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Assessment Management Minute: 0010/2024

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 education institutions that prepare candidates for the National Senior Certificate examinations

**Subject: Guidelines for the administration of the Practical Assessment Task for Tourism for the 2024 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 2024 National Senior Certificate (NSC) examinations as stipulated in the *Curriculum Assessment Policy Statement*.
- 1.2 The format of the 2024 Tourism PAT is in line with the revised format of the Tourism PAT that was implemented in January 2021. The educator guidelines for the 2024 Tourism PAT were made available to schools earlier this year.
- 1.3 Tourism educators should use the 2024 Tourism PAT Teacher Guidelines and the 2024 Tourism PAT Resource Pack that will be released, to ensure that learners are adequately prepared for the 2024 Tourism PAT.
- 1.4 The Department of Basic Education (DBE) will provide a link to two pre-recorded mediation sessions. The first recording will assist educators with the administration of the PAT and how to prepare candidates for the writing sessions. The second recording will assist educators with the mediation of the Resource Pack to candidates. The recordings will be available from 10 July 2024 on the link <http://surl.li/tkmbf>

## 2. **Administering of Tourism PAT at school level**

- 2.1 All schools must mediate the Resource Pack with their learners from **16 to 23 July 2024**. During the mediation session of the Resource Pack educators 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 **24 and 25 July 2024 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 of an invigilator(s). The Tourism educator may NOT serve as an invigilator. However, the Tourism educator must be present at school on the two consecutive days that 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, **24 and 25 July 2024**, 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 2024 PAT will be delivered to schools and educators between **10 and 12 July 2024**, to allow educators the opportunity to mediate the Resource Pack with the learners.

3.5 The Tourism PAT will reach schools from **22 to 23 July 2024** and must immediately be stored in the school's safe/strongroom until the writing of it. If the Tourism PAT is not delivered by 23 July 2024 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 Once the PAT has been delivered to schools, educators may commence with the mediation of **Section C of the PAT Teacher Guidelines** (pages 18 to 19) and the Resource Pack. To assist with the mediation, educators must refer to the two pre-recorded mediation sessions mentioned in paragraph 1.4.

3.7 The cardboard box containing the PAT for **Day 1** may only be opened at **08:00 on 24 July 2024**. The PAT for **Day 2** may only be opened at **08:00 on 25 July 2024**.

3.8 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 names of learners who were absent when the PAT (Day 1 and Day 2) was written, must be recorded on the CEMIS functionality for **Tourism PAT Absenteeism** after the completion of each day.

4.4 **If no learner was absent on Day 1 and/or Day 2, it must also be indicated as such on the CEMIS functionality for Tourism PAT Absenteeism.**

4.5 It is essential that documentary proof of valid reasons for being absent be kept on file at the school and it must be made available to Head Office and the district office on request.

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

4.7 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, 24 July 2024**, of the PAT and on **Day 2, 25 July 2024**, of the writing session.

- 4.8 The school must ensure that learners receive **separate answer books** for Day 1 and Day 2.
- 4.9 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.
- 4.10 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**.
- 4.11 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.
- 4.12 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 granted to learners with special needs.
- 4.13 All PATs must be handwritten, except for learners who have been granted a concession.
- 4.14 Sharing of stationery will not be allowed in the writing venue.
- 4.15 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 educators by district subject advisers and the final, approved marking guideline will be distributed to schools by **21 August 2024**, 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 educator teaching Tourism at the school, the scripts must be exchanged so that an educator does not mark the scripts of his/her learners.
- 5.4 All marking must be **concluded by 04 September 2024**.

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

- 6.1 Moderation must be conducted in accordance the *Guideline on the Quality Assurance of School-based Assessment (SBA) for Grades 10-12* as published in Assessment Management Minute 0005 of 2024, dated 26 March 2024.
- 6.2 At least 10% of the marked scripts must be moderated by the senior educator or the departmental head at school level **before 09 September 2024**.
- 6.3 After the scripts have been moderated, the marks must be recorded on the WCED subject record sheet for Tourism.
- 6.4 The district subject adviser will moderate a sample of scripts from each school. District moderation must be conducted before **12 September 2024**.

## 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 16 to 18 September 2024**.

## 8. **National moderation**

- 8.1 The DBE will moderate the 2024 NSC Tourism PAT from a list of sampled schools per district from **20 to 30 September 2024**.

## 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 SBA marks and must be **completed by 25 October 2024**.
- 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 educators.

**SIGNED:** B LORISTON

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

**DATE:** 2024-07-11