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EXAMINATION INSTRUCTION 08 of 2024 – GUIDELINES ON THE ADMINISTRATION OF TOURISM PRACTICAL ASSESSMENT TASK (PAT)

TO: CHIEF DIRECTORS
DISTRICT DIRECTORS
DIRECTORS
DISTRICTS ASSESSMENT MANAGERS
CIRCUIT COORDINATORS
LOCAL EDUCATION ASSESSMENT OFFICIALS
CURRICULUM COORDINATORS
CIRCUIT MANAGERS
PRINCIPALS: ALL SECONDARY SCHOOLS
MANAGERS: PRIVATE CENTRES / PART TIME CENTRES

SUBJECT: EXAMINATION INSTRUCTION 24 OF 2024: GUIDELINES ON THE ADMINISTRATION OF THE TOURISM PRACTICAL ASSESSMENT TASK (PAT) FOR 2024: NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS

Please receive the attached DBE **GUIDELINES ON THE ADMINISTRATION OF THE TOURISM PRACTICAL ASSESSMENT TASK (PAT) FOR 2024: NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS**

RD. MOROENG
ACTING CHIEF DIRECTOR
EXAMINATIONS & ASSESSMENT





basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

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**TO: HEADS OF EXAMINATIONS
HEADS OF CURRICULUM SECTIONS
DISTRICT DIRECTORS
SCHOOL PRINCIPALS**

EXAMINATION INSTRUCTION NO 24 OF 2024

GUIDELINES ON THE ADMINISTRATION OF THE TOURISM PRACTICAL ASSESSMENT TASK (PAT) FOR 2024: NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS

1. Practical Assessment Tasks (PATs) have been developed in the subjects that have a practical component. These PATs are part of the assessment requirements for the 2024 National Senior Certificate (NSC) Examinations as stipulated in the Curriculum and Assessment Policy Statement (CAPS).
2. The format of the 2024 PAT is in line with the revised format of the Tourism PAT which was implemented from January 2021. The Teacher Guidelines for the 2024 Tourism PAT were made available to schools earlier this year.
3. Principals and Heads of Department responsible for Tourism must ensure that teachers of Tourism use the 2024 PAT Teacher Guidelines to adequately prepare the candidates for the writing of the 2024 Tourism PAT.
4. The Department of Basic Education (DBE) will provide a link to TWO pre-recorded mediation sessions. The first recording will assist teachers with the administration of the PAT and how to prepare candidates for the writing sessions. The second recording will assist teachers with the mediation of the Resource Pack to candidates. The recordings will be available from **10 July 2024**. Link to the recordings: <http://surl.li/tkmbf>

5. Please contact Ms Veena Govender on e-mail: Govender.Ve@dbe.gov.za for more information on the mediation of the PAT.

THE ADMINISTRATION OF THE PAT

6. The Tourism PAT must be administered to learners on **24 to 25 July 2024 from 09:00 to 13:30** (which includes the 30-minute break) on both days. All the schools should be notified timeously of the date and the time of the administration.
7. The PAT will be administered during school hours under controlled conditions. **Controlled conditions** imply that the writing of the PAT must take place at the school during the scheduled times under the supervision of (an) invigilator(s) appointed by the school principal. The Tourism teacher may NOT serve as an invigilator. However, the Tourism teacher should be present at school on the two consecutive days the PAT is written to provide clarity and guidance where required. There should be one (1) invigilator for every 30 candidates.
8. The time allocated for the PAT is 8 hours, broken down into two four (4) hour sessions. The two four (4) hour sessions must be scheduled over the **two consecutive days, 24 and 25 July 2024 respectively**. Break times of 30 minutes in between sessions are to be implemented at the discretion of the school.
9. Candidates must report to the school on both Day 1 and Day 2 scheduled for the Tourism PAT.
10. Candidates absent from the PAT writing sessions (with or without a valid reason) will be dealt with in accordance with the *Regulations on the Conduct, Administration and Management of the National Senior Certificate examinations*.

PRINTING, PACKAGING AND DISTRIBUTION OF THE TOURISM PAT

11. The Examination Section of each Provincial Education Department is to ensure that the 2024 PAT is printed and distributed to all schools offering Tourism at Grade 12 level. Provinces are expected to complete the printing of the PAT by **10 July 2024**.

