



**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT
DIRECTORATE: EXAMINATIONS**

Reference	AI 14/19	Enquiries:	R.D Moroeng	Tel:(018) 384 8095 Cell no: 0794923570 dmoroeng@nwpg.gov.za	Fax(086) 5631174	Date:	2019/08/07
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EXAMINATION INSTRUCTION 14 of 2019 (FET – Gr 12)

TO: DDGs
CHIEF DIRECTORS
DIRECTORS
DIRECTOR: CURRICULUM DEVELOPMENT SERVICES
CHIEF EDUCATION SPECIALIST: FET Schools
DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALIST: PROFESSIONAL SUPPORT (DISTRICTS) –
DISTRICT ASSESSMENT MANAGERS
AREA OFFICE MANAGERS
CURRICULUM COORDINATORS
DCES – LIFE ORIENTATION (PROVINCIAL)
SUBJECTS SPECIALISTS: LIFE ORIENTATION
PRINCIPALS: SECONDARY SCHOOLS
LIFE ORIENTATION TEACHERS

DATE: 07 August 2019

**SUBJECT: GUIDELINES ON THE ADMINISTRATION OF COMMON ASSESSMENT TASK
(CAT) FOR LIFE ORIENTATION (LO): GRADE 12 NATIONAL SENIOR
CERTIFICATE (NSC) 2019**

1. The common Assessment Task will be administered on **2 September 2019** in all the Schools as part of the Preparatory Examination from 9:00 to 11:00.
2. The results of this CAT in LO replace the second examination as prescribed in the CAPS Guidelines.
3. It is important to inform all the learners for Grade 12 not to miss this examination as it is a National Paper and learners who cannot write the examination must have a valid reason. Candidates without valid reasons will have incomplete results at the end of the year.

4. WRITING OF THE COMMON ASSESSMENT TASK (CAT)

- 4.1 The School Principal/Chief Invigilator will collect the Common Assessment Task in the morning of **2 September 2019** and must adhere to all conditions and rules relating to the NCS examination.
- 4.2 The Principal/Chief Invigilator must open the secured envelope on the day of the examination in the presence of the learners and must oversee the distribution of the Question Paper to the candidates.

- 4.3 The Chief Invigilator must ensure that the Invigilators are vigilant during the writing of the Common Assessment Task and are teachers who are not teaching the subject.
- 4.4 After Task has been written, the invigilators must reconcile the scripts with the number of candidates who have enrolled for the subject in Grade 12. Scripts must be sealed and secured in examination plastic bag.
- 4.5 All the scripts must be stored in the strong room of the school until the commencement date of marking.
- 4.6 It is compulsory for all registered full time candidates to sit for this examination.

5. ABSENT CANDIDATE

- 5.1 All candidates who were unable to sit for the examination must be noted, reasons for their absence must be communicated with the provincial examination office in writing.
- 5.2 **If any candidate** is absent, the **attendance register** where the absent candidate appears on (only the pages with absent candidates) must be faxed to examination office in Mahikeng on the same day for attention: Ms Keamogetswe More, Ms Soniah Moetje Email kcmore@nwpg.gov.za, smoetje@nwpg.gov.za and Mr D Moroeng on email: dmoroeng@nwpg.gov.za or 086 516 2724. **ONLY THE PAGES OF THE ATTENDANCE REGISTER (no fax cover pages please) WHERE THE INFORMATION OF THE ABSENT CANDIDATE APPEARS MUST BE FAXED. NO OTHER FORMS WILL BE ACCEPTED.**
- 5.3 **If any candidate is absent the information reasons for the absence have to be forwarded on 4 to 5 September 2019** for attention: Ms Keamogetswe More email kcmore@nwpg.gov.za and Mr D Moroeng email: dmoroeng@nwpg.gov.za

6. MARKING STANDARDISATION MEETINGS OF THE COMMON ASSESSMENT TASK

- 6.1 The provincial subject representatives, will attend a National standardisation meeting on **4 – 5 September 2019** in Pretoria.
- 6.2 The official memorandum will be sent to the provincial Head of examination on **6 September 2019**.
- 6.3 The provincial representatives, will conduct a standardisation meeting on **9 September 2019** in Mahikeng, with all Life Orientation Subject Advisors from Sub Districts (PSF at NWEAS former INSET Building – 09:00 to 16:00).
- 6.4 It is compulsory for Life Orientation subject advisor to attend the marking standardisation meeting.
- 6.5 Memoranda printed for each school will be handed to subject advisors for distribution to the schools.
- 6.6 Subject Advisor have to arrange memorandum discussions with schools on **11 or 12 September 2019** in the respective sub districts.

7. MARKING OF THE COMMON ASSESSMENT TASK

- 7.1 The marking of the common assessment tasks (under the supervision of the School Principal) will be conducted from 12 to 17 September 2019 at school level.
- 7.2 The Principal can only remove the learners' answer scripts from the strong room and hand over the scripts to the Life Orientation teachers on 13 September 2019.
- 7.3 The marking process must be concluded, including the internal moderation, not later than 17 September 2019.
- 7.4 Principals have to ensure that marking is conducted at schools and also ensure that internal moderation is done with senior teacher or Head of Department acting as internal moderator.
- 7.5 In cases where more than one teacher teaches Life Orientation at the school, the scripts should be swapped so that teachers do not mark the scripts of his/her learners.

8. RECORDING OF THE MARKS ON COMPUTERISED MARKSHEET

Two mark sheets should be completed:

- 8.1 One mark sheet (P1) with the LO CAT mark only out of **80**, and
- 8.2 The normal LO SBA mark sheets (P2) out of **320** marks (Excluding the common Assessment Task marks).

NB: Please do not change the mark sheets as each mark sheet has a unique number.

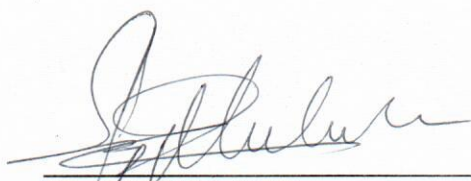
The CAT marks (80) will be captured and together with the SBA mark (320) to add up to the 400 marks for the subjects.

9. SCHOOL AND DISTRICT MODERATION

- 9.1 At least 10% of the marked scripts should be moderated by the senior teacher or the HOD. The school principal must ensure that this moderation takes place.
- 9.2 After the scripts have been moderated, the marks must be recorded on the mark sheet provided to the school.
- 9.3 The districts subject advisor should moderate a sample of scripts from each school during the District block moderation SBA sessions, while the schools are marking to ensure consistency in the marking process across the schools in the sub district.
- 9.4 The LO SBA and the LO CAT needs to be moderated during the provincial SBA moderation session from 20 – 28 September 2019.

10. NATIONAL MODERATION

- 10.1 DBA will deploy a team of moderators to each of the provinces to moderate the scripts.



Ms. DE MOHUBE
CHIEF DIRECTOR: EXAMINATIONS AND ASSESSMENT