

File no.: 20/2/1/1
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Assessment Management Minute: 0014/2024

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

Subject: Administration of the Common Assessment Task (CAT) for Grade 12 Life Orientation in 2024

1. The *Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate Examinations*, published in *Government Gazette* No. 37651 of 16 May 2014, make provision for a final promotion mark for Life Orientation (LO), based on internal assessment, which must be moderated externally, as well as a Common Assessment Task (CAT) that is set and moderated externally.
2. This minute, therefore, informs schools of the procedure to be followed in the administration of the CAT for LO in 2024.
3. The CAT for LO is part of the final promotion mark in Grade 12 and, therefore, all Grade 12 learners must write it.
4. The date for the writing of the CAT for LO is **Monday, 02 September 2024**, from **09:00 to 11:30**. Any deviation from this date and time will be regarded as a serious irregularity.
5. The CAT for LO will consist of a two and a half-hour paper, totalling **100 marks**.
6. The Western Cape Education Department (WCED) has printed question papers for the CAT for LO for all Grade 12 learners in the province, according to the final registration data.
7. The WCED will also supply folio pages that can serve as an answer book.

8. **Delivery of the CAT for LO question papers to schools**
- 8.1 The question papers and folio pages will be packed and sealed in cardboard boxes.
- 8.2 The CAT for LO question papers will be delivered to the schools by BRIMA Logistics on **29 August and 30 August 2024.**
- 8.3 Upon receipt of the question papers, the principal must sign to acknowledge that they have received the question papers. The sealed cardboard box/es with the question papers and folio pages must be stored in the safe/strong room immediately, until the examination starts on **02 September 2024.**
- 8.4 The principal must open the cardboard box/es on the day of the examination at 08:00, an hour before the examination, in his/her office.
- 8.5 The acknowledgement of receipt must be completed and emailed to Mfana.Dyasi@westerncape.gov.za
9. **Removal of the question papers on the day of the examination**
- 9.1 On the day of the examination, **02 September 2024**, the principal must open the sealed cardboard box/es in his/her office and take out the sealed outer bags with the question papers **an hour before** the start of the examination session.
- 9.2 After verifying that it is the correct question paper, the sealed outer bag/s with the question papers must be taken to the writing venue. Both the outer and inner bag, with the question papers, must be opened in the writing venue in the presence of the learners.
10. **Conduct of the examination**
- 10.1 The CAT for LO must be written as per regulations pertaining to the conduct of the National Senior Certificate examinations.
- 10.2 Learners may write their names on the first page of the folio book.
- 10.3 Learners who were absent (with or without a valid reason), must be recorded on the CEMIS functionality for **Life Orientation Absenteeism** after the completion of the examination.
- 10.4 **If no learner was absent for the examination, it must also be indicated as such on the CEMIS functionality for Life Orientation Absenteeism.**
- 10.5 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.

10.6 Learners who were absent for the examination on **02 September 2024** will be allowed to write the supplementary CAT for LO examination, as a final opportunity to complete this assessment task.

11. **Sealing and storing of answer scripts after the examination**

11.1 After the writing of the CAT for LO, the answer scripts must be sealed immediately in the green banded bag, provided with the question papers.

11.2 The sealed green banded bag with the answer scripts must be stored in the safe/strong room of the school immediately until marking commences.

11.3 **The CAT for LO answer scripts must not be sent to Head Office.**

12. **Marking guideline discussions**

12.1 The national marking standardisation meeting will take place from **08-09 September 2024** and will be attended by subject advisers.

12.2 **Virtual** provincial and district marking guideline discussion meetings will take place from **11-12 September 2024**. Schools will receive the arrangements for the final marking guideline discussion via email.

12.3 Scripts may only be removed from the safe/strong room after district marking guideline discussion meetings have been concluded.

13. **Marking of the CAT for LO**

13.1 The marking of the CAT for LO must be conducted at the school, under the supervision of the principal, with a senior educator or departmental head acting as the internal moderator.

13.2 The marking process will commence by **16 September 2024** and must be concluded by **20 September 2024**.

13.3 Where there is more than one educator teaching LO at a school, principals should ensure that educators do not mark the scripts of their own learners.

13.4 Principals of schools should arrange a relief timetable for the LO educators to enable the marking to be completed at school.

14. **Moderation of learner evidence**

- 14.1 At least ten per cent of the marked scripts should be moderated by a senior educator or departmental head.
- 14.2 The subject adviser for LO must moderate a sample of scripts from selected schools.
- 14.3 District and school moderation should be conducted between **20-22 September 2024**.
- 14.4 Provincial moderation of the CAT for LO will be concluded between **23-25 September 2024**.
- 14.5 National moderation of the CAT for LO will be conducted from **26 September-01 October 2024**.
15. With regards to the **capturing of marks for the CAT for LO**, schools will complete the Grade 12 electronic subject record sheets for LO, which are available to download from CEMIS.
16. **The CAT for LO answer scripts must be kept at the school in a safe place until 31 March 2025.**
17. Principals are kindly requested to make the necessary arrangements for the conduct of this assessment.
18. Kindly bring this information to the attention of all Grade 12 LO educators and learners.

SIGNED: BJ LORISTON

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2024-08-14