



education

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REPUBLIC OF SOUTH AFRICA

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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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EXAMINATION INSTRUCTION 8 of 2023 (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)
SUBJECT SPECIALISTS: LIFE ORIENTATION
PRINCIPALS: SECONDARY SCHOOLS
LIFE ORIENTATION TEACHERS

DATE: 31 AUGUST 2023

SUBJECT: GUIDELINES ON THE ADMINISTRATION OF COMMON ASSESSMENT TASK (CAT) FOR LIFE ORIENTATION (LO): GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) 2023

1. This Examination Instruction provides information regarding the procedure that must be followed in the administration of the Common Assessment Task (CAT) for Life Orientation (LO) across all schools in the province.
2. The Common Assessment Task will be administered on **04 September 2023** in all the schools from **9:00 to 11:30 (2½hrs)**.
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 **4 September 2023** and must adhere to all conditions and rules relating to the NSC 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 CAT Question Paper to the candidates.

GUIDELINES ON THE ADMINISTRATION OF COMMON ASSESSMENT TASK (CAT) FOR LIFE ORIENTATION (LO): GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) 2023



- 4.3 The Chief Invigilator has 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 the Common Assessment Task has been written, the invigilators should 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 CANDIDATES

- 5.1 All candidates who were unable to sit for the examination must be noted, reasons for their absence should be communicated with the provincial examination office in writing.
- 5.2 For any absent candidate it is requested that the information with reasons for the absence be forwarded between **5 and 15 September 2023** for attention: Ms Sonia Moetje Email smoetje@nwpg.gov.za and Mr D Moroeng email: dmoroeng@nwpg.gov.za on the attached template.

6. MARKING STANDARDISATION MEETINGS OF THE COMMON ASSESSMENT TASK

- 6.1 National standardisation meeting on **8 – 9 September 2023**.
- 6.2 The official memorandum will be sent to the provincial Head of examination once it has been finalised at DBE.
- 6.3 Provincial Marking Guideline of Life Orientation with Subject Advisors will then be conducted.
- 6.4 Printed marking Guidelines will be handed to subject advisors for distribution to the schools.
- 6.5 Subject Advisors have to arrange memorandum discussions with schools before marking at schools takes place.

7. MARKING OF THE COMMON ASSESSMENT TASK

- 7.1 The marking of the common assessment tasks (under the supervision of the School Principal).
- 7.2 The principal can only remove the learners' answer scripts from the strong room and hand it over to the Life Orientation teachers.
- 7.3 Principals have to ensure that marking is conducted at schools and that internal moderation is done with the senior teacher or Head of Department acting as an internal moderator.
- 7.4 In cases where more than one teacher teaches Life Orientation at the school, the scripts has to 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 **100**, and
- 8.2 The normal LO SBA mark sheets (P2) out of **300** 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 (100) will be captured and together with the SBA mark (300) to add up to the 400 marks for the subject.




9. SCHOOL AND DISTRICT AND PROVINCIAL MODERATION

- 9.1 HoD or senior teacher at schools should moderate at least 10% of the marked scripts. The school principal has to 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 district 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 District Moderation should be conducted before Provincial Moderation.

10. NATIONAL MODERATION

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



RD. MOROENG
DIRECTOR: EXAMINATIONS



