



## education

Lefapha la Thuto la Bokone Bophirima  
Noordwes Departement van Onderwys  
North West Department of Education  
**NORTH WEST PROVINCE**

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### CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT DIRECTORATE: EXAMINATIONS

Reference	EI 16/2020	Enquiries:	D. Moroeng	Tel: (018) 384-8095	<a href="mailto:dmoroeng@nwpg.gov.za">dmoroeng@nwpg.gov.za</a>	Date:	2020/09/28
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#### EXAMINATION INSTRUCTION 16 of 2020 (FET – SBA MARK SHEETS)

TO: CHIEF DIRECTORS  
DISTRICT DIRECTORS  
DIRECTORS  
DISTRICT ASSESSMENT MANAGERS  
DISTRICT SBA CO-ORDINATORS (FET)  
DISTRICT CHIEF EDUCATION SPECIALISTS – PROFESSIONAL SUPPORT  
SUB DISTRICT MANAGERS  
SUB DISTRICT EXAMINATION OFFICIALs (SDEO)  
CIRCUIT MANAGERS  
SUBJECT ADVISORS  
PRINCIPALS: ALL SECONDARY SCHOOLS  
TEACHER UNIONS

RE: A. NSC CONTROL, MANAGEMENT AND MODERATION OF 2020 SBA (CASS)  
MARK SHEETS

#### A. NSC MARKSHEETS

##### 1. CONTROL

- 1.1. SBA (CASS) Mark Sheets should reach the schools via the District and Sub District Office in sealed envelopes as one consignment.  
**The Life Orientation Mark Sheets for the common assessment tasks may be completed once the tasks have been marked. However these Mark Sheets should be submitted with all other SBA Mark Sheets in one consignment as received.**
- 1.2. Upon receipt, Principals must control and sign for all Mark Sheets received.
- 1.3. The Principal then has to hand the Mark Sheets to the Subject Teacher, for completion, and to take them along to the subject advisor during the sub-district moderation.
- 1.4. All completed and moderated Mark Sheets have to be given back to the principal who has to submit it to the Circuit Manager in one consignment as it was received. The Mark Sheets should be in the folder submitted with the Mark Sheet control list. The list is pasted on the inside of the folder and Mark Sheets should be checked against it.
- 1.5. The Circuit Managers are to submit all completed Mark Sheets to the Sub District Examination Official (SDEO).
- 1.6. The Principal has to make copies and keep the copies of all completed Mark Sheets at the school.
- 1.7. All Mark Sheets should be placed in the cover supplied and Mark Sheets will not be accepted for capturing unless all signatures are attached.



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**NB:**

- Life Orientation: Schools will receive 2 x Mark Sheets
- SBA out of **320** Marks and
- Common Assessment Task (CAT) out of **80** Marks.
- The LO CAT Practical Mark Sheet has to be completed once the common tasks have been marked.
- These Mark Sheets should be treated as all other SBA Mark Sheets.

## 2. MANAGEMENT OF MARK SHEETS

- 2.1. Nothing may be changed on any Mark Sheet.
- 2.2. If a candidate does not appear on the SBA Mark Sheet a Manually Generated Mark sheet (MGM)/hand written Mark Sheet should be completed, **BUT** it may only be completed if a **copy of an approval letter** to use a handwritten Mark Sheet, signed by the Director of Examination, is attached. If an approval letter is not attached the marks **WILL NOT** be captured and the RESULTS WILL BE INCOMPLETE.
- 2.3. Copies of Mark Sheets may only be made after completion of the Mark Sheets.
- 2.4. Each Mark Sheet has a **unique Mark Sheet number** and marks are captured according to the **Mark Sheet number**. **Principals have to ensure that the correct marks for the correct subject and paper are on the correct Mark Sheet.**
- 2.5. **The total** indicated on the Mark Sheet may not be exceeded. Please ensure that marks are within the total indicated on the Mark Sheet e.g. Life Orientation is out of a total of **320** and **not** 100 as the majority of the SBA marks. Some Language Mark Sheets are out of 70 and others out of 80. Please double check the total.
- 2.6. A zero (0) can only be recorded if a learner has done all the SBA but achieved 0 for all the assignments and tasks. A full report must be attached. The system will change any zero (0) to an absent mark, making the result incomplete.
- 2.7. Where candidates are indicated as absent, **a report /motivation letter indicating the reasons has to be attached.**



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**(Extract from REGULATIONS PERTAINING TO THE CONDUCT, ADMINISTRATION AND MANAGEMENT OF THE NATIONAL SENIOR CERTIFICATE EXAMINATIONS)**

If a learner fails to present a component or components of the School Based Assessment and/or a Practical Assessment Task/Language Oral during the course of the year, and valid reasons are provided, the learner should be allowed the opportunity to redo the task and/or Practical Assessment Task/Language Oral or, where this is possible, the mark for that component should not be taken into consideration and the maximum mark, in this particular case must be recalculated, based on the remaining number of tasks (refer to Table 1).

