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Examinations Administration Minute: 0012/2021

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 2021 National Senior Certificate (NSC) examinations: Completion of School-Based Assessment (SBA), Practical Assessment Task (PAT) and Language Oral mark sheets**

1. This minute must be read in conjunction with Circular 0044/2021, dated 20 July 2021.
2. In cases where a parent/caregiver or a designated family member applied for the full or partial exemption of a Grade 12 learner from school attendance for the duration of the national state of disaster, the learner must comply and complete all SBA requirements in consultation with the school.
3. To reduce the administrative burden on teachers, the electronic subject record sheets for Grade 12 have been amended to accommodate SBA amendments.
4. Schools must complete Grade 12 electronic subject record sheets for all full-time and part-time learners, which are available for download from CEMIS. Where subject corrections were requested by the school in August 2021, it is important to download the corrected subject record sheets from CEMIS.

## 5. **Electronic subject record sheets and electronic data submission**

### 5.1 **Process to follow when downloading and generating subject record sheets, and completing the electronic version for submitting SBA, PAT and Language Oral marks**

5.1.1 Grade 12 subject record sheets and data files are located on CEMIS under the menu: Reports – Recording Sheets – Grade 12 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 files have been downloaded and subject record sheets generated, it can be made available to teachers for the capturing of marks.

5.1.4 Subjects managed through the Independent Examination Board (IEB) will not have an electronic subject record sheet available for download in 2021. These subjects will be managed through the usual printed mark sheet process.

### 5.2 **Capturing of marks on record sheets**

5.2.1 Grade 12 subject record sheets have been developed in line with **Annexure A** of Department of Basic Education Circular S10 of 2021, dated 28 May 2021 (as referred to in Circular 0044/ 2021, dated 20 July 2021).

5.2.2 Version 2 subject record sheets have been available on CEMIS since the start of Term 3. No recapturing of marks is required as the existing data can be imported into the new version.

### 5.3 **Outstanding SBA, PAT and Language Oral marks**

5.3.1 Grade 12 subject record sheets have the same functionality as the Grades 8–9 recording and reporting programmes with indicators to cater for different categories of absenteeism. A mark or indicator **must be awarded to each learner whose name appears on the subject record sheet.**

5.3.2 The 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
<b>a</b> or <b>ab</b>	<b>A: Abs</b>	For any absence with a valid reason (Abs. Valid)
<b>e</b> or <b>exit</b>	<b>A: Exit</b>	For a learner who is deregistered from the school

<b>n or new</b>	<b>A: New</b>	For a new learner without any previous marks
<b>x or X</b>	<b>X: Abs</b>	For any absence without a valid reason (Abs. Invalid)
<b>i or irr</b>	<b>X: Irr</b>	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 and Language Oral marks will be performed. 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. Schools must supply evidence that the candidate was deregistered.

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

5.4.1 **All subject corrections will be treated as irregularities.** Capture an **A: Exit** for all tasks for the subject not offered by the learner and submit a motivation and evidence (Grade 11 or Grade 12 Term 1 school report) with the completed **Annexure A** form. A decision regarding the results of the learner will be taken by the Head of Education.

5.4.2 The usual manual procedure of completing **Annexure A** (attached to this minute) will apply to ALL cases that fall into this category. **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 completed **Annexure A** forms reach the Directorate: Examinations Administration by **29 October 2021**.

5.4.5 Assessment and examination coordinators and subject advisers must monitor compliance of record sheet completion via EduInfoSearch reports.

#### 5.5 **Process for the electronic submission of final SBA marks**

5.5.1 The process followed is the same as that for the submission of term performance data for Grades 8–9 (see the **Grade 12 Moderation Process Guide** on CEMIS for further details).

5.5.2 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" subfolder in the same location where the file has been saved.

5.5.3 The export text files for each subject must then be uploaded **and signed off by the principal** via CEMIS.

## 5.6 **Process for the electronic submission of final PAT/Language Oral marks**

5.6.1 The school can export and upload the marks once PAT/Language Oral marks have been captured.

5.6.2 An export text file must be generated for each subject record sheet once **ALL** the PAT/Language Oral marks for the entire grade have been captured. The text file will be in an "Export" subfolder in the same location where the file has been saved.

5.6.3 The export text files for each subject must then be uploaded and **signed off by the principal** via CEMIS.

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

## 5.8 **Electronic process for the capture of SBA, PAT and Language Oral moderated marks**

5.8.1 Once the moderation process is completed by the subject adviser, the final moderated marks will be captured by the subject adviser via EduInfoSearch.

5.8.2 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.

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

## 6. **Mark sheets for IEB and practical subjects**

6.1 Printed mark sheets for IEB subjects will be delivered to schools by **04 October 2021**.

6.2 Mark sheets for the practical examinations of the following subjects will not be sent to schools but will be delivered directly to senior curriculum planners at Head Office:

- Dance Studies
- Design
- Dramatic Arts
- Visual Arts
- Music

## 6.3 **Receipt of printed mark sheets**

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

- 6.3.2 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.
- 6.3.3 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.
- 6.3.4 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.
- 6.3.5 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 sign off of mark sheets.
- 6.3.6 A mark **must** be awarded to every candidate whose examination number appears on the mark sheet.
- 6.4 **Outstanding SBA, PAT and Language Oral marks (learners who were absent and those with no SBA, PAT and Language Oral marks)**
- 6.4.1 If a learner fails to present **one or more component** of the SBAs, PATs or Language Orals during the year and **valid reasons** are provided, the learner should be allowed another opportunity to be assessed in the assigned tasks or to submit outstanding work before the commencement of the final end-of-year examination **on 29 October 2021**.
- 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.
  - Learner appearing at a court hearing, which must be supported by written evidence.
  - Any other reason that may be accepted as valid by the head of the assessment body or his/her representative.
- 6.4.3 Evidence of such valid reasons must be included with the evidence of learner performance during the moderation session.
- 6.5 **The following is emphasised regarding the completion of mark sheets**
- 6.5.1 Where a candidate did not complete **any tasks at all**, but provided **valid reasons**, evidence of such valid reason(s) must be provided to the subject advisers at the moderation session.

#### 6.5.2 **Implications of a candidate being absent with a valid reason**

- Candidate will receive an **incomplete result**, even if the other examination papers are written.
- Candidate will be given **until 15 March 2022** to submit SBA and/or PAT/Language Oral marks. These results must be submitted by subject advisers to the Directorate: Examinations Administration by no later than **31 March 2022**. 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.

#### 6.6 **Responsibility of principals**

Principals must ensure that all NSC candidates at their schools have been allocated the required SBA, PAT and Language Oral marks.

#### 6.7 **Responsibility of subject advisers regarding the moderation of mark sheets**

6.7.1 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 moderation, completion of online moderation, printed mark sheets and outstanding marks.

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

#### 6.8 **Process completion date**

Assessment and examination coordinators must ensure that the online and hard copy submission of SBA, PAT and Language Oral marks process is completed by **29 October 2021**.

7. Principals are requested to provide a copy of this minute to Grade 12 subject heads/coordinators and teachers.

**SIGNED:** H MAHOMED

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

**DATE:** 2021-09-14