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Assessment Management Minute: 0009/2023

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 and Advisers, Subject Advisers and Heads of all educational institutions that prepare candidates for the National Senior Certificate examinations

**Subject: Guidelines for the administration of the Practical Assessment Task for Tourism for the 2023 National Senior Certificate examinations**

## 1. Introduction

- 1.1 Practical Assessment Tasks (PATs) have been developed in the subjects that have a practical component. These PATs form part of the assessment requirements for the 2023 National Senior Certificate (NSC) examinations as stipulated in the Curriculum Assessment Policy Statement (CAPS).
- 1.2 The format of the 2021 Tourism PAT changed in line with the abridged section 4 Grade 12 CAPS amendments (implemented from January 2021). The teacher guidelines for the 2023 Tourism PAT were made available to schools earlier this year.
- 1.3 Tourism teachers should use the 2023 Tourism PAT Teacher Guidelines and the 2023 Tourism PAT Resource Pack that will be released, to ensure that learners are adequately prepared for the 2023 Tourism PAT.
- 1.4 The Department of Basic Education (DBE) will conduct TWO virtual mediation sessions for teachers on how to prepare learners for the writing sessions and **administer the PAT**. The first mediation session of the PAT Teacher Guidelines will be on **21 June 2023** from 14:00 to 16:00 and this session will be repeated on **22 June 2023** from 14:00 to 16:00 to accommodate teachers who were unable to attend the first session.

- 1.5 The DBE will then again conduct TWO virtual mediation sessions for teachers on the **PAT Resource Pack** to learners. The first mediation session of the PAT Resource Pack will be on **24 July 2023** from 14:00 to 16:00 and this session will be repeated on **25 July 2023** from 14:00 to 16:00 to accommodate teachers who were unable to attend the first session.
2. **Administering of Tourism PAT at school level**
- 2.1 All schools must mediate the Resource Pack with their learners from **26 July to 01 August 2023**. During the mediation session of the Resource Pack teachers must ensure that all learners write their names on the Resource Pack and that the Resource Pack is collected at the end of each mediation session.
- 2.2 The Tourism PAT must be administered to learners on **02 and 03 August 2023 from 09:00 to 13:30 on both days**. Any deviation from this will be declared an irregularity.
- 2.3 The PAT will be administered 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 under supervision. The Tourism teacher may NOT serve as an invigilator. However, the Tourism teacher must be present at school on the two consecutive days the PAT is written to provide clarity and guidance where required. The principal must ensure that there is one invigilator for every 30 learners.
- 2.4 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 the two consecutive days **02 and 03 August 2023** respectively. Break times in-between sessions are to be implemented at the discretion of the school. Measures to monitor learners returning after breaks must be put in place.
3. **Printing, packaging and distribution of the Tourism PAT**
- 3.1 The Western Cape Education Department's Directorate: Examinations Administration will ensure that the PAT is printed and distributed to all schools offering Tourism at Grade 12 level.
- 3.2 The PAT will be packaged and distributed, following the same procedure as the NSC examinations.
- 3.3 The PAT consists of two parts, **Day 1** and **Day 2**, and includes a **Resource Pack**.
- 3.4 The Resource Pack of the 2023 PAT will be delivered to schools and teachers between **18 and 21 July 2023**, to allow teachers the opportunity to mediate the Resource Pack with the learners.

3.5 The PAT will reach schools from **31 July to 01 August 2023** and must immediately be stored in the school's safe/strongroom until the writing of the Tourism PAT. If the Tourism PAT is not delivered by 01 August 2023 at 12:00, principals must report it immediately to the following officials:

Ms Merle Ludick (021 467 2246)

Ms Bronwyn Calvert (021 467 2994)

Mr Clive Berry (021 467 2265)

3.6 The cardboard box containing the PAT for **Day 1** may only be opened at **08:00 on 02 August 2023**. The PAT for **Day 2** may only be opened at **08:00 on 03 August 2023**.