If a learner fails to present a component or components of the School Based Assessment and Language Oral, without a valid reason, the learner must be awarded a zero mark ("0") for such component or components, provided that if all components are awarded a zero mark ("0"), the learner will receive an incomplete mark recorded as absent (refer to Table 2).

Table 1: SBA components of the learner with valid reasons why component is not submitted.

	Component 1	Component 2	Component 3	Component 4	Component 5	Component 6	Component 7	Total
Max. Marks	5	5	30	20	40	40	40	180
Learner	4	Did not offer (valid reasons given)	16	Did not offer (valid reasons given)	20	15	12	67

$$\begin{aligned} \text{SBA Mark} &= (4+16+20+15+12)/(5+30+40+40+40) \\ &= 67/155 \\ &= 43\% \end{aligned}$$

Table 2: SBA marks of a candidate without valid reasons why some components are missing

	Component 1	Component 2	Component 3	Component 4	Component 5	Component 6	Component 7	Total
Max. Marks	5	5	30	20	40	40	40	180
Learner	4	Did not offer (without valid reasons given)	16	Did not offer (without valid reasons given)	20	15	12	67

$$\begin{aligned} \text{SBA Mark} &= (4+0+16+0+20+15+12)/(5+5+30+20+40+40+40) \\ &= 67/180 \\ &= 37\% \end{aligned}$$



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### 3. SUBMISSION OF MARK SHEETS

DATE	ACTIVITY
16 November 2020	Principals submit Mark Sheet in one batch to Circuit Managers
17 November 2020	Circuit Managers submit completed Mark Sheets to Sub District Examination Official. Sub District Managers declare that all Mark Sheets for the Sub District have been submitted.
18 November 2020	Sub District Examination Official submit completed Mark Sheets and Sub District Manager's declaration to the District SBA co-ordinator
20 November 2020	District DEM submit completed Computerised SBA Mark Sheets to the Corporate offices

All Mark Sheets must be submitted to the provincial offices on or before 20 November 2020. (Copies can be made where necessary for provincial moderation).

Principal  $\Rightarrow$  Circuit Manager  $\Rightarrow$  SDEO (**NB:** Sub District Manager declares that all marks have been submitted)  $\Rightarrow$  District SBA Co-ordinator  $\Rightarrow$  Provincial Assessment offices (Controls must take place where Mark Sheets are handed to the next level.)


### 4. MODERATION OF SBA MARKS

Mark Sheets must already be completed (first column) when taken to the moderation venue. Corrections and changes to marks by moderators must be done by writing the new mark in the second column. Moderator only use 2<sup>nd</sup> column for those candidates where there is a difference in marks after moderation.

All Mark Sheets have to be signed at the moderation venue by both the moderator (Subject Advisor) and teacher. The principal may sign when the teacher returns all moderated Mark Sheets to the school

**Under no circumstance may moderators leave from the moderation venue with Mark Sheets to complete at home or in their offices, nor may they request teachers or principals to do so. Any such practise must be reported immediately to the office of the Director.**

There is no need to re-write all marks in the second column after moderation. Only marks that changed need to be re-written in the second column. Please write neatly on the Mark Sheets.



