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Assessment Management Minute: 0014/2023

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

Subject: Administration of the writing of the supplementary Common Assessment Task for Grade 12 Life Orientation in 2023

1. The Common Assessment Task (CAT) for Life Orientation (LO) was written on 04 September 2023 as per Assessment Management Minute 0012/2023, dated 25 August 2023.
2. Learners who did not write the CAT for LO on 04 September 2023 will be allowed to write the supplementary CAT for LO that is scheduled for **11 October 2023 from 09:00 to 11:30**.
3. **Administration of the supplementary CAT for LO**
 - 3.1 Principals are kindly requested to make the necessary arrangements for the conduct of this assessment and must ensure that their school complies with all the conditions and rules relating to the National Senior Certificate examinations.
 - 3.2 Question papers for the supplementary CAT for LO will only be supplied to schools that have indicated absent learners on 04 September 2023. Supplementary question papers will be provided to schools on or before 11 October 2023.
 - 3.3 Learners who do not write the CAT for LO or the supplementary CAT for LO in 2023 will receive an incomplete result for LO. These learners will have to repeat the subject, including the School-based Assessment and the CAT for LO. It is therefore important that schools timeously inform learners who were absent on 04 September 2023, to write the supplementary CAT for LO.

4. **Marking of the CAT for LO**

- 4.1 District offices will provide marking guidelines for the supplementary CAT for LO to schools. The district offices will also ensure that the marking of the supplementary paper is moderated internally at schools as well as externally by the relevant district office.
- 4.2 The marking of the supplementary CAT for LO must be conducted at the school, under the supervision of the principal, with a senior teacher or departmental head acting as the internal moderator.
- 4.3 The marking process will commence when the marking guidelines are received. No marking guideline discussion will take place. LO subject advisers can be contacted with any queries regarding the marking guideline for the supplementary CAT for LO.
- 4.4 Where there is more than one teacher teaching LO at a school, principals should ensure that teachers do not mark the scripts of their own learners.
- 4.5 Schools will complete the Grade 12 electronic subject record sheets for LO which are available for download from CEMIS.
5. Any queries with regards to the writing of the supplementary CAT for LO must be directed to Mr Christiaan Klopper telephonically on tel. no. 021 467 2407 or via email to Christiaan.Klopper@westerncape.gov.za.
6. Kindly bring this information to the attention of all Grade 12 LO teachers and learners.

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2023-09-20