12. The PAT consists of two parts, **Day 1** and **Day 2**, and includes a **Resource Pack**.
13. The Resource Pack of the 2024 PAT should be released to schools and to teachers between **10 and 12 July 2024**, to allow teachers the opportunity to mediate the Resource Pack with the candidates.
14. Once the PAT has been delivered to schools, teachers may commence with the mediation of Section C of the PAT Teacher Guidelines (pages 18 to 19) and the Resource Pack. To assist with the mediation, teachers must refer to the TWO pre-recorded mediation sessions mentioned in paragraph 4.
15. The mediation with learners must take place between **16 and 23 July 2024**. During the mediation session of the **Resource Pack** teachers must ensure that all learners write their names on the Resource Pack and that the Resource Pack is collected at the end of each mediation session.
16. PEDs must ensure that the PATs for Day 1 and Day 2 are packed separately from the Resource Pack. The PAT for **Day 1** and **Day 2** should only be distributed to schools that will be writing the PAT on **24 and 25 July 2024**.
17. The PAT for **Day 1** and **Day 2** must be distributed on the morning the PAT is to be written. The same procedure as for the Grade 12 NSC examinations must be followed.

THE WRITING OF THE PAT

18. The PEDs must ensure that the Practical Assessment Task is written on the correct dates (**24 and 25 July 2024**) and time (**09:00 to 13:30**) (which includes the break). Any deviation from this would be declared an irregularity.
19. Each candidate must receive a copy of the PAT. The same Resource Pack used during mediation with learners will be used for Day 1 on **24 July 2024** and Day 2 on **25 July 2024** for the writing sessions.
20. The school must ensure learners receive separate answer books for Day 1 and Day 2.
21. The PAT for each day, the candidates' scripts for **Day 1** and **Day 2** and the **Resource Pack** **MUST** be collected at the end of each writing session.

22. When candidates receive the PAT package, (PAT for Day 1, Day 2 and the Resource Pack) for the day, they must ensure that all pages are included. Candidates must be allowed 10 minutes reading time from 08:50 to 09:00 on each day of the PAT.
23. Only the official Resource Pack may be used. Candidates will NOT be allowed to take any other resources into the venue. No electronic equipment (computers, laptops, cell phones, internet access) is allowed for the writing of the PAT. Only non-programmable calculators may be used in the examination.
24. The PAT for each day must be completed on the day within the stipulated times. No extra time will be granted, except where concessions are awarded to candidates with special needs.
25. All PATs must be handwritten, except for candidates who have been granted a concession.
26. Sharing of stationery will not be allowed in the writing venue.
27. At the end of the first day, a full set of PAT documents (Day 1 question paper, Resource Pack and learner's scripts) must be collected and stored securely in the strong room. The process must be repeated at the end of the second day (collection of Day 2 question paper, Resource pack and learner's scripts).

PED PRE- MARKING STANDARDISATION MEETINGS

28. The PEDs must send the names of the two designated Tourism officials per province to Ms T Kehologile, by email Kehologile.T@dbe.gov.za and copy Mr Kamalan Nair, by e-mail: Nair.K@dbe.gov.za by **05 July 2024**.
29. The designated provincial officials responsible for Tourism (two per PED) should conduct pre-marking of at least **six (6)** PATs (Day 1 and Day 2 of the same candidate).
30. A pre-marking discussion conducted by the PED must be undertaken and completed between **5 to 8 August 2024**, prior to the National Standardisation Marking Guidelines discussions. The sampled scripts should be collected from at least three schools. The scripts must be representative of high, moderate and low levels of achievement.

31. The designated provincial officials responsible for Tourism (two per PED) are expected to conduct the provincial pre-marking discussion with selected subject advisors and/or educators. The preliminary National Marking Guidelines must **NOT** be shared with any teacher or distributed to anybody outside the agreed group. The officials involved in the pre-marking discussion are bound to the secrecy clause as per the Commitment in the Secrecy Agreement.
32. The PEDs should develop their own additional suggested responses to be discussed in at the National Marking Guideline Discussion. The responses emanating from the pre-marking discussions with teachers and subject advisors, should consider the provincial contextual factors.
33. A report (on the official template to be provided to PEDs) emanating from the PED pre-marking discussions must be submitted by e-mail on or before **9 August 2024** to the DBE Internal Moderator at sharmininaidoo35@gmail.com. The report will be presented at the National Marking Standardisation Meeting (**Annexure B**).

