



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

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**TO: HEADS OF EXAMINATIONS
HEADS OF CURRICULUM
NATIONAL ALLIANCE OF INDEPENDENT SCHOOL ASSOCIATIONS (NAISA).
SCHOOL GOVERNING BODY ASSOCIATIONS
TEACHER UNIONS
UMALUSI
DISTRICT DIRECTORS
SCHOOL PRINCIPALS**

CIRCULAR E12 OF 2020

PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL PRACTICAL EXAMINATION IN DESIGN PAPER 2 AND VISUAL ARTS PAPER 2 NATIONAL SENIOR CERTIFICATE: NOVEMBER 2020 GRADE 12 EXAMINATIONS

1. The Department of Basic Education (DBE) wishes to draw your attention to procedures that should be adhered to during the conduct of the final practical examination for Design Paper 2 and Visual Arts Paper 2.
2. The 2020 final practical examination question paper for Design Paper 2 and Visual Arts Paper 2 will comprise of two sections namely:

Section A: Source Book/Workbook; and

Section B: The Artwork

3. The Practical Examination question paper should be delivered to all schools offering Design and/or Visual Arts by 13 July 2020. Provincial Education Departments (PEDs) must ensure that all learners offering Design and/ or Visual Arts have the question paper no later than 17 July 2020 to allow for learners to access and research information needed for Section A of the question paper. Learners must sign a register upon receipt of the question paper.

4. Learners must complete sufficient research and collate all appropriate material for Section A of the Practical Examination question paper during the last 3 weeks of Term 2 and in Term 3. Section A may be administered during teaching time or after hours.
5. Section A of the Practical Examination must be completed prior to the start of Section B of the Practical Examination.
6. Section B should be completed by 23 October 2020.
7. Section B of the Practical Examination must be completed under examination conditions during the stipulated period, not after hours or during weekends. It is proposed that block sessions of 4 - 6 hours be arranged over a number of days until all learners have completed their Artwork or the allocated 24 hours expire. Internal arrangements must be made at each school to accommodate the technical procedures that specific art disciplines may require, for example, Ceramic.
9. PEDs must ensure that schools appoint invigilators in addition to the Design and Visual Arts teacher to ensure that Section B is done at school and under strict controlled conditions.
10. Candidates may not be left on their own while working on Section B, neither are they allowed to take incomplete Artwork/Practical home. All incomplete Artwork/Product must be kept at school until the next scheduled session.
11. PEDs are advised to request each school offering Design and /or Visual Arts to submit the scheduled times for the administration of Section B to the Head of Examinations in the Province. PEDs are also expected to develop a plan to monitor the conduct of these practical examinations based on the schedules submitted by schools.
12. The consolidated schedule for the conduct of Section B for all schools offering Design and/or Visual Arts together with the PEDs plan to monitor the administration of these examinations should be forwarded to the DBE by 11 September 2020 for the attention of Ms NE Nobongoza: Telephone (012) 357 3598; Fax: (012) 323 0604, E-mail: Nobongoza.E@dbe.gov.za to enable the DBE to arrange for provincial monitoring.
13. In 2020, in order to ensure standardised marking, a national marking guideline standardisation meeting will be convened prior to the marking of the Design and/ or Visual Arts practical Examinations.

14. The marking guideline standardisation meetings will be held in Pretoria as follows:

SUBJECT	MARKING GUIDELINE STANDARDISATION DATES
Design Paper 2	07 – 08 September 2020
Visual Arts Paper 2	10 – 11 September 2020

15. PEDs must ensure that all Practical Examinations are marked and moderated timeously. Provinces will schedule dates for marking and moderation. PEDs must submit their marking and moderation plans to the DBE to indicate how the external marking and moderation of the Practical Examinations will be organised and implemented this year. Should an alternate modality be implemented to replace the conventional face-moderation/onsite moderation at a school, the PED must indicate what the modality is and how the moderation will be conducted, how the confidentiality of the learners' marks will be assured at schools. Since there is no remarking of Practical Examinations, PEDs are required to outline the Appeal Process that will be implemented to ensure the integrity and fairness of the Practical Examinations. However, marking and moderation must be completed by 20 November 2020.

16. If there are any queries regarding the conduct of practical examinations for Design Paper 2 and/ or Visual Arts Paper 2, these should be directed to Ms P Ogunbanjo: Telephone (012) 357 3909; Fax: (012) 323 6878, E-mail: Ogunbanjo.P@dbe.gov.za.

17. Your co-operation in this matter is greatly appreciated.



DR MJ MABOYA

DEPUTY DIRECTOR-GENERAL: CURRICULUM POLICY, SUPPORT AND MONITORING

DATE: 24/06/2020