



## education

Department:  
Education  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA

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### OFFICE OF THE SUPERINTENDENT-GENERAL

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#### ASSESSMENT INSTRUCTION NO. 01 OF 2023

Deputy Directors-General  
Chief Director: District Coordination and Management  
Chief Director: Examinations and Assessment  
District Directors  
District CES: Professional Support  
Local Municipality Managers,  
Circuit Managers  
Local Municipality Curriculum Coordinators  
Principals, Teachers  
Teacher Unions

#### SUBJECT: SCHOOL BASED ASSESSMENT (SBA) PROCESSES FOR 2023

The academic year has started and assessment activities are being rolled out as teaching ensues.

Moderation is done to determine if all the requirements are followed during the setting of any task, formal and informal. This can easily be detected during pre-moderation of tasks set and administered during the year. Should pre-moderation not be conducted, assurance cannot be guaranteed that the content offered and assessed adheres to all the cognitive levels that are meant to develop learners' critical thinking skills, apart from testing learners' knowledge.

All officials dealing with formal assessment tasks are to take note of the contents of this Assessment Instruction as it is released to ensure that processes are followed in all the schools, as we prepare learners of all grades for the end of the year resulting.

#### Kindly take note of the following:

- The ATPs have been released and they indicate timeframes for administration of formal tasks for all grades and subjects.
- The Table attached indicates generic timeframes to be followed by Teachers, HODs, SMT, Subject Advisors and Provincial officials, as guidance for implementing the two critical moderation processes; **pre-moderation and post moderation.**
- SMT and Curriculum Coordinators should use this guideline to develop their moderation plans for the year.
- It should be borne in mind that moderation at school and local municipality level should be done on a sample of not less than 10%.



Let's Grow North West Together



- All grades and subjects should be pre-moderated and post moderated at all levels.
- Each school must draw Moderation and Monitoring Plans, failure to conduct moderation by SMT and Curriculum officials is a misconduct, especially also considering the 2020 findings of the Auditor General on:

**2020 ADUTOR GENERAL FINDINGS:**

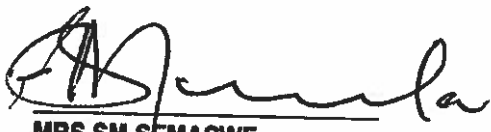
1. Inadequate guidance, monitoring, support and reporting on Formal learner assessments.
2. Inadequate planning and execution of moderation on Formal Learner Assessments by departmental heads.
3. Internal Control Deficiencies.

- Each Subject Advisor must have a Moderation Plan.
- Where a school may have challenges with moderators, twinning of schools in this regard is encouraged and recommended.

**NOTE:**

Circular S33 of 2022 (RELEASE OF 2023/24 ATPS, INCLUDING REVISED WEIGHTINGS TO SBA AND EXAMINATIONS – GR R TO 12, EFFECTIVE FROM THE 2023 ACADMIC YEAR), must be implemented as well.

Kind regards

  
**MRS SM SEMASWE**  
**SUPERINTENDENT GENERAL** Acting HOD  
 DATE: 3/3/23



**PRE AND POST MODERATION OF 2023 FORMAL TASKS**

- ✓ All formal tasks must be set at the beginning of the term to allow time for pre-moderation.
- ✓ All formal tasks should be pre-moderated, that is, the standard and quality must be checked before they are administered.
- ✓ **June and end of the year Tests/Examination** should be set during the **1st and 3rd Terms at school level.**
- ✓ Tasks must be moderated at school level before they are moderated at Local Municipality Level by Subject Advisors.
- ✓ All schools sampled for Local Municipality Level must be **among** the schools sampled for Provincial moderation.
- ✓ Subject Advisors are to guide their schools on the schools moderation dates.
- ✓ **Term 2 Formal Tasks** must be set during the **Term 1**, so that they can be **pre-moderated at Local Municipality and Provincial Levels.**
- ✓ **Term 3 Formal Tasks** must be set during the **Term 2**, so that they can be **pre-moderated at Local Municipality and Provincial Levels.**
- ✓ **Term 4 Formal Tasks** must be set during the **Term 3**, so that they can be **pre-moderated at Local Municipality and Provincial Levels.**
- ✓ The actual dates for moderation will be as stated in the **School Moderation Plan.**

