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Assessment Management Minute: 0013/2024

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Subject Advisers, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Heads: Learner Support, Assessment and Examination Coordinators, Examination Advisers and Heads of education institutions that prepare learners for the National Senior Certificate examinations

**Subject: November 2024 National Senior Certificate (NSC) examinations: Completion of School-based Assessment (SBA), Practical Assessment Task (PAT) and Language Oral subject record sheets and mark sheets**

1. This minute must be read in conjunction with Assessment Management Minute 0007/2024, dated 10 April 2024, which provided clarity on the revised subject weightings relating to the Programme of Assessment (POA) for the Further Education and Training band.
2. Subject educators must complete the Grade 12 electronic subject record sheets for all full-time and part-time learners, which are available for download from CEMIS. The first and second Grade 12 schedule verifications, where subject corrections were requested by schools, were conducted in March and June 2024, respectively. **It is important to redownload the corrected subject record sheets from CEMIS, after the second schedule verification, and ensure that the correct Grade12\_Data text file is used when generating the new subject record sheets.**
3. If any subject changes were made on the Grade 12 schedules and signed off by the principal, the school must **redownload the subject record sheets and data file** for the affected subjects (existing marks can be imported).

#### 4. Electronic subject record sheets

4.1 The following process must be followed for downloading and generating subject record sheets (**excluding subject record sheets for Independent Examination Board (IEB) subjects and practical examinations**), and completing the electronic version for submitting SBA, PAT and Language Oral marks.

4.1.1 Grade 12 subject record sheets and data files are located on CEMIS under the **Menu: Reports – Recording Sheets – Grade 12 Download** (see the Grade 12 Help file located on CEMIS). Please ensure that the downloaded **Grade12\_Data** text file does **not** contain any brackets in the file name.

4.1.2 Once all the subject files and data files have been downloaded and subject record sheets generated, it can be made available to educators for the capturing of marks.

#### 4.2 Capturing of marks on subject record sheets

4.2.1 The 2024 (version 1) Grade 12 subject record sheets have been developed in line with the Department of Basic Education Circular S4, dated 14 March 2024.

4.2.2 Marks for all full-time and part-time learners must be captured and uploaded.

#### 4.3 Recording indicators for outstanding SBA and/or PAT and/or Language Oral marks

4.3.1 A mark or indicator **must be captured for each learner whose name appears on the subject record sheet**.

4.3.2 The Grade 12 subject record sheets cater for both **valid** and **invalid absenteeism**. Data validation will ensure that only a mark between zero ("0") and the maximum mark is allowed. If there is no mark, the categories listed below, as they apply, can be captured.

| Capture                 | Display        | Reason   |
|-------------------------|----------------|--|
| <b>a</b> or <b>ab</b>   | <b>A: Abs</b>  | For any absence with a valid reason (Abs. Valid)                                   |
| <b>e</b> or <b>exit</b> | <b>A: Exit</b> | For a learner who is officially deregistered from the school/deregistered on CEMIS |
| <b>n</b> or <b>new</b>  | <b>A: New</b>  | For a new registered learner without any previous marks                            |
| <b>x</b> or <b>X</b>    | <b>X: Abs</b>  | For any absence without a valid reason (Abs. Invalid)                              |
| <b>i</b> or <b>irr</b>  | <b>X: Irr</b>  | If the mark is withheld due to an irregularity                                     |

4.3.3 In cases where a valid absence (**A: Abs**) is captured, an automatic recalculation of the SBA, PAT or Language Oral mark will be performed.

4.3.4 Where an invalid absence (**X: Abs**) is captured, the learner will be awarded a zero ("0") for that task (this includes cases where **X: Irr** is captured).

4.3.5 Where a learner appears on the subject record sheet, but has been officially deregistered from the school, an **A: Exit** must be captured for all the remaining tasks. The result will indicate an **Exit** on the subject record sheet for this category. Schools must provide evidence that the learner was deregistered from the school (on CEMIS) by **20 September 2024**.

#### 4.4 **Learners not appearing on subject record sheets**

4.4.1 **All subject corrections will be treated as irregularities.** Capture an **A: Exit** for all tasks for the subject not offered by the learner and submit a motivation and evidence (Grade 11 or Grade 12 Term 1 school report) with the completed **Annexure A** form (attached to this minute). Please note that the final decision regarding the learner's results will be taken by the Head of Education.

4.4.2 The manual procedure of completing **Annexure A** will apply to ALL cases that fall into this category. **Annexure A** forms and supporting evidence must be submitted to the subject adviser.

4.4.3 **Annexure A** forms will not be accepted by the Directorate: Examinations Administration unless signed by the educator, principal and subject adviser.

4.4.4 Assessment and examination coordinators must ensure that completed **Annexure A** forms reach the Directorate: Examinations Administration by **25 October 2024**.

#### 4.5 **Electronic data submission: Process for the electronic submission of final SBA, PAT and Language Oral marks**

4.5.1 An export text file must be generated for each subject record sheet once **ALL** the SBA, PAT and Language Oral marks for the entire grade have been captured. Only **ONE export file** containing the marks for all formal assessment tasks will be required for upload. The text file will be in an "Export" subfolder in the same location where the file has been saved.

