



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

Steve Vukile Tshwete Complex, Zone 6, Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: **Mr H. West**. Tel: 040 602 7031. Fax: 040 602 7295. E-mail: Hadley.West@ecdoe.gov.za

Website: www.ecdoe.gov.za

Ref. no. 13/P
Enquire: Mr H. West

Tel.: (040) 602 7031/082 083 5502
Fax: 040 602 7295

ASSESSMENT INSTRUCTION 26 OF 2022

TO:

- DEPUTY DIRECTORS-GENERAL**
- CHIEF DIRECTORS**
- HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS**
- CHIEF EDUCATION SPECIALISTS**
- DISTRICT CURRICULUM COORDINATORS**
- DISTRICT ASSESSMENT OFFICIALS (DAOs)**
- DISTRICT SUBJECT ADVISORS (DSAs)**
- PROVINCIAL SUBJECT COORDINATORS**
- CIRCUIT MANAGERS**
- DEPUTY CHIEF EDUCATION SPECIALISTS**
- SENIOR EDUCATION SPECIALISTS**
- PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADE 12)**
- TEACHER UNIONS/ORGANISATIONS**
- SCHOOL GOVERNING BODIES**

DATE: 13 JUNE 2022

GUIDELINES ON THE ADMINISTRATION OF THE TOURISM PRACTICAL ASSESSMENT TASK (PAT) FOR 2022: NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS

1. Practical Assessment Tasks (PATs) have been developed in the subjects that have a practical component. These PATs are part of the assessment requirements for the 2022 National Senior Certificate (NSC) Examinations as stipulated in the Curriculum Assessment Policy Statement (CAPS).
2. The format of the 2022 Tourism PAT changed in line with the Abridged Section 4 Grade 12 CAPS Amendments (implemented from January 2021). The Teacher Guidelines for the 2022 Tourism PAT were made available to schools earlier this year.
3. A mediation session organised by the Department of Basic Education (DBE) for teachers on the administration of the PAT and how to prepare candidates for the writing sessions was conducted.
4. The first mediation session of the PAT Teacher Guidelines took place on **16 May 2022** from 14:00 to 16:00 and this session was repeated on **6 June 2022** from 14:00 – 16:00 to accommodate teachers who were unable to attend the 1st session.

- Principals and Heads of Department responsible for Tourism must ensure that Tourism teachers use the 2022 PAT Teacher Guidelines to adequately prepare the candidates for the undertaking of the 2022 Tourism PAT.
- Please contact Ms Veena Govender on E-mail: Govender.Ve@dbe.gov.za for more information on the mediation of the PAT.

THE ADMINISTRATION OF THE PAT

- The Tourism PAT must be administered to learners on **27 and 28 July 2022 from 09:00 to 13:00** on both days. All the schools should be notified timeously of the date and the time of the administration.
- The PAT will be administered during school hours under controlled conditions. **Controlled conditions** implies that the writing of the PAT must take place at the school during the scheduled times under the supervision of a/an invigilator(s) appointed by the school principal. The Tourism teacher may NOT serve as an invigilator. However, the Tourism teacher should be present at school on the 2 consecutive days the PAT is written to provide clarity and guidance where required. There should be one (1) invigilator for every 30 candidates.
- The time allocated for the PAT is 8 hours, broken down into two four (4) hour sessions. The two four (4) hour sessions must be scheduled over the two **consecutive days 27 and 28 July 2022 respectively**. Break times in-between sessions are to be implemented at the discretion of the school.
- Candidates must report to the school on both Day 1 and Day 2 scheduled for the Tourism PAT.
- Candidates not attending the PAT writing session (with or without a valid reason) will be dealt with in accordance with the *Regulations on the Conduct, Administration and Management of the National Senior Certificate examinations*.

PRINTING, PACKAGING AND DISTRIBUTION OF THE TOURISM PAT

- The Examination Section of the Eastern Cape Education Department will ensure that the 2022 PAT is printed and distributed to all schools offering Tourism at Grade 12 level.
- The PAT will be packaged and distributed, following the same procedure as the Grade 12 NSC examination, in the morning of the examination.

