



EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE

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ASSESSMENT INSTRUCTION 50 OF 2021

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

DATE: 14 OCTOBER 2021

<p align="center">SUBMISSION OF EVIDENCE FOR UMALUSI AND DBE QUALITY ASSURANCE OF SCHOOL BASED ASSESSMENT (SBA) FOR THE 2021 GRADE 12 NATIONAL SENIOR CERTIFICATE</p>

1. UMALUSI MODERATION

Umalusi conducts the moderation of internal assessment to evaluate the quality, validity, fairness, and standard of the assessment tasks. The moderation of Internal assessment encompasses the quality assurance of SBA, PAT for subjects with a practical component and oral assessment for languages.

The moderation process also includes the quality assurance mechanisms and approaches employed by the schools, districts, provincial education department and Department of Basic Education (DBE) to ensure maintenance of appropriate standards in the conduct, administration and management of internal assessment.



Umalusi will conduct on-site moderation of SBA, oral assessment, and PAT on a sample of subjects and schools. Kindly refer to **Annexure A** for the list of subjects and schools sampled for SBA, oral assessment and PAT moderation and the dates for external moderation. The moderation venues will be finalised with the district SBA coordinators closer to the moderation dates.

The below mentioned districts are requested to submit a teacher file and six learner files per subject per school for moderation, selected among high, moderate, and low ability achievement levels (two in each achievement level). The requirements for both the teachers' and learners' files are outlined in **Annexure C**.

It is requested that these files be submitted to the designated venues. The dates for some subjects must still be finalised by UMALUSI.

2. DBE NATIONAL VERIFICATION OF PROVINCIAL MODERATION

- The verification of the SBA will be focused on Grade 12 only.
- Since PEDs should have completed their provincial moderation of grade 12 SBA tasks in October 2021, the DBE will verify the process, moderation modality utilised and evidence thereof, by focusing on the evaluation of the non-test type assessment tasks administered, as well as analysis grids, marking guidelines and selected formal assessment tasks in each of the sampled subjects, per school. The information in the teacher file should be backed up with evidence in the learner file accompanying the teacher file.

3. CENTRALISED DBE VERIFICATION: SAMPLES AND EVIDENCE REQUESTED

- 10 TEACHER files, 10 LEARNER files for each subject as indicated in
- **Annexure B** must be selected randomly to represent different learners and teacher files in the districts – only one teacher file per school per subject must be selected.



- Taking cognisance of the moderation approaches implemented in each district and utilising the schools and subjects sampled during the provincial moderation, ten (10) PEDs' learner files per subject will be verified centrally and onsite at the
 - DBE between 22 – 24 October 2021. The 10 learner files must be selected randomly to represent learners and schools in the district – only one learner file per school per subject must be selected from the same schools where teacher files are selected.
 - The DBE has identified specific subjects per PED to verify the required SBA evidence as indicated in **Annexure B**.
 - The requirements for both the teachers' and learners' files are outlined in **Annexure C**.
4. It is requested that Subject Advisers verify that these teachers' files among other things contain: The ATP/ Amended Annual Teaching Plan, Programme of Assessment, Assessment Tasks together with the analysis grids and marking guidelines, copies of the working/ SA-SAMS mark sheets with candidates' marks as captured on SA-SAMS and copies of computerised mark sheets.

Co-operation by Principals of sampled schools and districts will be highly appreciated.

14 OCTOBER 2021

DDG – CURRICULUM MANAGEMENT AND DELIVERY
MR R. TYWAKADI

DATE



ANNEXURE A – EASTERN CAPE SAMPLED SUBJECTS AND SCHOOLS FOR SBA, ORAL ASSESSMENT AND PAT MODERATION FOR UMALUSI 2021.

PROCESS	SAMPLED SUBJECTS	NAME OF DISTRICT	PROPOSED SAMPLE OF SCHOOLS	PROPOSED DATE	VENUE – To be confirmed
SBA MODERATION	PHYSICAL SCIENCES	<ul style="list-style-type: none">▪ Amathole East▪ Alfred Nzo West▪ Alfred Nzo West▪ Joe Qabi▪ OR Tambo Inland	<ul style="list-style-type: none">▪ Emfundweni SSS -▪ Hlangwini SSS▪ Mount Hargreaves SSS▪ Sterkspruit SSS▪ Smuts Ndamase SSS	28-29 October 2021	TBC
	MATHEMATICAL LITERACY	<ul style="list-style-type: none">▪ Amathole West▪ Amathole West▪ Amathole East▪ Alfred Nzo West▪ Chris Hani East	<ul style="list-style-type: none">▪ Qhayiya SSS▪ Zanemfundo SSS▪ Zweliwelile SSS▪ Nyaniso SSS▪ DM Skosana SSS		
	GEOGRAPHY	<ul style="list-style-type: none">▪ Sarah Baartman▪ Alfred Nzo West▪ Sarah Baartman▪ Chris Hani West▪ Chris Hani East	<ul style="list-style-type: none">▪ Willowmore SSS▪ Magadla SSS▪ Spandau SSS▪ Ekuphumleni SSS▪ DM Skosana SSS		