OD GABORONE

Acting Chief Director: EXAMINATIONS AND ASSESSMENT



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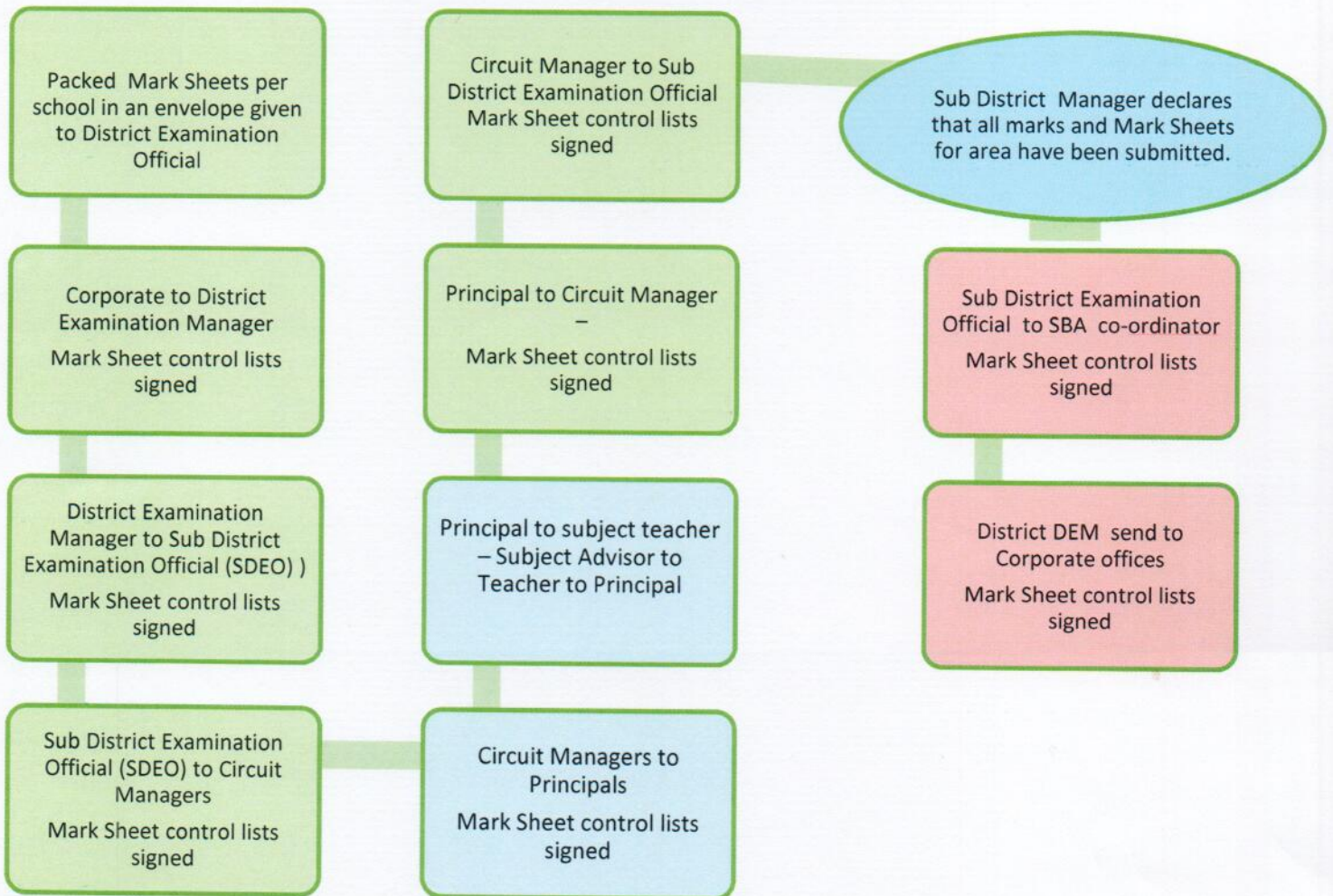
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## PROCESS FLOW OF SBA MARK SHEETS



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

**COVER PAGE FOR SUBMISSION OF SBA MARK SHEETS**

**Instructions:** - Schools must submit all SBA Mark Sheets in this cover with the details completed.  
- A copy of the Mark Sheet control list must be attached.

**CENTRE NAME:** \_\_\_\_\_

**CENTRE NUMBER:** \_\_\_\_\_

**DISTRICT:** \_\_\_\_\_

**SUB DISTRICT (SD):** \_\_\_\_\_

**No of Mark Sheets:** \_\_\_\_\_

**Principal's Cell phone number:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

.....  
Signature (Principal) Print Name of Principal Date

.....  
Signature (Circuit Manager) Print Name of Circuit Manager Date

.....  
Signature (Sub District Exam Official) Print Name of SDEO Date

I, \_\_\_\_\_ Sub District Manager of \_\_\_\_\_ SD  
declare that all SBA marks and SBA Mark Sheets of the schools in \_\_\_\_\_ SD  
have been submitted.  
.....  
Signature (Sub District) Print Name of Sub District Manager Date

.....  
Signature (District SBA Co-ordinator) Print Name of SBA Co-ordinator Date

.....  
Signature (Provincial Official) Print Name of Provincial Official Date

**OFFICIAL USE :** Captured: \_\_\_\_\_  
Signature (Provincial Official) Print Name of Provincial Official Date

Verified: \_\_\_\_\_  
Signature (Provincial Official) Print Name of Provincial Official Date



# NORTH WEST DEPARTMENT OF EDUCATION

## MANUALLY GENERATED MARK SHEET

**(For CASS, ORAL, PRACTICAL & PAT marks)**

(This form may only be used if an approval letter from the Head of Examinations is attached).

Centre name :  Centre number:

Subject name :  Paper number:

Subject code :  Date:  Time:  Max. Marks :

1	Examination number	Surname and Names(s) of candidate	Mark			Moderated Mark		
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Total of marks on this page

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NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

TEACHER

PRINCIPAL

MODERATOR