4.5.2 The export text files for each subject must then be uploaded. The principal will confirm upload and **sign off separately on SBA and PAT/Language Oral** subject record sheets via CEMIS (one upload, but two sign offs where applicable).

4.5.3 Assessment and examination coordinators and subject advisers must monitor compliance of subject record sheet completion via EduInfoSearch reports.

4.5.4 The school must retain the electronic copies of the Excel subject record sheets for audit purposes.

#### 4.6 **Electronic process for the capture of SBA, PAT and Language Oral moderated marks**

- 4.6.1 Once the moderation process is completed by the subject adviser, the final moderated marks will be captured by the subject adviser via EduInfoSearch.
- 4.6.2 As soon as the subject adviser has captured the moderated marks and signed off on the process, no further uploads will be permitted from the school.
- 4.6.3 The school will be able to view the final SBA/PAT/Language Oral marks and moderated marks for each subject via CEMIS.

#### 5. **Printed mark sheets for IEB subjects and subjects with practical examinations**

- 5.1 Subjects managed through the IEB and subjects with a practical examination will not have an electronic subject record sheet available for download in 2024. These subjects will be managed through the printed (hard copy) mark sheet process.
- 5.2 Printed mark sheets for IEB subjects will be delivered to schools **by the latest 20 September 2024**.
- 5.3 Printed mark sheets for the practical examinations (performance element) of the following subjects will not be sent to schools, but will be delivered directly to senior curriculum planners at Head Office:
  - Dance Studies
  - Design
  - Dramatic Arts
  - Visual Arts
  - Music

#### 5.4 **Receipt of printed mark sheets**

- 5.4.1 On receipt of printed mark sheets, principals must ensure that all the required mark sheets for their school, reflecting the learners per subject, have been received.
- 5.4.2 Only one copy of each printed mark sheet will be provided for completion.
- 5.4.3 Schools need to ensure that the printed mark sheets are completed and made available to subject advisers on the day of moderation. Subject educators must fill in only the **non-moderated mark** in the "Mark" column.
- 5.4.4 Only after the final moderation of each subject should moderated marks be accurately transferred to the "Mod" column on the printed SBA mark sheets by subject advisers. It is vital that copies of mark sheets are made by the school and subject advisers after moderation and kept at the school and district office for record purposes.

5.4.5 Should the school only receive the printed mark sheets after the moderation process has been completed, the necessary arrangements must be made with subject advisers for the completion and sign off on mark sheets.

5.4.6 A mark **must be captured** for every learner whose examination number appears on the mark sheet.

## 6. **Outstanding SBA, PAT and Language Oral marks (learners who were absent and those with no SBA, PAT and Language Oral marks)**

6.1 If, during the year, a learner fails to present **one or more component** of the SBAs, PATs or Language Orals and **valid reasons** are provided, the learner should be allowed another opportunity to be assessed in the assigned task(s) or to submit outstanding work by **11 October 2024**.

6.2 A **valid reason** in this context includes the following:

- Illness, supported by a valid medical certificate, issued by a registered medical practitioner.
- Humanitarian reasons, such as the death of an immediate family member, supported by a death certificate.
- Learners appearing at a court hearing, supported by written evidence.
- Any other reason that may be accepted as valid by the head of the assessment body or his/her representative.

## 6.3 **The following is emphasised regarding the completion of subject record sheets and printed mark sheets**

6.3.1 Where a learner did **not complete any tasks at all**, but provided **valid reasons**, evidence of such valid reason(s) must be provided to subject advisers at the moderation session and **must be included** with the evidence of learner performance during the moderation session.

### 6.3.2 **Implications for learners being absent with a valid reason:**

- Learners will receive an **incomplete result**, even if the other subject papers are written.
- Learners will be given **until 15 March 2025** to submit SBA and/or PAT/Language Oral marks. These results must be submitted by subject advisers to the Directorate: Examinations Administration by no later than **31 March 2025**. Failure to submit the outstanding SBA, PAT and/or Language Oral marks within the stipulated time frame will result in the learner having to repeat the **entire subject**.

## 7. **Responsibility of principals**

7.1 Principals must ensure that all full-time and part-time NSC learners registered at their schools, have been allocated the required SBA, PAT and Language Oral marks.

7.2 Principals are responsible for overseeing the implementation of the POA, the quality assurance of all formal assessment tasks, as well as the final submission of marks.

8. **Responsibility of subject advisers regarding the moderation of subject record sheets and printed mark sheets**

Subject advisers take full responsibility for:

- the SBA, PAT and Language Oral components' moderation process;
- ensuring compliance regarding moderation;
- completion of the capturing of online moderated marks;
- printed mark sheets (IEB and the subjects listed in 5.3); and
- any outstanding marks.

9. **Process completion date**

Assessment and examination coordinators must ensure that the online and hard copy submission processes for SBA, PAT and Language Oral marks are **completed by 01 November 2024**.

10. Principals are requested to provide a copy of this minute to Grade 12 subject heads/coordinators and educators.

**SIGNED:** BJ LORISTON

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

**DATE:** 2024-08-02