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Enquiries: District Assessment Coordinators/Head Office Senior Curriculum Planners

Curriculum and Assessment Management Minute: 0009/2020

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Heads: Management and Governance, Deputy Chief Education Specialists, Circuit Managers, Subject Advisers and Heads of institutions in the General Education and Training (GET) band

Subject: Guidelines on the setting, administration and management of the 2020 end-of-year final school-based tests in Grades 4–9

1. The Department of Basic Education (DBE) provided the Western Cape Education Department (WCED) with National Assessment Circular 06 of 2020, dated 10 November 2020, in which guidelines are provided on the setting, administration, marking and moderation of the final school-based tests in Grades 4–9.
2. As indicated in WCED Circular 0018/2020, dated 03 August 2020, school-based tests will replace the final examinations in Grades 4–9 and the weighting of these tests will contribute 20% of the final subject mark. All the learners in a grade must write the same school-based test in a subject.
3. The DBE has provided guidelines for the mark allocation and duration of the test per subject and grade in **Annexure A** of National Assessment Circular 06 of 2020. The content of the school-based test must be based on work done during Terms 3 and 4 and must cover the fundamental content and skills of the revised Annual Teaching Plans of each subject.
4. The test must be moderated at school level by the departmental head with assistance, if necessary, from a subject head/senior subject teacher.

5. Schools should ensure that pre-moderation of the final test is done before being administered to the learners. Pre-moderation should focus on the quality of the test questions/items, balance of cognitive levels, correctness of marking guidelines, etc. Feedback must be provided to the teachers.
6. The school-based tests must be administered under formal controlled conditions considering COVID-19 protocols.
7. After the conduct of the tests, teachers of the same grade and subject should sample a few scripts and discuss the marking guidelines as a team to ensure that marking is standardised in the school.
8. Post-moderation must be conducted after the marking and will focus on the accuracy, fairness and correctness of marking. Feedback must be provided to the teachers as part of ongoing development.
9. Departmental heads must ensure that subject marks are captured correctly on the record sheets so that the promotion schedules are completed accurately. Learner reports must be generated based on the final approved and signed off promotion schedules.
10. Schools that make use of the WCED recording and reporting programmes for Grades 4–9 must capture the mark allocations for the school-based test as indicated in the guideline table in Annexure A of National Assessment Circular 06 of 2020. Please note that the totals reflected for Natural Sciences and Technology (Grades 4–6) and Natural Sciences (Grades 7–9) are maximum recommended totals.
11. Schools are reminded of the process for applying for accommodations/concessions as indicated in Assessment Management Minute 0001/2019, dated 28 January 2019.
12. Principals of schools offering Grades 4–9 are kindly requested to share the contents of this minute with all teachers.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2020-11-17