



Province of the
EASTERN CAPE
EDUCATION

Isiphoqo Isikwimi Kapa: Isiseko Isikwimi
Provincie van die Oos-Kaap: Departement van Onderwys
Kofundiso Ya Kapa: Bulethabata / Isifapha la Thuto

CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 36 OF 2025

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: 04 JULY 2025

**GUIDELINES ON THE ADMINISTRATION OF THE COMMON ASSESSMENT TASK (CAT)
FOR LIFE ORIENTATION: GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) 2025.**

1. Circular E12 of 2025 provides information regarding the procedure that must be followed in the administration of the Common Assessment Task (CAT) for Life Orientation (LO) across the province.
2. The LO Common Assessment Task (CAT) will be administered on Monday **01 September 2025, from 9:00 to 11:30 (2 ½ hrs.)**, and all the schools should be notified timeously of the date and time. In preparation for the administration, the districts should ensure that schools and teachers are informed regarding the procedure that will be followed in the administration of the LO CAT.
3. **Printing, Packaging and Distribution of the Life Orientation Common Assessment Task (CAT)**
 - a) The Life Orientation CAT will be printed by the province and sealed in secure envelopes per school and delivered to schools on the day of writing of the CAT, following the same procedure as the Grade 12 NSC examination.



4. Writing of the Common Assessment Task (CAT)

- a) After the Common Assessment Task is received by the School Principal, he or she must take full responsibility as Chief Invigilator and ensure that all conditions and rules relating to the NSC examination are adhered to.
- b) The Principal should open the secure envelope on the day of the examination in the presence of the learners and oversee the distribution of the LO (CAT) to learners.
- c) The Principal should ensure that the invigilators are vigilant during the writing of the LO (CAT) 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 into the security envelope used for the NSC examinations.
- e) Scripts must be stored in the strong room of the school until the commencement date of marking.

5. Marking of the Common Assessment Task (CAT)

The marking of the Common Assessment Tasks will be conducted at school level under the supervision of the School Principal.

- a) The marking process will commence on the **16 September 2025** and must be concluded by **25 September 2025**.
- b) Scripts must only be removed from the strong room by the School Principal on the day the marking commences.
- c) 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).
- d) 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

5.1 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 school level after marking has taken place.

- 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) Moderation at school level must be conducted in conjunction with the marking process.
 - d) The district subject advisor must moderate 10% of the marked scripts from each school.
 - e) The district subject advisors/s must moderate a sample of scripts from each school.
 - f) School and District moderation should be conducted in conjunction with the marking process and should be concluded by **26 September 2025**.
7. Districts must ensure that the LO Common Assessment Task is written on the correct date and time and any deviation from this would be declared as an irregularity.
8. Districts must ensure that the contents of this Assessment Instruction are communicated to all schools.

Yours in Education



MR R. TYWAKADI
DDG: CURRICULUM MANAGEMENT AND DELIVERY

16/07/2025
DATE