DBE MARKING STANDARDISATION MEETINGS

34. The DBE Panel Preparatory Meeting will be held on **10 August 2024**.
35. Two designated Tourism officials per province will be required to participate in the virtual marking standardisation meeting which will be hosted by the DBE. The DBE will issue the Microsoft Teams invitation to all PED participants by **10 August 2024**.
36. The National Marking Standardisation Meeting (MSM) for the Tourism PAT will take place from **11 to 12 August 2024**. The designated provincial officials responsible for Tourism (two per PED) will be invited to participate in the MSM **virtually** via Microsoft Teams. The MSM will be facilitated from the Department of Basic Education, 222 Struben Street, Pretoria, commencing at 08:30 on Day 1 and then from 08:00 on Day 2.
37. The electronic version of the final, approved marking guideline will be forwarded to the DBE Head of Examinations on **13 August 2024**.

38. The PEDs are expected to host a similar Provincial Marking Standardisation Meeting with the district subject advisors for Tourism between **14 and 16 August 2024** in preparation for the marking and moderation to be undertaken by the schools and district subject advisors. In addition, the district subject advisors are expected to mediate the marking guidelines between **19 and 20 August 2024** with their teachers in their districts.

MARKING OF THE PRACTICAL ASSESSMENT TASK (PAT)

39. The Provincial Education Department must distribute the final, approved marking guidelines in printed or electronic form to the schools. Marking should commence on **21 August 2024**. Scripts must only be removed from the strong room by the school principal on the day the marking commences.
40. The senior Tourism teacher or Departmental Head will be the on-site Internal Moderator. Only the final, approved marking guideline must be used in the marking of the PAT.
41. All marking must be concluded by **04 September 2024**.

MODERATION OF LEARNER EVIDENCE

Moderation must be conducted in accordance the Guidelines to the Quality Assurance of SBA for Grades 10-12.

SCHOOL AND DISTRICT MODERATION:

42. **10%** of the marked scripts must be moderated by the senior teacher or the Departmental Head at school level by **09 September 2024**.
43. After the scripts have been moderated, the marks must be recorded on the official PAT mark sheet on **pg. 9** (TOUR01) of the 2024 PAT Teacher Guidelines.
44. The district subject advisor must **moderate 10% of** the scripts from each school (moderated and unmoderated). District moderation should be conducted between **09 September 2024 to 12 September 2024**.

PROVINCIAL MODERATION:

45. Each PED must establish a provincial moderation process. This should be done centrally at the provincial level and the district subject advisors that participated in the provincial Marking Standardisation Meeting should be used for this process.
46. The PEDs must select a sample of **10% of schools** from each district for the provincial moderation. From each of the schools, a sample of 10% of the scripts, which includes **high, moderate** and **low** levels of performance should be moderated. Provincial moderation should be conducted between **16 - 18 September 2024**.

NATIONAL MODERATION:

47. The DBE will moderate the 2024 NSC Tourism PAT from a list of sampled districts and schools that will be communicated to PEDs prior to the moderation process.
48. The DBE will conduct national moderation of the 2024 NSC Tourism PAT from **20 September 2024 to 30 September 2024**. The moderation approach and modality will be confirmed via an Examination Instruction.
49. PEDs are therefore requested to confirm the arrangements of the provincial moderation so that the national moderation can be arranged accordingly. This information should be forwarded to Ms N Mofokeng, at telephone number 012 357 3239 or by e-mail: Mofokeng.N@dbe.gov.za and copy Ms D Laas, by e-mail: Laas.D@dbe.gov.za

CAPTURE OF MARKS ON THE EXAMINATION COMPUTER SYSTEM

50. The marks for the Tourism Practical Assessment Task (**Total 100 marks**) must be captured on the computerised mark sheet.
51. The marks for the Tourism Practical Assessment Task must be captured during the capture of SBA marks and should be completed by **11 November 2024**.
52. A summary of the Management Plan for the Tourism PAT is attached as **Annexure A**.
53. For any enquiries regarding the administration of the Practical Assessment Task, please contact Ms NE Nobongoza on e-mail: Nobongoza.E@dbe.gov.za

54. Your support in the appropriate and accurate administration of the 2024 Tourism PAT is appreciated.

A handwritten signature in black ink, appearing to read 'RR Poliah', with a horizontal line underneath.

