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ASSESSMENT INSTRUCTION NO 44 OF 2026

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

DATE: **05 OCTOBER 2026**

MANAGEMENT OF 2026 GRADE 12 NATIONAL SENIOR CERTIFICATE COMPUTERISED SCHOOL-BASED ASSESSMENT (SBA), ORALS AND PRACTICAL ASSESSMENT TASKS (PAT) MARK SHEETS

1. Introduction

1.1 The mark sheets for Orals, SBA and Practical Assessment Tasks have been printed and distributed to districts and schools.
1.2 Districts and schools are reminded that SBA marks are to be moderated before they can be captured on the system. Districts are urged to ensure that all schools adhere to moderation processes before the mark sheets are completed.

2. Life Orientation

2.1 Life Orientation is out of 400.
2.2 There are two computerized school-based assessment mark sheets for Life Orientation: Paper 1 and Paper 2.
2.3 Paper 1 marksheet is for the Common Assessment Task (CAT), which is out of 80 marks.
2.4 Paper 2 is meant for Terms 1, 2, 3, and the Physical Education Task for Term 4 School-Based Assessment tasks, which is out of 320 marks.
2.5 Marks must be transferred in their original raw mark for both CAT (80 marks) and SBA 320 marks). **NO PERCENTAGE MUST BE USED.**

2.6 The declaration form must be attached to the Computerised Mark sheets for both Paper 1 and Paper 2 in Life Orientation.

3. How to complete the mark sheet

3.1 The computerized mark sheet should be completed as follows:

3.1.1 Teachers must correctly and accurately transfer the marks from the SASAMS schedule onto the computerized mark sheet in black ink only. Ensure that the marks that are filled in the computerized mark sheet are the same as those reflected in the SASAMS schedule. After the marks have been captured on the system, no corrections will be allowed.

3.1.2 "Mark" column is for all marks before moderation.

3.1.3 "Moderated mark" column is for all marks after moderation.

3.1.4 Both "Mark and Moderated" columns should be completed.

3.1.5 If the candidate did not comply with SBA requirements with a valid reason, that candidate may be granted another opportunity to be assessed and such a candidate must submit the outstanding work or present him/herself for PAT or Oral within 3 months from the date on which the opportunity is given.

3.1.6 Valid reasons include the following: illness, humanitarian reasons, or court appearance (all these must be supported by valid documentation).

3.1.7 If a learner has not submitted a component of SBA, a reason must be established and not just be awarded a zero "0". It has been observed that when a learner has not submitted a component of School-Based Assessment, a learner is sometimes incorrectly awarded a "1 " or "0". It is important to take note that zero "0" is a mark and not equivalent to absent.

3.1.8 The teacher must allocate a mark to every learner on the mark sheet and ensure that the following is adhered to: -

3.1.8.1 Every block in each column should be completed, i.e., for 78 marks, it should be in each column should be completed i.e. for 78 marks it should be captured as follows:

Mark				Moderated Mark		
0	5	8		0	6	0

3.1.8.2 Marks must not exceed the total marks reflected in the computerized mark sheet. Marks should be added up and filled in the space provided. The mark sheet must be signed by the moderator.

3.1.8.3 No corrections/amendments must be made on the official mark sheet. This means that no names, ID numbers and/or examination numbers may be added to mark sheets.

3.1.8.5 The stamp of the school must appear on the back of the mark sheet.

4. HANDLING OF IRREGULAR CASES

4.1 In cases where the learner has been duplicated on a mark sheet, marks should be allocated on the first line; the second line should be filled with the same mark.

4.2 In cases where an approved subject change is not effected in the system, 444 must be used. A copy of the approval letter must be attached.

4.3 In cases where the learner is omitted, a copy of the preliminary schedule where the learner had appeared must be attached.

4.4 In cases where the school requested a learner to be deregistered, **444** must be used. Letters from both the principal and the parent must be attached.

4.5 In cases where the personal details have been captured incorrectly, a letter correcting the problem and the relevant evidence must be attached.

4.6 In cases where the learner did not complete all tasks for SBA, **444** must be used on the school mark schedule and the computerized mark sheet. **All 444 cases must be accompanied by a written explanation.**

4.7 No mark sheet with 444 will be accepted without this requirement. **The cases must be submitted to District Offices on or before 16 October 2026.**

4.8 District Office must submit all irregular cases with covering letters and supporting documents, including DAIC recommendations to Ms T Mabengu and Mr M Fuba on or before **06 November 2026**.

5. Submission of mark sheets

5.1 The principals must submit completed original computerized mark sheets together with original school SASAMS mark schedules to the District Examination Office. **Copies must be kept by the school.**

5.2 No mark sheet will be accepted without the school schedule. The school must ensure that all learners offering a subject are in the school schedule.

5.3 Once marks are captured on the system, no alteration of marks will be made on the system.

5.4 Subject teachers, school principals and subject advisors are requested to verify that marks are processed as expected and sign the declaration form that is attached to this Assessment Instruction. The deadline for submission of completed and moderated marksheets and SASAMS subject schedules is as follows:

5.4.1 Schools to districts - **Oral Mark Sheets: 16 October 2026.**

5.4.2 Schools to districts - **PAT PRACTICAL and SBA MARK SHEETS: 26 October 2026**

5.4.3 PLEASE NOTE WELL: No mark sheets may be submitted directly to the Provincial Office. **All queries must be directed to the district Examination offices.**

6. CONCLUSION

District officials and school principals are expected to monitor this process closely, as non-adherence to the contents of this Assessment Instruction will negatively affect the resulting of schools and learners.

DEPUTY DIRECTOR GENERAL: CURRICULUM MANAGEMENT **DATE**
MR TJZ MTYIDA

MANAGEMENT OF 2026 GRADE 12 NATIONAL SENIOR CERTIFICATE COMPUTERISED SCHOOL-BASED ASSESSMENT (SBA), ORALS AND PRACTICAL ASSESSMENT TASKS (PAT) MARK SHEETS

DECLARATION FORM FOR COMPLETION OF MARK SHEETS

NAME OF SCHOOL:

CENTRE NUMBER:

SUBJECT:

(i) This serves to confirm that the marks on the computerised marksheets have been verified. All candidates have been awarded marks as captured on SASAMS.

(ii) Candidates who did not submit the SBA/PAT component have not been awarded marks but will be given an opportunity to redo and submit the tasks.

(iii) No candidate has been awarded a "0" or "1 " mark for a task because of his/her absence.

(iv) Evidence is attached in cases where candidates have "444".

I am taking full responsibility for the marks and declare that they are credible.

SURNAME & INITIALS **SUBJECT TEACHER**	**SIGNATURE**	**DATE**
SURNAME & INITIALS **SCHOOL PRINCIPAL**	**SIGNATURE**	**DATE**
		SCHOOL STAMP
SURNAME & INITIALS **SUBJECT ADVISOR**	**SIGNATURE**	**DATE**