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File number: 13/2/2/2/25
Enquiries: C Klopper

Assessment Management Minute: 0019/2020

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

Subject: Administration of the writing of the supplementary Common Assessment Task for Grade 12 Life Orientation in 2020

1. The Common Assessment Task (CAT) for Life Orientation (LO) was written on 19 October 2020 as per Assessment Management Minute 0017/2020, dated 13 October 2020.
2. Learners who did not write the CAT for LO on 19 October 2020 due to a valid reason, will be allowed to write the supplementary CAT for LO that is scheduled for **20 November 2020** from 14:00 to 16:00.
3. "Valid reasons" in this context include the following:
 - (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 or her representative.
4. The documentary evidence pertaining to any of the above valid reasons must be kept on file at the school and be made available to Head Office or the district on request.

5. **Administration of the supplementary CAT for LO**

- 5.1 Principals are kindly requested to make the necessary arrangements for the conduct of this assessment and must ensure that their school complies with all conditions and rules relating to the National Senior Certificate (NSC) examinations.
- 5.2 Question papers for the supplementary CAT for LO will only be supplied to schools that have indicated absent learners on 19 October 2020. Supplementary question papers will be provided to schools on or before 20 November 2020.
- 5.3 Learners who do not write the CAT for LO or the supplementary CAT for LO in 2020 will receive an incomplete result for LO. These learners will have to repeat the subject, including the School-based Assessment (SBA) and the CAT for LO. It is therefore important that schools timeously inform learners who were absent on 19 October 2020 to write the supplementary CAT for LO.

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

- 6.1 District offices will provide marking guidelines for the supplementary CAT for LO to schools. The district offices will also ensure that the marking of the supplementary paper is moderated internally at schools as well as externally by the relevant district office.
- 6.2 The marking of the supplementary 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.
- 6.3 The marking process will commence when the marking guidelines are received. No marking guideline discussion will take place. LO subject advisers can be contacted with any queries regarding the marking guideline for the supplementary CAT for LO.
- 6.4 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.
- 6.5 If a school chose Option 1 for the recording of the SBA marks, the marks for the supplementary CAT for LO will be recorded on the existing LO subject recording sheets. The marks can be captured on the electronic recording sheet if the school has not uploaded the subject recording sheet for moderation and signed off yet. If the recording sheet has been uploaded and signed off by the school, Annexure A must be used to submit the marks for the supplementary CAT for LO manually.
- 6.6 If a school chose Option 2 for the recording of the SBA marks, the marks for the supplementary CAT for LO will be captured manually on the mark sheets.

7. Any queries with regards to the writing of the supplementary CAT for LO must be directed to Mr Christiaan Klopper by phone at 021 467 2075 or via email at Christiaan.Klopper@westerncape.gov.za
8. Kindly bring this information to the attention of all Grade 12 Life Orientation teachers and learners.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2020-11-16