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Assessment Management Minute: 0011/2024

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

**Subject: November 2024 National Senior Certificate examinations: Procedures and guidelines for the conduct of the final practical examinations for Design and Visual Arts**

1. The Department of Basic Education (DBE) published *Examination Instruction No. 23 of 2024*, dated 25 June 2024, and wishes to draw your attention to the procedures that must be adhered to during the conduct of the final practical examinations for Design and Visual Arts.
2. The 2024 final practical examination question papers for Design and Visual Arts (Design, Paper 2 and Visual Arts, Paper 2) will consist of the following two sections:
  - Section A: Source Book or Workbook and
  - Section B: The Artwork or Product.
3. Schools and art centres must please ensure that all candidates offering Design and/or Visual Arts have the question papers to allow them to find the information in Section A of the question paper. Candidates must sign a register upon receipt of the question paper.
4. During Term 3, candidates must complete sufficient research and collate all appropriate material for Section A of the examination question paper. Section A may be administered either during teaching time or after hours.
5. Section A of the practical examination must be completed prior to the start of Section B of the practical examination.
6. Section B must be completed by **Monday, 14 October 2024**.

7. Section B of the practical examination must be completed **under examination conditions** at the examination venue during normal teaching time and not after hours or on weekends. It is suggested that block sessions of four to six hours be arranged over several days until all candidates have completed their artwork or product, or the allocated 24 hours have expired. Internal arrangements must be made at each school or art centre to accommodate the technical activities that the specific art discipline, e.g. ceramics, may require.
8. Strict supervision **must** be exercised by the Design and/or Visual Arts teacher **and** an invigilator during the conduct of the examination.
9. Candidates **may not** be left on their own while working on Section B, **neither are they allowed** to take incomplete artworks or products home. All incomplete artworks or practical projects must be kept at school until the next timetabled session.
10. All schools or art centres offering Design and/or Visual Arts are requested to submit their timetables for the conduct of Section B to the Senior Curriculum Planner for Design and Visual Arts by email to [leigh-ann.pringle@westerncape.gov.za](mailto:leigh-ann.pringle@westerncape.gov.za) on or before **Friday, 02 August 2024**. The Senior Curriculum Planner must consolidate the timetables for monitoring purposes.
11. The Western Cape Education Department (WCED) and the DBE will monitor the conduct of these practical examinations. The schedule for the monitoring of these practical examinations, based on the timetables submitted by the schools and art centres, will also be submitted to the DBE and Umalusi.
12. The WCED will schedule dates for marking and moderation to ensure that all practical work is marked and moderated by **Friday, 25 October 2024**.
13. Any queries about the conduct of the final practical examinations for Design and Visual Arts can be directed by email to Ms Leigh-Ann Pringle at [leigh-ann.pringle@westerncape.gov.za](mailto:leigh-ann.pringle@westerncape.gov.za)
14. Your cooperation in this matter will be greatly appreciated.

**SIGNED:** B LORISTON

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

**DATE:** 2024-07-11