



Reference: 20190819-8052

File no.: 13/9/2

Enquiries: Z Isaacs

Examinations Administration Minute: 0008/2019

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Subject Advisers, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Heads: Learner Support, Assessment and Examination Coordinators and Heads of institutions which prepare candidates for the National Senior Certificate examinations

Subject: November 2019 National Senior Certificate (NSC) examinations: Completion of School-Based Assessment (SBA), Practical Assessment Tasks (PAT) and Language Oral mark sheets

1. This minute must be read in conjunction with the *National Policy pertaining to the Conduct, Administration and Management of the National Senior Certificate Examination* published as Government Notices 372 and 373 in *Government Gazette*, Vol. 587 No. 37652, dated 16 May 2014, the *Curriculum Assessment Policy Statements (CAPS)* and the *Regulations pertaining to the Programme and Promotion Requirements of the National Curriculum Statement*.
2. **School-Based Assessment (SBA), Practical Assessment Tasks (PAT) and Language Oral mark sheets**
 - 2.1 The generated mark sheets for the SBA, PAT and Language Oral assessments will be delivered to schools by **06 September 2019**.
 - 2.2 On receipt of the mark sheets, principals must ensure that all the required subject mark sheets for their school, reflecting the candidates per subject, have been received.
 - 2.3 The following subject mark sheets will not be sent to schools but will be delivered directly to the Senior Curriculum Planners at Head Office:

Technical subjects	Practical subjects
Electrical Technology: Digital Systems Electronics Power Systems Mechanical Technology: Automotive Fitting and Machining Welding and Metal Work Civil Technology: Civil Services Construction Woodworking	Dance studies Design Dramatic Arts Visual Arts Music Trinity Music Unisa Music

- 2.4 Please note that only one copy of each mark sheet will be provided for completion. It is therefore vital that copies of mark sheets are made by the school and subject advisers after moderation and kept at the school and district for record purposes.
- 2.5 Schools need to ensure that the mark sheets are completed and made available to subject advisers on the day of moderation. Subject teachers must fill in only the non-moderated mark in the “Mark” column.
- 2.6 Only after the final moderation of each subject should moderated marks be accurately transferred to the “Mod” column on the SBA mark sheets by subject advisers.
- 2.7 Should the school only receive the generated mark sheets after the moderation process has been completed, the necessary arrangements must be made with subject advisers for the completion and signing off of mark sheets.
3. **Awarding of SBA, PAT and Language Oral marks**
- 3.1 A mark **must** be awarded to each candidate whose examination number appears on the mark sheet.
- 3.2 This also applies to candidates who:
- were expelled or temporarily suspended from school;
 - have applied for a change of centre;
 - were absent for a prolonged period during the year;
 - were absent on the day of moderation;
 - are registered for a subject at another school or centre, e.g. art centre; or
 - are registered as repeaters/part-time candidates.

4. **Outstanding SBA, PAT and Language Oral marks (candidates who were absent and those with no SBA, PAT and Language Oral marks)**

4.1 If a learner fails to present **a component or components** of the SBA, PAT or Language Oral during the course of the year, and **valid reasons** are provided, the learner should be allowed another opportunity to be assessed in the assigned tasks or the learner must submit outstanding work before the commencement of the final end-of-year examination (**by 23 October 2019**). If this is not possible, the mark for that component or components of the SBA, PAT and/or Language Oral **should not** be taken into consideration and the maximum mark, in this particular case, must be recalculated based on the remaining number of tasks (refer to **Table 1**).

Table 1: Valid reason (SBA, PAT and Language Oral components of subject with learner's marks):

	Component 1	Component 2	Component 3	Component 4	Component 5	Component 6	Component 7
Max. marks	5	5	30	20	40	40	40
Learner	4	Did not offer (valid reason given)	16	Did not offer (valid reason given)	20	15	12

$$\begin{aligned}
 \text{SBA mark} &= (4+16+20+15+12)/(5+30+40+40+40) \\
 &= 67/155 \\
 &= 43\%
 \end{aligned}$$

4.1.1 A "**valid reason**" in this context includes the following:

- (a) illness, supported by a valid medical certificate, issued by a registered medical practitioner;
- (b) humanitarian reasons, such as the death of an immediate family member supported by a 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.

4.1.2 The evidence of such valid reasons must be included with the evidence of learner performance during the moderation session.

4.2 If a learner fails to present **a component or components** of the SBA, PAT and Language Oral, **without a valid reason**, the learner must submit outstanding work before the commencement of the final end-of-year examination (**by Wednesday, 23 October 2019**).

If this is not possible, the learner must be awarded a zero mark ("0") for that component or components of the SBA, PAT and Language Oral. In this particular case, the maximum mark must be calculated as indicated below (refer to **Table 2**).

