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Assessment Management Minute: 0007/2021

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: Examination practice for Grades 10-12

1. Due to the rotation of classes at most schools, learners in all grades at these schools are adversely affected by the loss of contact time for learning and assessment.
2. The Annual Teaching Plans (ATPs) and Programme of Assessment (POA) make provision for the administration of controlled tests for the mid-year assessment for Grades 10 and 11. The administration of controlled tests is mandatory since it allows for the continuation of teaching and learning.
3. Many principals have voiced their concern regarding the lack of examination practice for learners.
4. It is a well-established fact that the lack of examination practice has an adverse effect on adequate learner preparation, examination practice and performance of learners.
5. The Western Cape Education Department is thus of the view that schools should prepare a programme for examination practice suited to the conditions at their schools for Grades 10 and 11 learners.

- 5.1 Schools may administer examinations in Term 2 to provide learners in Grades 10 and 11 with examination practice, provided that the conduct of the examination does not compromise teaching time. Principals and teachers may use their discretion in the selection of subjects.
- 5.2 Where schools wish to adapt the format of controlled tests for Grades 10 and 11, to provide examination practice, the weighting for the examination in a subject must be the same as the weighting assigned to the controlled test for the subject.
- 5.3 Permission to conduct the examination must be requested from the District Director; a suitable motivation must be provided, and maximum utilisation of teaching time has to be guaranteed.
6. Should a school wish to conduct a mid-year examination for Grade 12 learners, the results of such an examination cannot form part of the School-based Assessment marks as the ATPs and the POA do not make provision for a mid-year examination for Grade 12.
7. Principals are kindly requested to bring the contents of this minute to the attention of all learners, teachers, and parents of Grades 10-12 learners.

SIGNED: H MAHOMED

ACTING DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2021-05-31