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Assessment Management Minute: 0007/2019

To: Deputy Directors-General, Chief Directors, Directors, Heads: Curriculum Support, Circuit Managers, Chief Education Specialists, Heads: Management and Governance, Deputy Chief Education Specialists, Assessment Coordinators, Subject Advisers and Heads of all educational institutions that prepare candidates for the National Senior Certificate examinations

**Subject: Administration of the Common Assessment Task (CAT) for Grade 12 Life Orientation (LO) in 2019**

1. The *Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate Examinations*, published in *Government Gazette* No. 37651 of 16 May 2014, make provision for a final promotion mark for Life Orientation (LO) based on internal assessment, which must be externally moderated, as well as a Common Assessment Task (CAT) that is externally set and moderated.
2. This minute therefore informs schools of the procedure to be followed in the administration of the CAT for LO in 2019.
3. The CAT for LO is part of the final promotion mark in Grade 12 and therefore all Grade 12 learners must write it.
4. The date for the writing of the CAT for LO is **02 September 2019**, from **09:00 to 11:00**. Any deviation from this date and time will be regarded as a serious irregularity.
5. The CAT for LO will consist of a two-hour paper totalling 80 marks. It will replace Task 4 in Term 3 and will constitute 20% of the final mark for LO.
6. The Western Cape Education Department (WCED) will print question papers and answer books for the CAT for LO for all Grade 12 learners in the province according to the final registration data as indicated on the Central Education Management Information System (CEMIS) and distribute them to all schools that offer the National Senior Certificate (NSC).

7. The question papers and answer books of the CAT for LO will be delivered to schools by the courier between 27 and 29 August 2019.

**8. Procedures to follow before the writing of the CAT for LO**

8.1 The question papers and answer books will be packed and sealed in black Smartlock (SL) canvas bags. The black SL canvas bags are in turn sealed in a cardboard box.

8.2 Upon receipt of the question papers, the principal must sign for the receipt thereof to acknowledge that they have received the question papers.

8.3 The principal must open the cardboard boxes immediately in his/her office or in a secure area and remove the sealed black SL canvas bags from the cardboard boxes.

8.4 After verifying that the correct number of question papers has been received, the black SL canvas bags with the question papers and answer books must be stored in the safe/strong room until the examination starts on 02 September 2019.

**9. Removal of the question papers on the day of the examination**

9.1 On the day of the examination, the principal must open the black SL canvas bags and the question papers an hour before the start of the examination on 02 September 2019.

9.2 The black SL canvas bags must be opened in the principal's office.

9.3 The outer bag with the question papers must be taken to the writing venue. Both the outer bag and inner bag with the question papers must be opened in the writing venue.

9.4 Please cut on the line indicated with scissors on opening the outer bag with the question papers, as the same bag must be reused to seal the answer scripts.

**10. Conduct of the examination**

10.1 The CAT for LO must be written under the normal guidelines and rules relating to the NSC examinations.

10.2 The names of learners who gave valid reasons for why they were absent when the examination was written, will be recorded on CEMIS after the completion of the examination.

10.3 It is essential that documentary proof of valid reasons for being absent must be kept on file at the school and must be made available to Head Office and the district office on request.

- 10.4 "Valid reasons" for being absent in this context include:
- (a) illness, supported by a valid medical certificate, issued by a registered medical practitioner;
  - (b) humanitarian reasons, which includes the death of an immediate family member, supported by a copy of the death certificate;
  - (c) the learner appearing in a court hearing, which must be supported by written evidence; or
  - (d) any other reason as may be accepted as valid by the head of the assessment body or his or her representative.

## 11. **Sealing and storing of answer scripts after the examination**

- 11.1 After the writing of the CAT for LO, the answer scripts must be sealed in the same outer bag used for sealing the question papers.
- 11.2 The sealed outer bag with the answer scripts must then be sealed/locked in the black SL canvas bags and stored in the safe/strong room of the school until marking commences. **The CAT for LO answer scripts must not be sent to Head Office.**
- 11.3 The answer scripts will remain in the black SL canvas bags until marking commences, and the canvas bags will be unlocked on this date.
- 11.4 Because the **answer scripts are not sent to Head Office**, the principal must lock the empty black SL canvas bags with the electronic seal immediately after **the answer scripts have been removed from the SL bags** for marking.
- 11.5 The **empty** sealed black SL canvas bags must again be placed and sealed in the grey and blue return bag.
- 11.6 The sealed grey and blue returned bag must be stored in the strong room until the courier collects the bags on 18 or 19 September 2019.

## 12. **Marking guideline discussions**

- 12.1 National, provincial and district marking guideline discussion meetings will take place in September 2019. Schools will receive the final marking guideline at their district marking guideline discussion meeting.
- 12.2 Scripts may only be removed from the strong room after district marking guideline discussion meetings have been concluded.

**13. Marking of the CAT for LO**

13.1 The marking of the CAT for LO must be conducted at the school under the supervision of the principal, with a senior teacher or departmental head acting as the internal moderator.

13.2 The marking process must be concluded by 20 September 2019.

13.3 Where there is more than one teacher teaching LO at a school, principals should ensure that teachers do not mark the scripts of their own learners.

**14. Moderation of learner evidence**

14.1 At least ten per cent of the marked scripts should be moderated by a senior teacher or departmental head.

14.2 The Subject Adviser for LO must moderate a sample of scripts from selected schools.

14.3 Provincial moderation of the CAT for LO will be conducted during October 2019.

**15. Capturing of marks for the CAT for LO**

15.1 Two separate mark sheets will be issued to schools for the recording of the CAT for LO marks.

15.2 The one mark sheet will be used for capturing the CAT marks (80 marks) and the other one will be used for capturing the school-based assessment (SBA) marks (320 marks).

16. Principals are kindly requested to make the necessary arrangements for the conduct of this assessment.

17. Kindly bring this information to the attention of all Grade 12 Life Orientation teachers and learners.

**SIGNED:** PAD BEETS

**DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2019-08-22