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Assessment Management Minute: 0006/2020

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

SUBJECT: COMMON FINDINGS DURING PROVINCIAL MODERATION OF SCHOOL BASED ASSESSMENT IN GRADE 12

1. Moderation of School Based Assessment (SBA) is the process of ensuring the validity of the assessment instruments, fairness of the assessment processes and the reliability of assessment decisions by all teachers according to agreed standards.
2. SBA constitutes 25% of the final promotion mark in all subjects offered in the National Senior Certificate (NSC). In subjects with a practical component and the Languages, the assessment conducted by the teacher amounts to more than 25%. In the case of Life Orientation, SBA counts 100%. The composition of SBA for each subject is set out in the Curriculum and Assessment Policy Statement.
3. Moderation of SBA must be conducted at school, district, provincial and national levels to ensure credibility of the SBA mark and integrity of assessment at each school.
4. In 2019, the Western Cape Education Department conducted provincial moderation of Grade 12 SBA in Accounting, Business Studies, Economics, Life Sciences, Geography, Mathematics, Mathematical Literacy, Physical Sciences, Life Orientation, Consumer Studies, English First Additional Language and Computer Applications Technology.

5. Sampling was done from the list of schools that had an average SBA mark of 15% and more above the average adjusted examination mark and schools with an average SBA mark of below 5% of the average adjusted examination mark in subjects in the previous NSC examinations. Schools that had a pass rate of below 60% in sampled subjects in November 2019 were also included in the provincial sample.
6. The provincial moderation was conducted by subject officials from districts and Head Office. Moderation reports were sent to all districts so that subject advisers could mediate them with teachers.
7. Attached to this minute as **Addendum A**, is a summary of common areas of concern that were identified during the 2019 moderation of sampled subjects.
8. Principals are requested to ensure that departmental heads/subject leaders at their schools discuss the findings with all relevant subject advisers and teachers to ensure that recommendations are implemented and, in so doing, assessment practice is improved.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2020-07-16