	South African Sign Language Home Language	<ul style="list-style-type: none"> Nelson Mandela Metro 	<ul style="list-style-type: none"> Ruben Bern School for the deaf 	14 -15 October 2021	On-site Ruben Bern School for the deaf (completed)
	English First Additional Language	<ul style="list-style-type: none"> OR Tambo Inland Chris Hani West Nelson Mandela Metro Chris Hani West Chris Hani West 	<ul style="list-style-type: none"> Menziwa SSS Freemantle SSS Loyiso SSS Sapukanduku Ekuphumleni SSS 	28 -29 October 2021	TBC
SBA and PAT moderation	Music	<ul style="list-style-type: none"> Buffalo City Metro Nelson Mandela Metro Nelson Mandela Metro 	<ul style="list-style-type: none"> Sandisiwe SSS Victoria Park high Newton Park technical 	TBC	TBC
	Tourism	<ul style="list-style-type: none"> Chris Hani West Sarah Baartman Joe Qabi 	<ul style="list-style-type: none"> Mount Arthur SSS TEM Mrwetyana SSS– Bethania SSS 	TBC	TBC
ORAL MODERATION	Isixhosa Home language	<ul style="list-style-type: none"> Alfred Nzo West Chris Hani East Amathole East 	<ul style="list-style-type: none"> Mount Hargreaves SSS– Emizamoyethu SSS JS Skenjana SSS 	TBC	TBC



ANNEXURE B

DBE VERIFICATION OF EASTERN CAPE GRADE 12 2021 NSC SBA AND PAT MODERATION

SBA MODERATION	Accounting	<ul style="list-style-type: none">▪ Alfred Nzo East▪ Alfred Nzo West▪ BCM▪ ORTC	<ul style="list-style-type: none">▪ Ngalonkulu SSS▪ Hlangwini SSS▪ Amitek Business College▪ Cacubu SSS	22 – 24 October 2021	DBE - Pretoria
	History	<ul style="list-style-type: none">▪ Chris Hani East▪ Chris Hani West▪ Joe Qabi▪ BCM	<ul style="list-style-type: none">▪ DM Skosana SSS▪ Sixishe Agricultural School▪ Nkululeko SSS▪ Zameka SSS	22 – 24 October 2021	DBE - Pretoria
	Life Sciences	<ul style="list-style-type: none">▪ Amathole East▪ ORTI▪ NMB▪ Amathole West	<ul style="list-style-type: none">▪ Bulungula SSS▪ Atwell Madala SSS▪ Grey Boys High▪ Jabavu SSS	22 – 24 October 2021	DBE - Pretoria
	Physical Science	<ul style="list-style-type: none">▪ Alfred Nzo East▪ NMB▪ Sarah Baartman▪ Joe Qabi	<ul style="list-style-type: none">▪ Mount Hargreaves SSS▪ Strelitzia High School▪ Gill College▪ Maclear high school	22 – 24 October 2021	DBE - Pretoria



UMALUSI VERIFICATION

Annexure C: The requirements for both the teachers' and learners' files

1. Moderation of SBA

The teacher files should contain the following as evidence:

Teacher's file
<ul style="list-style-type: none">• Clear indication of content;• Teacher information including full names, teaching experience and /or workplace experience;• Annual teaching plan/work schedule;• Latest version of school assessment policy (CAPS);• Assessment plan/programme of assessment;• Assessment tasks and marking tools;• Evidence of both pre-moderation and post-moderation for each task administered;• Records of learner progress, including evidence of conversion of marks; and• Feedback reports from moderation of assessments at different levels

The learners' files should contain the following as evidence:

Learner's file
<ul style="list-style-type: none">• Learner's full details;• Declaration of authenticity (Where applicable)• Clear indication of the content;• Assessment tasks and marking tools:• Marked internal assessment tasks/answer scripts;• Learner's performance sheet(Where applicable); and• Any other relevant document.



2. PAT moderation

The teachers' files should contain the following as evidence:

Teacher's file
<ul style="list-style-type: none">• School and teacher details;• Composite working marksheet (clearly highlight the names of the learners whose files are submitted for moderation);• Timetable with length of periods;• Programme of assessment;• Work schedule / pace setter for completion and continuous assessment purposes;• PAT assessment briefs (for all PATs and Practical examinations);• Any intervention plans/ strategies if applicable;• All documentation for learners who failed to submit any of the Practical assessment tasks; and• Feedback reports from moderation of assessments at different levels.

The learners' files should contain the following as evidence:

Learner's file
<ul style="list-style-type: none">• Learner's full details;• Declaration of authenticity (where applicable)• PAT assessment task/s;• Feedback report on the practical assessment;• Marked PAT assessment tasks/answer scripts;• Learner's performance sheet (where applicable); and• Any other relevant document.



3. Oral Moderation submission checklist

Teacher's file

- All assessment tasks or question papers (copies of prepared speech for each learner, list of topics for unprepared speech, text/s used for listening assessment task, text/s used for reading aloud);
- All marking tools/rubrics.
- Marksheets for each class of the sampled learners.
- Marking tools/rubrics used by the teacher to assess the learners' oral assessment tasks; and
- Record sheets or marksheets of all the teacher's oral assessment tasks, accompanied by the marks allocated.

Learner's file

- Learner's full details.
- Declaration of authenticity (where applicable);
- Assessment tasks or question papers;
- Marking tools/rubrics.
- Copy of learners' prepared speech;
- Marked oral assessment tasks;
- Feedback from the teacher.
- Learner performance sheet (where applicable); and
- Any other relevant document.



DBE PROVINCIAL MODERATION EVIDENCE REQUIRED

All districts are requested to submit the following information required for the DBE's verification of 2021 NSC Grade 12 SBA:

- a) Ten (10) Teacher Files per subject selected containing the Annual Teaching Plan, the Programme of Assessment, assessment tasks (together with the analysis grids and marking guidelines) and copies of the working / SA-SAMS marksheets of the candidate marks captured on SA-SAMS.
- b) Ten (10) Learner files with evidence of assessment tasks administered, by focusing on the evaluation of the non-test type assessment tasks administered, as well as analysis grids, marking guidelines and selected
- c) formal assessment tasks in each of the sampled subjects, per school. If available, the script for the Preparatory Examination in September 2021 should be included.