



Reference: 20200930-8339

File no.: 13/9/2

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Examinations Administration Minute: 0008/2020

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

Subject: November 2020 National Senior Certificate (NSC) examinations: Completion of School-Based Assessment (SBA), Practical Assessment Tasks (PAT) and Language Oral mark sheets

1. This minute must be read in conjunction with Circular 0018/2020, dated 03 August 2020, the *Guidelines for the implementation of Annual Teaching Plans (ATP), minimum core content, assessment and quality assurance of the amended 2020 school-based assessment for all grades*, which summarises the SBA requirements for Grades 10 - 12. Circular 0018/2020 stipulates that all Grade 12 candidates must comply with the School-Based Assessment (SBA) and Examination/Summative Assessment requirements prescribed in the revised ATP (2020).
2. In cases where a parent/caregiver or a designated family member applied for the full or partial exemption of a Grade 12 candidate from school attendance for the duration of the national state of disaster, the candidate must also comply and complete all SBA requirement in consultation with the school.
3. In order to reduce the administrative burden on teachers, the electronic subject record sheets for Grade 12 have been amended to accommodate the SBA amendments.
4. Schools have the option of either completing the Grade 12 electronic subject record sheets which are available to download from CEMIS and will be referred to as "**Option 1**" or to complete and submit the printed hardcopy mark sheets which will be referred to as "**Option 2**".

5. **Option 1: Electronic Subject Record Sheets and Electronic Data Submission**
- 5.1 **Process to follow when downloading, generating subject record sheets and completing the electronic version for submitting SBA, PAT and Language Oral marks**
- 5.1.1 The Grade 12 subject record sheets and data file are located on CEMIS under the menu: Reports Recording Sheets Grade12 Download.
- 5.1.2 The process to download the Grade 12 subject record sheets is the same as for Grades 8 - 9 (see the **Grade 12 Help file** located on CEMIS, just below the menu mentioned above).
- 5.1.3 Once all the subject files and data file have been downloaded and subject record sheets generated, it can be made available to teachers for the capturing of marks.
- 5.1.4 The subjects managed through the Independent Examination Board will not have an electronic subject record sheet available for download in 2020. These subjects will be managed through the normal process indicated in **Option 2**.
- 5.2 **Capturing of marks on record sheets**
- 5.2.1 The new Grade 12 subject record sheets have been developed in line with **Annexure A** from DBE Circular E1, dated 15 July 2020 (contained in Western Cape Education Department (WCED) Circular 0018/2020).
- 5.2.2 The 2020 Grade 12 mid-year examination tasks have already been omitted from the SBA mark calculation by making use of the “**skip**” functionality (this cannot be changed).
- 5.2.3 Marks from the original subject record sheets can either be recaptured or copied and pasted (use Copy and Edit, Paste Special, select values to ensure that the formatting does not change) from the original source. Care must be exercised to ensure that the transferred marks match the names on the new record sheets.
- 5.3 **Outstanding SBA, PAT and Language Oral marks**
- 5.3.1 The new Grade 12 subject record sheets have the same functionality as the Grades 8 - 9 recording and reporting programmes with indicators to cater for different kinds of absenteeism. A mark or indicator **must be awarded to each candidate whose name appears on the subject record sheet**.

5.3.2 The new Grade 12 subject record sheets cater for both **valid** and **invalid absenteeism**. Data validation will ensure that only a mark between zero ("0") and the maximum mark is allowed OR any one of the categories below can be captured. Simply type the first letter/s for absence (see table below) to be captured:

Capture	Display	Reason
a or ab	A: Abs	for any absence with a valid reason (Abs. Valid)
e or exit	A: Exit	for a learner who is deregistered from this school
n or new	A: New	for a new learner without any previous marks
x or X	X: Abs	for any absence without a valid reason (Abs. Invalid)
i or irr	X: Irr	if the mark is withheld due to an irregularity

5.3.3 In cases where a valid absence (**A: Abs**) is captured, an automatic recalculation of the SBA/PAT/Oral marks will be performed (the same applies where **A: New** or **Skip** is captured). Where an invalid absence (**X: Abs**) is captured, the learner will be awarded a zero ("0") for that task (this includes cases where **X: Irr** is captured). Where a learner appears on the subject record sheet, but has been deregistered from the school, an **A: Exit** must be captured for all the remaining tasks. The result will indicate an **Exit** on the subject record sheet for this category.

5.4 **Learners not appearing on the subject record sheets**

5.4.1 **All subject corrections will be treated as irregularities.** Capture an **A: Exit** for all tasks and submit a motivation and evidence (Grade 11 or Grade 12 Term 1 school report) with the completed **Annexure A** form. The decision regarding the results of the learner will be taken by the Head of Education. **No subject changes will be allowed.**

5.4.2 The normal manual procedure of completing **Annexure A** attached to this minute will apply to ALL cases that fall into this category. The **Annexure A** forms must be submitted to the subject adviser.

5.4.3 **Annexure A** forms will not be accepted by the Directorate: Examinations Administration unless signed by the teacher, principal and subject adviser.

