

File no.: 19/3/3
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Assessment Management Minute: 0005/2024

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 education institutions with learners in the FET band

Subject: Implementation of Circular E06 of 2022: Guideline on the Quality Assurance of School-Based Assessment (SBA) for Grades 10-12 and a Standard Operating Procedure (SOP)

1. The Department of Basic Education (DBE) released Circular E06 of 2022: *Guideline on the Quality Assurance of School-Based Assessment (SBA), including Practical Assessment Tasks (PATs) and Language Oral Assessment, for Grades 10-12*, dated 05 April 2022. More recently a SOP for SBAs for Grades 10-12 was also released by the DBE which accompanies this guideline.
2. This minute must be read in conjunction with Directorate: Assessment Management (DAM) Minute 0006/2022, dated 05 May 2022, in which schools were encouraged to use the guideline to improve their own moderation policies and assessment practices. Furthermore, DAM Minute 0020/2023, dated 24 November 2023, outlined findings after the provincial moderation of Grade 12 SBAs in 2023.
3. The purpose of this minute is to request that schools, districts and provincial curriculum and assessment officials implement the full quality assurance modality outlined in the *Guideline on the Quality Assurance of School-Based Assessment (SBA) for Grades 10-12* (see **Annexure A**) as well as the SOP (see **Annexure B**). Further advocacy and mediation will take place around these DBE directives.
4. The Guideline is intended for continued implementation at all levels of the education system to regulate and ensure quality assessment across the country. Further feedback on the Guideline and SOP will be provided by provincial education departments to the DBE by August 2024.

5. Five key components to evaluate quality assessment are noted in the Guideline:
 - (a) The SBA system must be audited to establish its functionality;
 - (b) Pre-moderation of assessment tasks is essential;
 - (c) Monitoring of the administration of the assessment tasks (SBAs, PATs, Orals);
 - (d) Moderation of learner evidence is essential; and
 - (e) Monitoring that feedback is timeous and provided to all stakeholders.
6. Quality assurance and moderation practices are essential to test the system's practices at all levels (school, district and province) and to protect the integrity and credibility of SBAs, PATs and Orals in Grades 10-12.
7. Principals are requested to ensure that departmental heads/subject leaders and aspiring leaders take notice of the Guideline and SOP and follow these to ensure effective quality assurance practices at their schools.

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2024-03-26