THE WRITING OF THE PAT

- The PED will ensure that the Practical Assessment Task is written on the correct date **27 and 28 July 2022** and time **09:00 to 13:00**. Any deviation from this would be declared an irregularity.
- The PAT consists of two parts, **Day 1** and **Day 2** and includes a Resource Pack.
Note: *The PATs for Day 1 and Day 2 and the accompanying Resource Pack are not made available to teachers or mediated with candidates beforehand and are ONLY handed out during the respective writing sessions.*

16. Each candidate must receive their own copy of the PAT and the Resource Pack. Candidates will receive the PAT for Day 1 on the first day and the PAT for Day 2 on the second day of the writing sessions.
17. The school must ensure learners receive a separate answer book for Day 1 and Day 2.
18. The same Resource Pack will be used for the writing sessions on Day 1 and Day 2. The completed PAT for each day and the Resource Pack **MUST** be collected at the end of each writing session.
19. When candidates receive the PAT package, (PAT paper for Day 1, Day 2 and the Resource Pack) for the day, they must ensure that all pages are included. Candidates should be given 10 minutes reading time to familiarise themselves with the content of both documents. The 10 minutes is the normal reading time allowed for all question papers and must commence at 08:50.
20. Only resources and addenda provided in the official Resource Pack may be used. Candidates will **NOT** be allowed to bring any other resources into the venue. No electronic equipment (computers, laptops, cell phones, internet access) are allowed for the writing of the PAT.
21. The PAT for each day must be completed on the day within the stipulated times. No extra time will be granted, except where concessions are awarded to candidates with special needs.
22. All PATs must be handwritten, except for candidates who have been granted a concession.
23. Sharing of stationery will not be allowed in the writing venue.
24. At the end of each writing session, scripts must be collected and stored in the strong room of the school until marking commences. The Resource Pack must be collected after the second writing session and stored with the scripts.

MARKING STANDARDISATION MEETINGS

25. The designated provincial officials responsible for Tourism (two per PED) should conduct pre-marking of at least twenty scripts from Day 1 and twenty scripts from Day 2. PEDs must send the names of the two designated Tourism officials per province to Ms N Mofokeng, by e-mail: Mofokeng.N@dbe.gov.za by **20 July 2022**. The pre-marking must be undertaken and completed between **29 July – 2 August 2022**, prior to the National Standardisation Marking Guidelines discussions. The sampled scripts should be collected from at least three schools. The scripts must be representative of high, moderate, and low levels of achievement.

26. The designated provincial officials responsible for Tourism (two per PED) are expected to conduct a provincial pre-marking discussion with selected subject advisors. The preliminary National Marking Guidelines must not be shared with any teacher or distributed to anybody outside the agreed group. The officials involved in the pre-marking discussion are bound to secrecy as per Commitment to Secrecy form. The PEDs should develop their own additional responses to be included in the National Marking Guidelines. The responses emanating from the pre-marking discussions with teachers and subject advisors, should consider the provincial contextual factors.
27. A report (on the official template to be provided to PEDs) emanating from the pre-marking discussions must be submitted by e-mail on **5 August 2022** to the DBE Internal Moderator (*sharmininaidoo35@gmail.com*). The report will be presented at the National Marking Standardisation Meeting (**Annexure B**).
28. The DBE Panel Preparatory Meeting will be held on **10 August 2022**.
29. Two designated Tourism 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 Microsoft Teams invitation to all PED participants by **10 August 2022**.
30. The National Marking Standardisation Meeting (MSM) will take place from **11 – 12 August 2022**. The designated provincial officials responsible for Tourism (two per PED) 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.
31. The electronic version of the final, approved marking guideline will be forwarded to the DBE Head of Examinations on **15 August 2022**.
32. The PED are expected to host a similar Provincial Marking Standardisation Meeting with the district subject advisors for Tourism between **17 – 20 August 2022** 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 between **22 – 24 August 2022** with their teachers in their districts.

MARKING OF THE PRACTICAL ASSESSMENT TASK (PAT)

33. The Eastern Cape Provincial Education Department will distribute the final, approved marking guideline in printed or electronic form to the schools by **25 August 2022**; thereafter marking may commence. Scripts must only be removed from the strong room by a school principal on the day the marking commences.
34. The senior Tourism teacher or Head of Department will be the on-site Internal Moderator. Only the final, approved marking guideline must be used in the marking of the PAT.