3.7 The PATs for both days will be dispatched with folio pages for use during the completion of these PATs.

#### 4. **Writing of the PAT**

4.1 Learners must report to school on both days scheduled for the Tourism PAT.

4.2 Learners not attending a PAT writing session (with or without a valid reason) will be dealt with in accordance with the *Amendments of the Regulations pertaining to the Conduct, Administration and Management of the National Senior Certificate examination*, published in *Government Gazette* No. 42430 of 30 April 2019.

4.3 The PAT consists of two parts, **Day 1** and **Day 2** and includes a **Resource Pack**.

4.4 Each candidate must receive their own copy of the PAT Resource Pack and a separate answer book for Day 1 and Day 2 on which the PAT must be conducted. The same Resource Pack will be used during the mediation with learners on Day 1, 02 August 2023, of the PAT and on Day 2, 03 August 2023, of the writing session.

4.5 The school must ensure learners receive **separate answer books** for Day 1 and Day 2.

4.6 The **same Resource Pack** will be used for the writing sessions on Day 1 and Day 2. The completed PAT for each day and the Resource Pack **MUST** be collected at the end of each writing session.

4.7 Upon receiving the PAT package (PAT paper for Day 1, Day 2 and the Resource Pack) for the day, learners must ensure that all pages are included. Learners must be given **10 minutes reading time** to familiarise themselves with the instructions and content of both documents. Reading time must **commence at 08:50**.

- 4.8 Only resources and addenda provided in the official Resource Pack may be used. Learners will NOT be allowed to bring any other resources into the venue. No electronic devices (computers, laptops, cell phones or any device with internet access) are allowed for the writing of the PAT. This must be communicated in writing to learners before the PAT is administered.
- 4.9 The PAT for each day must be completed on the day within the stipulated times. No extra time will be granted, except where concessions have been awarded to learners with special needs.
- 4.10 All PATs must be handwritten, except for learners who have been granted a concession.
- 4.11 Sharing of stationery will not be allowed in the writing venue.
- 4.12 At the end of each writing session, scripts must be collected and stored in the school's safe/strongroom until marking commences. The Resource Pack must be collected after the second writing session and stored with the scripts.

## 5. **Marking of the PAT**

- 5.1 Scripts must only be removed from the school's safe/strongroom by the principal on the day the marking commences.
- 5.2 The marking guidelines will be mediated to teachers by district subject advisers and the final, approved marking guideline will be distributed to schools by **25 August 2023**, where after marking may commence. Only the final, approved marking guideline must be used for the marking of the PAT.
- 5.3 In cases where there is more than one teacher teaching Tourism at the school, the scripts must be exchanged so that a teacher does not mark the scripts of his/her learners.
- 5.4 All marking must be **concluded by 05 September 2023**.

## 6. **Moderation of learner evidence: school and district moderation**

- 6.1 At least 10% of the marked scripts must be moderated by the senior teacher or the departmental head at school level **before 12 September 2023**.
- 6.2 After the scripts have been moderated, the marks must be recorded on the WCED subject record sheet for Tourism.
- 6.3 The district subject adviser will moderate a sample of scripts from each school. District moderation must be conducted **before 21 September 2023**.

## 7. **Provincial moderation**

- 7.1 The Senior Curriculum Planner for Tourism will establish a provincial moderation process and communicate it to subject advisers.
- 7.2 Provincial moderation must be **conducted from 26 to 28 September 2023**.

## 8. **National moderation**

The Department of Basic Education will moderate the 2023 NSC Tourism PAT from a list of sampled schools per district from **02 to 06 October 2023**.

## 9. **Capturing marks on the examination computer system**

- 9.1 The marks for the Tourism PAT must be captured on the WCED subject record sheet for Tourism.
- 9.2 The marks for the Tourism PAT must be captured during the capture of School-based Assessment marks and must be **completed by 30 October 2023**.
10. Principals are kindly requested to make the necessary arrangements for the conduct of this assessment and to bring the content of this minute to the attention of relevant teachers.

**SIGNED:** H MAHOMED

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

**DATE:** 2023-06-20