

TO: HEADS OF EXAMINATION
HEADS OF CURRICULUM SECTIONS
NATIONAL ALLIANCE OF INDEPENDENT SCHOOL ASSOCIATIONS (NAISA).
SCHOOL GOVERNING BODY ASSOCIATIONS
TEACHER UNIONS
UMALUSI
DISTRICT DIRECTORS
SCHOOL PRINCIPALS

CIRCULAR E17 OF 2021

GUIDELINES ON THE ADMINISTRATION OF COMMON ASSESSMENT TASK (CAT) FOR LIFE ORIENTATION: GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) 2021

1. This circular provides information regarding the procedure that must be followed in the administration of the Common Assessment Task (CAT) for Life Orientation (LO) across all Provincial Education Departments (PEDs).
2. The Common Assessment Task will be administered on 06 September 2021, from 9:00 to 11:30 (2½ hrs), and all the schools should be notified timeously of the date and the time. In preparation for the administration of the Common Assessment Task (CAT) the PEDs should ensure that schools and district officials are informed regarding the procedure that will be followed in the administration of the CAT.
3. **Printing, Packaging and Distribution of the Common Assessment Task (CAT)**
 - a) The Common Assessment Task must be printed by the provincial office and sealed in secure envelopes per school and delivered to schools on the day of the writing of the CAT, following the same procedure as the Grade 12 NSC examination. Provinces are expected to complete the printing of the Life Orientation CAT by 23 August 2021.

4. Writing of the Common Assessment Task (CAT)

- a) After the Common Assessment Task is received by the Principal, he or she must take full responsibility as Chief Invigilator and ensure that all conditions and rules relating to the NSC examination are adhered to.
- b) The Principal should open the secure envelope on the day of the examination in the presence of the learners and oversee the distribution of the CAT to learners.
- c) The Principal should ensure that the invigilators are vigilant during the writing of the Common Assessment Task.
- d) After the Common Assessment Task is written, invigilators should reconcile the scripts with the number of learners as indicated on the Mark Sheet and enclose the scripts into the security envelope used for the NSC examinations.
- e) Scripts must be stored in the strong room of the school until the commencement date of marking.

5. Marking Standardisation Meeting

- a) The preliminary National Marking Guidelines will be forwarded to PEDs 3 hours after the examination is written.
- b) PEDs should conduct pre-marking of at least twenty (20) scripts prior to the National standardisation marking guidelines discussions. The sampled scripts should represent high, moderate and low levels of achievement

PEDs are expected to conduct a provincial pre-marking discussion with selected teachers and subject advisors. PEDs should include additional responses to the National Marking Guidelines emanating from the provincial pre-marking discussions with teachers and subject advisors, to accommodate the provincial contextual factors. A report from the pre-marking must be submitted by email on 11 September 2021 to the DBE Internal Moderator and presented at the National Marking Standardisation Meeting on 13 September 2021 (**Annexure A**).

- c) The National Marking Standardisation Meeting (MSM) will take place from 13-14 September 2021. The designated provincial officials responsible for Life Orientation 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.
- d) Two designated Life Orientation 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 MS Teams invitation to all PED participants on 30 August 2021.

- e) The electronic version of the approved marking guideline will be forwarded to the Head of Examinations on 16 September 2021.
- f) The PEDs are expected to host a similar Provincial Marking Standardisation Meeting with the district subject advisors for LO, 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 with their teachers in their districts.
- g) It is proposed that provincial Marking Standardisation Meeting to mediate the marking guidelines be hosted from 17 to 20 September 2021. The PEDs must utilise the mediation modality in line with COVID-19 restrictions.

6. Marking of the Common Assessment Task (CAT)

- a) The marking of the Common Assessment Tasks will be conducted at school level under the supervision of the School Principal.
- b) The Provincial Education Department must distribute the final, approved marking guideline in printed or electronic form to the schools by 20 September 2021.
- c) The marking process should commence by 21 September 2021 and must be concluded by 30 September 2021.
- d) Scripts must only be removed from the strong room by the School Principal on the day the marking commences.
- e) Marking should be conducted at school, with the senior teacher or Head of Department acting as an Internal Moderator. Only the final, approved marking guideline must be used in the marking of the LO CAT.
- f) In cases where there is more than one teacher teaching Life Orientation at the school, the scripts should be exchanged so that a teacher does not mark the scripts of his/her learners.

7. Moderation of learner evidence

7.1 School and District Moderation

- a) At least 10% of the marked scripts should be moderated by the senior teacher or the Head of Department at the school level.
- b) After the scripts have been moderated by the senior teacher or Head of Department, the marks must be recorded on the mark sheet provided to the school.
- c) The district subject advisor must moderate a sample of scripts from each school.
- d) District moderation should be conducted between 11-22 October 2021.

7.2 Provincial Moderation

- a) Taking into consideration the COVID-19 risk mitigation measures, 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.
- b) The PEDs must select a sample of 10-20 schools from each district for the provincial moderation. From each of the schools, a sample of 10% of the scripts should be moderated. Provincial moderation should be concluded by 5 November 2021.

7.3. National Moderation

- a) The DBE will conduct national moderation of the 2021 NSC LO CAT from the 8-19 November 2021. The moderation approach and modality will be confirmed via an Examination Instruction.
- c) The DBE will moderate the 2021 NSC LO CAT from a list of sampled districts and schools that will be communicated to PEDs prior to the moderation process.
- b) PEDs are therefore requested to forward the dates on which the provincial moderation will be conducted so that the national moderation can commence thereafter. This information should be forwarded to Ms N Mofokeng, on telephone number (012 357 3239) or by e-mail: Mofokeng.N@dbe.gov.za

8. Capture of Marks on the Examination Computer System

- a) Two separate mark sheets will be issued to schools for the recording of the marks for the Common Assessment Task. One marksheet will be used for capturing the CAT marks (100 marks) and the other mark sheet will be used for capturing the SBA marks (300 marks).
 - b) The marks for the Common Assessment Task must be captured during the capture of SBA marks and should be completed by 30 November 2021.
 - c) The PEDs must ensure that the Common Assessment Task is written on the correct date and time and any deviation from this would be declared an irregularity.
- 9.** The approach to the marking and moderation of the 2021 NSC LO CAT must incorporate the COVID-19 protocols for hand hygiene, social distancing and the wearing of masks during the marking and moderation of scripts at all levels of the system. Care must be taken in the handling and storage of the scripts after the writing. Given that the scripts will be stored in the School's Strong room for more than 24 hours, before the marking commences, the scripts are regarded as safe to be handled by teachers for marking.

10. The DBE appreciates the co-operation of all PEDs with regards to the preparation for the administration of the Common Assessment Task. This will certainly contribute to improving the credibility of LO assessment.
11. For any enquiries regarding the administration of the Common Assessment Task, please contact Ms P Ogunbanjo, on telephone number (012 357 3909) or by e-mail: Ogunbanjo.p@dbe.gov.za



DR M SIMELANE

ACTING DEPUTY DIRECTOR CURRICULUM POLICY, SUPPORT AND MONITORING

DATE:- 16/07/2021