderate and low levels of achievement.

The PED are expected to conduct a provincial pre-marking discussion with selected teachers and subject advisors. The PED will include additional responses to the National Marking Guidelines emanating from the provincial pre-marking discussions with teachers and subject advisors, to accommodate the provincial contextual factors. A report from the pre-marking will be submitted by e-mail on 11 September 2021 to the DBE Internal Moderator and presented at the National Marking Standardisation Meeting on 13 September 2021.

- (c) The National Marking Standardisation Meeting (MSM) will take place from 13–14 September 2021. The designated provincial officials responsible for Life Orientation will be invited to participate in the MSM **virtually** via Microsoft Teams. The MSM will be facilitated from the Department of Basic Education, 222 Struben Street, Pretoria, commencing at 08:30 on Day 1 and then from 08:00 on Day 2.
- (d) Two designated Life Orientation officials per province will be required to participate in the virtual marking standardisation meeting which will be hosted by the DBE. The DBE will issue the MS Teams invitation to all PED participants on 30 August 2021.
- (e) The electronic version of the approved marking guideline will be forwarded to the Head of Examinations on 16 September 2021.
- (f) The PED will host a similar Provincial Marking Standardisation Meeting with the district subject advisors for LO, in preparation for the marking and moderation to be undertaken by the schools and district subject advisors. In addition, the district subject advisors are expected to mediate the marking guidelines with their teachers in their districts.
- (g) It is proposed that provincial Marking Standardisation Meeting to mediate the marking guidelines be hosted from 17 to 20 September 2021. The PED will utilise the mediation modality in line with COVID-19 restrictions.

5. **Marking of the Common Assessment Task (CAT)**

- (a) The marking of the Common Assessment Tasks will be conducted at school level under the supervision of the school principal.
- (b) The Provincial Education Department will distribute the final, approved marking guideline in printed or electronic form to schools by 20 September 2021.
- (c) The marking process should commence by 21 September 2021 and must be concluded by 30 September 2021.
- (d) Scripts must only be removed from a strong room by a 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. Only the final, approved marking guideline must be used in the marking of the LO CAT.
- (f) In cases where there is 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 by the senior teacher or Head of Department, 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.
- (d) District moderation should be conducted between 11–22 October 2021.

6.2 **Provincial Moderation**

- (a) Taking into consideration the COVID-19 risk mitigation measures, the PED will establish a provincial moderation process. This will be done centrally at a provincial level and the district subject advisors that participated in the provincial Marking Standardisation Meeting will be used for this process.
- (b) The PEDs will select a sample of 10–20 schools from each district for the provincial moderation. From each of the schools, a sample of 10% of the scripts will be moderated. Provincial moderation should be concluded by 5 November 2021.

6.3 National Moderation

- (a) The DBE will conduct national moderation of the 2021 NSC LO CAT from the 8–19 November 2021. The moderation approach and modality will be confirmed via an Examination Instruction.
- (b) The DBE will moderate the 2021 NSC LO CAT from a list of sampled districts and schools that will be communicated to PEDs prior to the moderation process.

7. Capture of Marks on the Examination Computer System

- (a) Two separate mark sheets will be issued to schools for the recording of the marks for the Common Assessment Task. One marksheet will be used for capturing the CAT marks (100 marks) and the other mark sheet will be used for capturing the SBA marks (300 marks).
 - (b) The marks for the Common Assessment Task must be captured during the capture of SBA marks and should be completed by 30 November 2021.
 - (c) The PED will ensure that the Common Assessment Task is written on the correct date and time and any deviation from this would be declared an irregularity.
8. The approach to the marking and moderation of the 2021 NSC LO CAT must incorporate the COVID-19 protocols for hand hygiene, social distancing and the wearing of masks during the marking and moderation of scripts at all levels of the system. Care must be taken in the handling and storage of the scripts after the writing. Given that the scripts will be stored in a school's strong room for more than 24 hours, before the marking commences, the scripts are regarded as safe to be handled by teachers for marking.
9. The ECDoE appreciates the co-operation of all schools and educational institutions with regards to the preparation for the administration of the Common Assessment Task. This will certainly contribute to improving the credibility of LO assessment.
10. The heads of educational institutions should ensure that the content of this assessment instruction is distributed to all Grade 12 teachers, learners, subject advisors and other relevant stakeholders.



MR R. TYWAKADI
DDG: CURRICULUM MANAGEMENT AND DELIVERY

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DATE