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Assessment Management Minute: 0020/2023

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

Subject: Common findings during the 2023 provincial moderation of School-based Assessment in Grade 12

1. Moderation of School-based Assessment (SBA) is the process of ensuring the validity of assessment instruments, fairness of assessment processes, and the reliability of assessment decisions by all educators across all districts according to agreed standards.
2. Moderation of SBA is conducted at school, district, provincial, and national levels to verify the credibility of the SBA mark.
3. It is essential that every school has an *Assessment and Moderation Policy* in place to ensure that all assessment satisfies the principles of being fair, valid, and reliable.
4. Grade 12 SBA constitutes 25% of the final promotion mark in all subjects offered in the National Senior Certificate (NSC) examinations. In subjects with a practical component and the Languages, the assessment conducted by the educator amounts to more than 25%. In the case of Life Orientation (LO), SBA counts 100%.
5. The composition of SBA for each subject is set out in the *Curriculum and Assessment Policy Statements*. Additional information was set out in the following two minutes:
 - 5.1 Assessment Management Minute 0001/2023, dated 23 January 2023, which contained the 2023/24 Annual Teaching Plans and Programmes of Assessment (POA); and
 - 5.2 Assessment Management Minute 0007/2023, dated 31 March 2023, which contained the revised subject weightings relating to the POA for the Further Education and Training band, Grades 10–12.

6. In 2023, the Western Cape Education Department conducted provincial moderation of Grade 12 SBAs in **Accounting, Business Studies, Consumer Studies, Economics, English First Additional Language, History, LO, Life Sciences, Mathematics, Mathematical Literacy and Physical Sciences.**
7. Sampling was done by selecting subjects from schools that had
 - an average SBA mark of more than 15% above the average adjusted examination percentage in the 2022 NSC examinations;
 - low subject averages (30%, 40% and 50%);
 - high enrolment numbers; or
 - very low Grade 12 overall pass rates in 2022.
8. The provincial moderation was conducted using standardised instruments provided by the Directorate: Assessment Management. Moderation feedback reports were sent to sampled schools after which districts mediated findings with educators. This quality assurance and moderation process is an opportunity to influence educator development initiatives.
9. Attached to this minute, as **Annexure A**, is a summary of common recommendations that were suggested during the 2023 moderation.
10. The Department of Basic Education and Umalusi also selected schools for moderation twice in 2023 and comprehensive reports were shared with the specific districts and subjects moderated. Some of these recommendations are also noted in **Annexure A**.
11. Principals are requested to ensure that departmental heads/subject leaders at their schools discuss the findings with all relevant subject advisers and educators to ensure that recommendations are implemented to improve assessment practices across our province.

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2023-11-24