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Assessment Management Minute: 0017/2020

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

Subject: Administration of the Common Assessment Task (CAT) for Grade 12 Life Orientation (LO) in 2020

1. The *Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate Examinations*, published in *Government Gazette* No. 37651 of 16 May 2014, make provision for a final promotion mark for Life Orientation (LO), based on internal assessment, which must be moderated externally, as well as a Common Assessment Task (CAT) that is set and moderated externally.
2. This minute, therefore, informs schools of the procedure to be followed in the administration of the CAT for LO in 2020.
3. The CAT for LO is part of the final promotion mark in Grade 12 and, therefore, all Grade 12 learners must write it.
4. The date for the writing of the CAT for LO is **19 October 2020**, from **09:00 to 11:00**. Any deviation from this date and time will be regarded as a serious irregularity.
5. The CAT for LO will consist of a two-hour paper, totalling 80 marks.
6. The Western Cape Education Department (WCED) has printed question papers for the CAT for LO for all Grade 12 learners in the province, according to the final registration data.
7. The WCED also supplied folio pages that can serve as an answer book.

8. **Procedures to follow before the writing of the CAT for LO**

- 8.1 The question papers and folio pages will be packed and sealed in the black Smartlock (SL) canvas bags. The black SL canvas bags are in turn sealed in a cardboard box.
- 8.2 Upon receipt of the question papers, the principal must sign to acknowledge that they have received the question papers.
- 8.3 The principal must open the cardboard boxes immediately, in his/her office or in a secure area and remove the sealed black SL canvas bags from the cardboard boxes.
- 8.4 After verifying that the correct number of question papers has been received, the black SL canvas bags with the question papers and folio pages must be stored in the safe/strong room until the examination starts on 19 October 2020.
- 8.5 The principal must ensure that the examination session is downloaded onto the Glam Smart key.

9. **Removal of the question papers on the day of the examination**

- 9.1 Ensure that the Glam Smart key is fully charged before 19 October 2020 and receives both GMS network and GPS signals.
- 9.2 On the day of the examination, 19 October 2020, the principal must open the black SL canvas bags and the question papers **an hour before** the start of the examination session.
- 9.3 The black SL canvas bags must be opened in the principal's office.
- 9.4 The outer bag with the question papers must be taken to the writing venue. Both the outer and inner bag, with the question papers, must be opened in the writing venue.
- 9.5 Please cut carefully on the line indicated, when opening the outer bag with the question papers, as the same bag must be reused to seal the answer scripts.
- 9.6 The principal must lock the empty black SL canvas bags with the electronic seal immediately after **the question papers have been removed from the SL bags**.
- 9.7 The **empty** black SL canvas bags must again be placed and secured inside the grey and blue return bag for courier collection.
- 9.8 The courier return bag must be stored in the school's safe/strong room until the courier collects the bags from 22 to 30 October 2020.

10. **Conduct of the examination**

- 10.1 The CAT for LO must be written as per regulations pertaining to the conduct of the National Senior Certificate examinations.
- 10.2 Learners may write their names on the first page of the folio book.
- 10.3 The names of learners who gave valid reasons for why they were absent when the examination was written, must be recorded on the CEMIS functionality for **Life Orientation Absenteeism** after the completion of the examination.
- 10.4 **If no learner was absent for the examination, it must also be indicated as such on the CEMIS functionality for Life Orientation Absenteeism.**
- 10.5 It is essential that documentary proof of valid reasons for being absent must be kept on file at the school and must be made available to Head Office and the district office on request.
- 10.6 "Valid reasons" for being absent in this context include:
- (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; or
 - (d) any other reason as may be accepted as valid by the head of the assessment body or his/her representative.

11. **Sealing and storing of answer scripts after the examination**

- 11.1 After the writing of the CAT for LO, the answer scripts must be sealed in the same outer bag used for sealing the question papers.
- 11.2 The sealed outer bag with the answer scripts must then be placed inside the scripts inner bag (green scripts bag) and stored in the safe/strong room of the school until marking commences. **The CAT for LO answer scripts must not be sent to Head Office.**
- 11.3 The **answer scripts must not be sent to Head Office**; therefore, the principal must lock the empty black SL canvas bags with the electronic seal immediately after **the question papers have been removed from the SL bags.**

12. **Marking guideline discussions**

- 12.1 National, provincial and district marking guideline discussion meetings will take place during October 2020. Schools will receive the arrangements for the final marking guideline discussion via email.
- 12.2 Scripts may only be removed from the strong room after district marking guideline discussion meetings have been concluded.

13. **Marking of the CAT for LO**

- 13.1 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.
- 13.2 The marking process will commence on 05 November 2020 and must be concluded by 12 November 2020.
- 13.3 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.

14. **Moderation of learner evidence**

- 14.1 At least ten per cent of the marked scripts should be moderated by a senior teacher or departmental head.
- 14.2 The Subject Adviser for LO must moderate a sample of scripts from selected schools.
- 14.3 Provincial moderation of the CAT for LO will be conducted during November 2020.

15. **Capturing of marks for the CAT for LO**

- 15.1 Schools have the option of either completing the Grade 12 electronic subject record sheets for Life Orientation which are available to download from CEMIS and are referred to as "Option 1" or to complete and submit the printed hard copy mark sheets which are referred to as "Option 2".
 - 15.2 Should the school use Option 2, two separate mark sheets will be issued to schools for the recording of the CAT for LO marks. One mark sheet will be used for capturing the CAT marks (80 marks) and the other one will be used for capturing the school-based assessment (SBA) marks (320 marks). Schools will have to convert their SBA marks from 240 to 320 before capturing it on the mark sheet.
16. Principals are kindly requested to make the necessary arrangements for the conduct of this assessment.

17. Kindly bring this information to the attention of all Grade 12 LO teachers and learners.

SIGNED: H MAHOMED

ACTING DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2020-10-13