DR RR POLIAH

CHIEF DIRECTOR: NATIONAL ASSESSMENT AND PUBLIC EXAMINATIONS

DATE: 26/06/2024

ANNEXURE A

2024 TOURISM PAT MANAGEMENT PLAN

Activities	Date	Responsibility
JUNE 2024		
Schools close	Friday 14 June 2024	
PEDs send the names of the two designated Tourism officials responsible for the pre-marking.	Friday 05 July 2024	Mr Kamalan Nair, by e-mail: Nair.K@dbe.gov.za
JULY 2024		
Schools reopen	Tuesday 9 July 2024	
DBE Pre-recorded mediation session 1: MEDIATION OF PAT TEACHERS GUIDELINES to teachers	Recording will be available on 10 July 2024	DBE Curriculum and Examination Panel. Link to the pre-recorded mediation session: http://surl.li/tkmbf
DBE Pre-recorded mediation session 2: MEDIATION OF PAT RESOURCE PACK to teachers	Recording will be available on 10 July 2024	DBE Curriculum and Examination Panel. Link to the pre-recorded mediation session: http://surl.li/tkmbf
PEDs deliver Resource Pack ONLY to schools. Resource Pack is packed separately from Day 1 and Day 2 PATs.	10–12 July 2024	PEDs: Resource Packs are available to learners prior to the actual PAT writing date. PATs for Day 1 (24 July) and Day 2 (25 July) are made available to learners on the actual days the PAT is written.
Teachers mediate PAT Resource Pack with learners	16 July–23 July 2024	Teachers to mediate Section C of the PAT Teacher Guidelines and the Resource Pack to learners. Resource Packs to be COLLECTED after the mediation.
TOURISM PAT is written The PAT for Day 1 must be distributed on the morning the PAT is to be written	24 July 2024 from 09:00–13:30 (includes break of 30 min).	Learners supervised by the educators managed by Principal. All scripts locked in the strong room by Principal.
TOURISM PAT is written The PAT for Day 2 must be distributed on the morning the PAT is to be written	25 July 2024 from 09:00–13:30	Learners supervised by the educators managed by Principal.

	(includes break of 30 min).	All scripts locked in the strong room by Principal.
Pre-Marking in the provinces (6 PAT scripts Day 1 and Day 2 of the same candidate) Samples from at least 3 schools should represent high, moderate and low levels of achievement.	5 to 8 August 2024	PED officials to supply PAT scripts for pre-marking.
Pre-marking reports submitted to DBE internal moderator. The reports will be discussed at the DBE Preparatory Meeting and presented on the first day of the national MSM	9 August 2024 @ 18:00	PED selected officials to submit reports via email to DBE IM: sharmininaidoo35@gmail.com
DBE Preparatory Meeting (at DBE)	10 August 2024 Time: 08:30 to 16:00	DBE panel, external moderators, Curriculum Specialist
National MSMs (Provinces join virtually via MS Teams)	11 to 12 August 2024 Time: 08:00–16:00	DBE panel, with Provincial Officials – ONLY two per PED
Final approved version of the PAT Marking Guideline to be submitted to DBE	13 August 2024	DBE Panel – Internal Moderator
Send Approved Version of the MG to PEDs	14 August 2024	DBE Manager – Mr K Nair
PED officials conduct Provincial MSMs (cascade to their district SESs)	14 to 16 August 2024	Provincial Officials (IM and CM) who attended the national MSM.
District officials conduct District MSMs (cascade to teachers)	19 to 20 August 2024	District Officials who attended the PED MSMs
PED distribute the final, approved Marking Guideline in printed or electronic form to the schools.	21 August 2024	PED, as arranged
Marking of learner scripts	21 August to 04 September 2024	Principal hands out scripts. Teachers under supervision of School's Management (DHs)

SEPTEMBER 2024		
Marking of learner scripts continues	Up to 04 September 2024	Teachers under supervision of School's Management (DHs)
Moderation – School level	Before 09 September 2024	School Management (DHs)
Moderation – District	09 to 12 September 2024	District Tourism Subject Advisors
Moderation – Provincial	16 to 18 September 2024	PED – Tourism Subject Advisor peers
Moderation – National (DBE)	20 to 30 September 2024	DBE and National Moderators
Final PAT and SBA marks captured	11 November 2024	All PEDs