DATE	ACTIVITY	RESPONSIBILITY (Who organises?)	TARGET GROUP (Who does moderation?)	VENUE
<b>TERM 1</b>				
<b>JANUARY</b>				
16 – 31	Pre-Moderation of Term 1 formal Tasks	SMT	HODs Lead/Senior Teachers in all the Grades.	Schools
<b>FEBRUARY</b>				
01 - 17	Pre-Moderation of Term 1 formal Tasks	SMT	HODs Lead/Senior Teachers in all the Grades.	Schools
13 – 28	Pre-Moderation of Term 1 formal Tasks	Curriculum Coordinators	Subject Advisors	Local Municipality Offices
<b>MARCH</b>				
01 – 10	Continuation of Pre-moderation of Term 1 formal Tasks	Curriculum Coordinators	Subject Advisors	Local Municipality Offices

01 – 10	Pre-moderation of <b>Term 2 Tests/Examinations</b>	SMT	HODs Lead/Senior Teachers in all the Grades.	Schools
13 – 17	Post moderation of Term 1 Formal Tasks	SMT	HODs Lead/Senior Teachers in all the Grades.	Schools
24 – 31	Provincial Post moderation of Term 1 Formal Tasks Provincial Pre-moderation of <b>Term 2 Tests/Examinations</b>	Assessment Directorate	Subject Advisors HODs	Provincial Venue
<b>APRIL</b>				
01 – 03	Continuation of Provincial moderation of Formal Tasks	Assessment Directorate	Subject Advisors HODs	Provincial Venue
<b>TERM 2</b>				
<b>APRIL</b>				
17 - 26	Pre-Moderation of Term 2 formal Tasks	SMT	HODs Lead/Senior Teachers in all the Grades.	Schools
<b>MAY</b>				
01 - 12	Pre-Moderation of Term 2 formal Tasks	SMT + Subject Advisors	HODs Lead/Senior Teachers in all the Grades. Subject Advisors	Schools Local Municipality Offices
15 - 31	Pre-Moderation of <b>Term 3</b> formal Tasks	SMT	HODs Lead/Senior Teachers in all the Grades.	Schools
15 - 31	Pre-Moderation of Term 2 formal Tasks	Curriculum Coordinators	Subject Advisors	Local Municipality Offices
<b>JUNE</b>				
14 - 21	Post moderation of Term 2 Formal Tasks	SMT	HODs Lead/Senior Teachers in all the Grades.	Schools
24 - 30	Provincial Post moderation of Term 2 Formal Tasks Provincial Pre-moderation of Term 3 Formal Tasks	Assessment Directorate	Subject Advisors HODs	Provincial Venue
<b>JULY</b>				
01 - 05	Continuation of Provincial moderation of Formal Tasks	Assessment Directorate	Subject Advisors HODs	Provincial Venue



<b>TERM 3</b>				
<b>JULY</b>				
24 – 31	Pre-moderation of Term 3 Formal Tasks	SMT	HODs Lead/Senior Teachers in all the Grades.	Schools
<b>AUGUST</b>				
01 – 18	Pre-moderation of Term 3 Formal Tasks	SMT	HODs Lead/Senior Teachers in all the Grades.	Schools
21 – 31	Pre-Moderation of Term 2 formal Tasks	Curriculum Coordinators	Subject Advisors	Local Municipality Offices
<b>SEPTEMBER</b>				
01 – 08	Continuation of Pre-moderation of Term 3 Formal Tasks	Curriculum Coordinators	Subject Advisors	Local Municipality Offices
04 – 15	Pre-moderation of <b>Term 4 Tests/Examinations</b>	SMT	HODs Lead/Senior Teachers in all the Grades.	Schools
11 – 22	Post moderation of Term 3 Formal Tasks	SMT	HODs Lead/Senior Teachers in all the Grades.	Schools
<b>OCTOBER</b>				
29/09 - 08	Provincial Post moderation of <b>Term 3 Formal Tasks</b> Provincial Pre-moderation of <b>Term 4 Formal Tasks</b>	Assessment Directorate	Subject Advisors Teachers	Provincial Venue
<b>TERM 4</b>				
<b>OCTOBER</b>				
16 – 31	Pre-moderation of Term 4 Formal Tasks	SMT	HODs Lead/Senior Teachers in all the Grades.	Schools
<b>DECEMBER</b>				
13 - 21	Post moderation of Term 4 Tests/Examinations	Assessment Directorate	Subject Advisors Teachers	Provincial Venue