Table 2: No valid reason (SBA, PAT and Language Oral components of subject with learner's marks):

	Component 1	Component 2	Component 3	Component 4	Component 5	Component 6	Component 7
Max. marks	5	5	30	20	40	40	40
Learner	4	Did not offer (no valid reason given)	16	Did not offer (no valid reason given)	20	15	12

$$\begin{aligned}
 \text{SBA mark} &= (4+0+16+0+20+15+12)/(5+5+30+20+40+40+40) \\
 &= 67/180 \\
 &= 37\%
 \end{aligned}$$

4.3 The following scenarios need to be emphasised with regard to the completion of the mark sheets:

4.3.1 Where a candidate did not complete **any tasks at all**, but provided a **valid reason**, insert "999" on the mark sheet. Evidence of valid reason(s) must be provided to the subject advisers at the moderation session and forwarded to the Directorate: Examinations Administration.

Implications of "999":

- The candidate will receive an **incomplete result**, even if the other examination papers are written.
- The candidate will be given **three months after the release of results** to submit SBA and/or PAT/Language Oral marks. These results must be submitted by the subject advisers to the Directorate: Examinations Administration by no later than **08 March 2020**. Failure to submit the outstanding SBA, PAT and/or Language Oral marks within the stipulated time frame will result in the candidate having to repeat the entire subject.

4.3.2 Where the candidate did not complete any tasks at all and no valid reason was provided, insert "444" on the mark sheet. Such a candidate will receive an incomplete result and must repeat the entire subject.

- 4.3.3 **All subject corrections will be treated as irregularities.** Insert "888" in the mark column and submit a motivation and evidence (Grade 11 or Grade 12 Term 1 school report) with the completed **Annexure A** form. The decision with regard to the resulting of the learner will be taken by the Head of Education. **No subject changes will be allowed.**

5. **Candidates with speech and/or hearing barriers**

Candidates with speech and/or hearing barriers must, in lieu of the oral mark, receive a *pro rata* mark based on the marks they scored in their written work for the June and September 2019 examinations.

6. **Responsibility of principals regarding the completion of mark sheets**

Principals must ensure that all NSC candidates in their schools have been allocated the required SBA, PAT and Language Oral marks. Principals must sign the mark sheet after it has been completed by the teacher to ensure compliance with regard to the instruction in this minute.

7. **Responsibility of subject advisers regarding the moderation of mark sheets**

Subject advisers take full responsibility for the moderation process of the SBA, PAT and Language Oral components as well as ensuring compliance with regards to the moderation, the completion of mark sheets and the outstanding marks.

Mark sheets or Annexure A forms will **not** be accepted by the Directorate: Examinations Administration unless signed by the teacher, principal and subject adviser.

8. **Return date**

Assessment and examination coordinators must ensure that the completed mark sheets reach the Directorate: Examinations Administration by **31 October 2019**.

9. **Outstanding SBA, PAT and Language Oral marks**

Principals are requested **not to refer candidates with outstanding** SBA, PAT or Language Oral marks directly to the Western Cape Education Department (WCED) after the release of the results. The correct procedure for approaching the WCED about outstanding SBA, PAT or Language Oral marks is via the subject adviser at the relevant district office.

10. Principals are requested to provide a copy of this minute to Grade 12 coordinators and teachers.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2019-08-28



ANNEXURE A

Candidates listed on this form will be treated as IRREGULARITIES – NSC 2019

Kandidate wat op hierdie vorm gelys is sal as ONREËLMATIGHEDE hanteer word – NSS 2019

SUBJECT CORRECTIONS (attach a copy of the Grade 11 or Grade 12 Term 1 school report as evidence for each candidate)

VAKREGSTELLINGS (heg as bewys 'n afskrif van elke kandidaat se graad 11- of graad 12- kwartaal 1-skoolrapport aan)

SCHOOL/SKOOL: _____

CENTRE NO/SENTRUM NR.: _____

CANDIDATE NUMBER / KANDIDAAT SE NOMMER	SURNAME, FIRST NAME(S) VAN, VOORNAAM/ VOORNAME	DATE OF BIRTH GEBOORTEDATUM	INCORRECT SUBJECT / VERKEERDE VAK	CORRECT SUBJECT / KORREKTE VAK	PAPER / VRAESTEL	MAX MARK MAKS. PUNT			MODERATED MARK / GEMODEREERDE PUNT		
		TEACHER/ONDERWYSER		PRINCIPAL/PRINSIPAAL			MODERATOR				
NAME (PRINT) / NAAM (DRUKSKRIF)											
SIGNATURE / HANDTEKENING											
DATE SIGNED / DATUM VAN ONDERTEKENING											