5.4.4 Assessment and examination coordinators must ensure that the completed **Annexure A** forms reach the Directorate: Examinations Administration by **23 November 2020**.

5.5 **Process for the electronic submission of the final Oral/PAT marks**

5.5.1 The school is NOT required to **export and upload the moderated marks** at this stage. This will only be done once ALL the marks have been captured.

5.5.2 Where the moderation process for the Oral and/or PAT marks is not yet completed, the Excel subject record sheets containing the final Oral/PAT marks must be emailed to the relevant subject adviser (no export and upload must be completed).

5.5.3 The subject adviser will use the electronic subject record sheet to assist the moderation process and the final Oral/PAT moderated marks will be captured on the subject record sheet by the subject adviser.

5.5.4 The subject adviser must return the Excel subject record sheet to the school with the captured moderated Oral/PAT marks visible.

5.6 **Process for the electronic submission of the final SBA marks**

5.6.1 The process followed is the same as that for the submission of term performance data for Grades 8 - 9 (see the **Grade 12 Help file** located on CEMIS for further details).

5.6.2 An Export text file must be generated for each subject record sheet once **ALL** the SBA marks for the entire grade have been captured. The text file will be in an "Export" sub folder in the same location where the file has been saved.

5.6.3 The Export text files for each subject must then be uploaded via CEMIS.

5.6.4 **Once the Export file for a subject has been uploaded, the school MUST email the same Excel Subject Record Sheet used to generate the Export file to the subject adviser responsible for that subject. The same process must be followed for each subject record sheet for which an Export file was generated and uploaded via CEMIS.**

5.6.5 This Excel file will be used for moderation purposes by the subject adviser (no printed hard copy is required for submission).

5.6.6 **The school must retain the electronic copies of the Excel subject record sheets for audit purposes.**

5.7 **Electronic process for the capture of SBA moderation marks**

5.7.1 Once the moderation process is completed by the subject adviser, the final moderated marks will be captured by the subject adviser via EduInfoSearch (EIS).

5.7.2 As soon as the subject adviser has captured the moderated marks and signed off the process, no further uploads will be permitted from the school. The subject adviser must retain the electronic copy of the moderated Excel subject sheets for audit purposes.

5.7.3 The school will be able to view the final SBA/PAT/Oral marks and moderated marks for each subject via CEMIS.

5.7.4 The school will not be required to complete the hard copy SBA mark sheets manually if they choose Option 1 and make use of the Grade 12 subject record sheets and electronically submit the subject SBA marks via CEMIS.

6. **Option 2: Printed SBA, PAT and Language Oral Mark Sheets**

6.1 The printed mark sheets for the SBA, PAT and Language Oral assessments will be delivered to schools by **05 October 2020**.

6.2 **Receipt of the printed hard copy**

6.2.1 On receipt of the printed hard copy mark sheets, principals must ensure that all the required subject mark sheets for their school, reflecting the candidates per subject, have been received.

6.2.2 The following subject mark sheets will not be sent to schools but will be delivered directly to the Senior Curriculum Planners at Head Office:

TECHNICAL SUBJECTS	PRACTICAL SUBJECTS
Electrical Technology: Digital Systems Electronics Power Systems Mechanical Technology: Automotive Fitting and Machining Welding and Metal Work Civil Technology: Civil Services Construction Woodworking Engineering and Technology: Engineering Graphics and Design	Dance studies Design Dramatic Arts Visual Arts Music Trinity Music Unisa Music

6.2.3 Only one copy of each printed mark sheet will be provided for completion. Therefore, it is vital that copies of mark sheets are made by the school and subject advisers after moderation and kept at the school and district for record purposes.

6.2.4 Schools need to ensure that the printed mark sheets are completed and made available to subject advisers on the day of moderation. Subject teachers must fill in only the **non-moderated** mark in the "Mark" column.

6.2.5 Only after the final moderation of each subject should moderated marks be accurately transferred to the “Mod” column on the printed SBA mark sheets by subject advisers.

6.2.6 Should the school only receive the printed mark sheets after the moderation process has been completed, the necessary arrangements must be made with subject advisers for the completion and signing off of mark sheets.

6.3 Awarding of SBA, PAT and Language Oral marks

6.3.1 A mark **must** be awarded to each candidate whose examination number appears on the mark sheet.

6.3.2 This also applies to candidates who:

- were expelled or temporarily suspended from school;
- have applied for a change of centre;
- were absent for a prolonged period during the year;
- were absent on the day of moderation;
- opted to learn from home;
- are registered for a subject at another school or centre, e.g. art centre; or
- are registered as repeaters/part-time candidates.

6.4 Outstanding SBA, PAT and Language Oral marks (candidates who were absent and those with no SBA, PAT and Language Oral marks)

6.4.1 If a learner fails to present **a component or components** of the SBA, PAT or Language Oral during the year, and **valid reasons** are provided, the learner should be allowed another opportunity to be assessed in the assigned tasks or the learner must submit outstanding work before the commencement of the final end-of-year examination **on 05 November 2020**. If this is not possible, the mark for that component or components of the SBA, PAT and/or Language Oral **should not** be taken into consideration and the maximum mark, in this particular case, must be recalculated based on the remaining number of completed tasks (refer to **Table 1**).

