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Enquiries: C Klopper

Assessment Management Minute: 0010/2019

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

Subject: Marking timelines and the administration of the writing of the supplementary Common Assessment Task for Grade 12 Life Orientation in 2019

1. The Common Assessment Task (CAT) for Life Orientation (LO) was written on 02 September 2019 as per Assessment Management Minute 0007/2019.
2. **Marking and internal moderation of CAT for LO**
 - 2.1 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.
 - 2.2 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.
 - 2.3 At least ten percent of the marked scripts must be moderated by a senior teacher or departmental head.
3. **Provincial and district moderation of learners' answers**
 - 3.1 The Subject Adviser for LO must moderate a sample of scripts from selected schools.
 - 3.2 Provincial moderation of the CAT for LO will be conducted from 07 to 09 October 2019.

4. **Absent learners on 02 September 2019**

- 4.1 An accurate record must be kept of all learners who did not write the CAT for LO on 02 September 2019.
- 4.2 Learners who did not write the CAT for LO on 02 September 2019 due to a valid reason, will be allowed to write the supplementary CAT for LO that is scheduled for **02 October 2019** from 09:00 to 11:00.
- 4.3 "Valid reasons" in this context include the following:
 - (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;
 - (d) **any other reason as may be accepted as valid** by the head of the assessment body or his or her representative.
- 4.4 The documentary evidence pertaining to any of the above valid reasons must be kept on file at the school and be made available to Head Office or the district on request.

5. **Administration of the supplementary CAT for LO**

- 5.1 Principals are kindly requested to make the necessary arrangements for the conduct of this assessment and must ensure that their school complies with all conditions and rules relating to the National Senior Certificate (NSC) examinations.
- 5.2 Question papers for the supplementary CAT for LO will only be supplied to schools that have indicated absent learners on 02 September 2019. Supplementary question papers will be provided to schools on or before 02 October 2019.
- 5.3 Any queries with regards to the writing of the supplementary CAT for LO must be directed to Mr Christiaan Klopper via email at Christiaan.Klopper@westerncape.gov.za or by phone at 021 467 2407.
- 5.4 District offices will provide marking guidelines for the supplementary CAT for LO to schools. The district offices will also ensure that the marking of the supplementary paper is moderated internally at schools as well as externally by the relevant district office.
- 5.5 Learners who do not write the CAT for LO or the supplementary CAT for LO in 2019 will receive an incomplete result for Life Orientation. These learners will have to repeat the subject, including the School-based Assessment (SBA) and the CAT for LO.

6. 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: 2019-09-20