35. In cases where there is more than one teacher teaching Tourism at the school, the scripts should be exchanged so that a teacher does not mark the scripts of his/her learners.
36. All marking must be concluded by **5 September 2022**.

MODERATION OF LEARNER EVIDENCE

SCHOOL AND DISTRICT MODERATION:

37. At least 10% of the marked scripts should be moderated by the senior teacher or the Head of Department at school level before **12 September 2022**.
38. After the scripts have been moderated, the marks must be recorded on the official PAT mark sheet on pg. 8 (TOUR01) of the 2022 PAT Teacher Guidelines.
39. The district subject advisor must moderate a sample of scripts from each school. District moderation should be conducted before **24 September 2022**.

PROVINCIAL MODERATION:

40. Taking into consideration the COVID-19 risk mitigation measures, the PED will establish a provincial moderation process. This will be done centrally at the provincial level and the district subject advisors that participated in the provincial Marking Standardisation Meeting will be used for this process.
41. The PED 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 must be moderated. Provincial moderation will be conducted from **3 – 7 October 2022**.

NATIONAL MODERATION:

42. The DBE will moderate the 2022 NSC Tourism PAT from a list of sampled districts and schools that will be communicated to the PED prior to the moderation process.
43. The DBE will conduct national moderation of the 2022 NSC Tourism PAT from **3–7 October 2022**. The moderation approach and modality will be confirmed via an Examination Instruction.
44. The PED will therefore be requested to confirm the arrangements of the provincial moderation so that the national moderation can be arranged accordingly. This information will be forwarded to Ms N Mofokeng, on telephone number (012 357 3239) or by e-mail: Mofokeng.N@dbe.gov.za

CAPTURE OF MARKS ON THE EXAMINATION COMPUTER SYSTEM

45. The marks for the Tourism Practical Assessment Task (**Total 100 marks**) must be captured on the computerised marksheet.
46. The marks for the Tourism Practical Assessment Task must be captured during the capture of SBA marks and should be completed by **30 October 2022**.
47. The approach to the marking and moderation of the 2022 NSC Tourism PAT 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.
48. A summary of the Management Plan for the Tourism PAT is attached as **Annexure A**.
49. Your support in the appropriate and accurate administration of the 2022 Tourism PAT is appreciated.



MR R. TYWAKADI
DDG: CURRICULUM MANAGEMENT AND DELIVERY

2022-06-15

DATE

ANNEXURE A

2022 TOURISM PAT MANAGEMENT PLAN Activities	Date	Responsibility
TOURISM PAT written	27 and 28 July 2022 from 09:00 to 13:00 on both days	Learners supervised by the educators managed by principal. All scripts locked by the principal.
Pre-Marking (20 scripts each paper) The sample should represent; High, moderate and low	29 July – 2 August 2022	PED Selected officials (2) who will attend the MSM
Generate and submit the report to be discussed at the DBE Preparatory Meeting and presented on the first day of the national MSM	5 August 2022 @ 18:00	2 PED Officials (Submit to the DBE IM)
DBE Preparatory Meeting (at DBE)	10 August 2022 Time: 08:30 – 16:00	DBE panel, external moderators, Curriculum Specialist
National MSMs (Virtual)	11 – 12 August 2022 Time: 08:30 – 16:00	DBE panel, with Provincial Officials – ONLY two per PED
Send Approved Version of the MG to PEDs	15 August 2022	DBE Managers Mr Swart / Ms Maqubela
PED officials conduct Provincial MSMs (cascade to their district)	17 – 20 August 2022	Provincial officials who attended the national MSMs
District officials conduct District MSMs (cascade to their schools)	22 – 24 August 2022	District officials who attended the PED MSMs
PED distribute the final, approved MG in printed or electronic form to the schools.	25 August 2022	PED, as arranged
Marking of learner scripts	25 August – 5 September 2022	Principal hand out scripts. Teachers under supervision of School's Management (HOD)
School level Moderation – district	Before 12 September 2022	School Management (HOD)
Schools close Moderation – PED	Before 24 September 2022	District Tourism Subject Advisors
Schools close Moderation – DBE	Friday 30 September 2022	-
Moderation – PED	3-7 October 2022	PED – Tourism Subject Advisor peers
Moderation – DBE	3-7 October 2022	DBE and National Moderators