Table 1: Valid reason (SBA, PAT and Language Oral components of subject with learner's marks):

	Component 1	Component 2	Component 3	Component 4	Component 5	Component 6	Component 7
Max. marks	5	5	30	20	40	40	40
Learner	4	Did not offer (valid reason given)	16	Did not offer (valid reason given)	20	15	12

$$\begin{aligned} \text{SBA mark} &= (4+16+20+15+12) / (5+30+40+40+40) \\ &= 67/155 \\ &= 43\% \text{ or } (43/100) \end{aligned}$$

6.4.2 A “**valid reason**” in this context includes the following:

- illness, supported by a valid medical certificate, issued by a registered medical practitioner;
- humanitarian reasons, such as the death of an immediate family member supported by a death certificate;
- the learner appearing in a court hearing, which must be supported by written evidence; or
- any other reason as may be accepted as valid by the head of the assessment body or his/her representative.

6.4.3 The evidence of such valid reasons must be included with the evidence of learner performance during the moderation session.

6.4.4 If a learner fails to present **a component or components** of the SBA, PAT and Language Oral, **without a valid reason**, the learner must submit the outstanding work before the commencement of the final end-of-year examination on **Thursday, 05 November 2020**.

If this is not possible, the learner must be awarded a zero mark (“0”) for that component or components of the SBA, PAT and Language Oral. In this case, the maximum mark must be calculated as indicated below (refer to **Table 2**).

Table 2: No valid reason (SBA, PAT and Language Oral components of subject with learner’s marks):

	Component 1	Component 2	Component 3	Component 4	Component 5	Component 6	Component 7
Max. marks	5	5	30	20	40	40	40
Learner	4	Did not offer (no valid reason given)	16	Did not offer (no valid reason given)	20	15	12

$$\begin{aligned} \text{SBA mark} &= 4+0+16+0+20+15+12) / (5+5+30+20+40+40+40) \\ &= 67/180 \\ &= 37\% \text{ or } (37/100) \end{aligned}$$

6.5 **The following scenarios need to be emphasised regarding the completion of the mark sheets**

6.5.1 Where a candidate did not complete **any tasks at all**, but provided a **valid reason**, insert **“999”** on the mark sheet. Evidence of valid reason(s) must be provided to the subject advisers at the moderation session and forwarded to the Directorate: Examinations Administration.

Implications of “999”

- The candidate will receive an **incomplete result**, even if the other examination papers are written.
- The candidate will be given **until 15 March 2021** to submit SBA and/or PAT/Language Oral marks. These results must be submitted by the subject advisers to the Directorate: Examinations Administration by no later than **31 March 2021**. Failure to submit the outstanding SBA, PAT and/or Language Oral marks within the stipulated time frame will result in the candidate having to repeat the entire subject.

6.5.2 Where the candidate **did not complete** any tasks at all and **no valid** reason was provided, insert **“444”** on the mark sheet. Such a candidate will receive an incomplete result and must repeat the entire subject.

6.5.3 **All subject corrections will be treated as irregularities.** Insert **“888”** in the mark column and submit a motivation and evidence (Grade 11 or Grade 12 Term 1 school report) with the completed **Annexure A** form. The decision regarding the results of the learner will be taken by the Head of Education. **No subject changes will be allowed.**

6.6 **Candidates with speech and/or hearing barriers**

Candidates with speech and/or hearing barriers must, in lieu of the oral mark, receive a *pro rata* mark based on the marks they scored in their written formal assessments.

6.7 **Responsibility of principals regarding the completion of mark sheets**

Principals must ensure that all NSC candidates in their schools have been allocated the required SBA, PAT and Language Oral marks. Principals must check and sign the mark sheet after it has been completed by the teacher to ensure compliance regarding the instruction in this minute.

6.8 **Responsibility of subject advisers regarding the moderation of mark sheets**

Subject advisers take full responsibility for the moderation process of the SBA, PAT and Language Oral components as well as ensuring compliance with regards to the moderation, the completion of mark sheets and the outstanding marks.

Mark sheets or **Annexure A** forms will **not** be accepted by the Directorate: Examinations Administration unless signed by the teacher, principal and subject adviser.

6.9 **Return date**

Assessment and examination coordinators must ensure that the completed mark sheets reach the Directorate: Examinations Administration by **23 November 2020**.

7. **Outstanding SBA, PAT and Language Oral marks**

Principals are requested not to refer candidates with outstanding SBA, PAT or Language Oral marks directly to the WCED after the release of the results. The correct procedure for approaching the WCED about outstanding SBA, PAT or Language Oral marks is via the subject adviser at the relevant district office.

8. Principals are requested to provide a copy of this minute to Grade 12 Subject Heads/ Coordinators and Teachers.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2020-10-05