



Reference: 20210804-4811  
File no.: 13/7/1/2  
Enquiries: M Combrink

Assessment Management Minute: 0012/2021

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

**Subject: Guidelines on the administration of the Tourism Practical Assessment Task for the 2021 National Senior Certificate examinations**

## 1. Introduction

Practical Assessment Tasks (PATs) have been developed in the subjects that have a practical component. These PATs are part of the assessment requirements for the 2021 National Senior Certificate examinations as stipulated in the *Curriculum and Assessment Policy Statement (CAPS)*.

## 2. The 2021 Tourism PAT

- 2.1 The format of the 2021 Tourism PAT changed in line with the *Abridged Section 4 Grade 12 CAPS Amendments* (January 2021). The *Teacher Guidelines* for the Tourism PAT were made available to schools earlier this year.
- 2.2 Teachers will be part of a mediation session organised by the Western Cape Education Department on the administration of the PAT and how to prepare candidates for the writing sessions.
- 2.3 Principals and heads of department responsible for Tourism must ensure that the teachers of Tourism use the *Teacher Guidelines (Mediation and Information)* to prepare the candidates adequately for the undertaking of the 2021 Tourism PAT.

### 3. **The administration of the Tourism PAT**

- 3.1 The Tourism PAT will reach the schools in the week of 10-12 August 2021 and must immediately be stored in the school safe until 16 August 2021.
- 3.2 Depending on which two days the school will administer the Tourism PAT, the container holding day 1 PAT and resource pack **may only be opened on the first day** and the PAT for day 2 must then be opened on the day after the first day.
- 3.3 The PAT will be administered from 16-27 August 2021 during school hours under **controlled** conditions. Controlled conditions imply that the writing of the PAT must take place at the school, during the scheduled times and under the supervision of an invigilator appointed by the principal. The teacher/s of Tourism cannot serve as an invigilator.
- 3.4 The PATs for day 1 will be dispatched with folio pages and the PATs for day 2 will be dispatched with old Adult Education and Training Level 4 (AET L4) answer books for the learners to complete the PAT. The AET L4 answer book has a pink cover. Before the learners start writing the PAT for day 2, the pink cover must be removed from the AET L4 answer book and the answer book has to be used as folio pages.
- 3.5 The time allocated for the PAT is eight hours, broken down into two four-hour sessions. The two four-hour sessions must be scheduled over **two consecutive** days. Break time in-between sessions is to be implemented at the discretion of the school.
- 3.6 Candidates must report to school on both days scheduled for the Tourism PAT.
- 3.7 Candidates not attending the PAT writing session (with or without a valid reason) will be dealt with in accordance with the *Regulations on the Conduct, Administration and Management of the National Senior Certificate examinations* published in *Government Gazette* No. 37651 of 16 May 2014.

### 4. **The writing of the PAT**

- 4.1 The PAT consists of two parts, **day one** and **day two**, and includes a resource pack. The resource pack will only be handed out during the respective writing sessions.
- 4.2 Each candidate must receive their own copy of the PAT and the resource pack. Candidates will receive the PAT for day one on the first day and the PAT for day two on the second day of the writing sessions.
- 4.3 The same resource pack will be used for the writing sessions on both days. The completed PAT for each day and the resource pack must be collected at the end of each writing session.

- 4.4 Upon receiving the PAT package for the day, candidates must ensure that all pages are included. Candidates should spend ten minutes to read the instructions and become familiar with the content of both documents.
- 4.5 Only resources and addenda provided in the official resource pack may be used. Candidates will **not** be allowed to bring any other resources into the venue. No electronic equipment (computers, laptops, cell phones, internet access) is allowed for the writing of the PAT.
- 4.6 The PAT for each day must be completed on the day scheduled. No extra time will be granted, except where concessions are awarded to candidates with special needs.
- 4.7 All PATs must be handwritten, except for candidates who have applied for a concession.
- 4.8 Sharing of stationery will not be allowed in the writing venue.
- 4.9 The Tourism teacher should be present at school on the days the PAT is written to provide clarity and guidance, when required. There should be one invigilator for every 30 candidates.
5. Principals and district officials are requested to bring the contents of this minute to the attention of staff, parents and learners.

**SIGNED:** H MAHOMED

**ACTING DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2021-08-10