



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

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TO: HEADS OF DEPARTMENT
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DISTRICT DIRECTORS
CIRCUIT MANAGERS
AREA MANAGERS
SCHOOL PRINCIPALS
TEACHER UNIONS
SCHOOL GOVERNING BODY ASSOCIATIONS
NATIONAL ALLIANCE OF INDEPENDENT SCHOOLS
UMALUSI

NATIONAL ASSESSMENT CIRCULAR NO. 2 OF 2021

THE IMPLEMENTATION AND ADMINISTRATION OF THE ASSESSMENT PROGRAMME RELATED TO THE SCHOOLS OF SKILLS FOR YEAR 1 TO YEAR 4

1. This circular provides guidelines on the implementation and administration of the assessment programme when teachers are assessing school of skills from Year 1 to Year 4. The assessment must cover the knowledge and skills taught as per Subject Statements.
2. This Circular builds on the key principles of implementing assessment tasks in the schools of skills. The focus on school based assessment remains on utilising strategies aligned to an assessment for learning approach to assist learners to

achieve the learning outcomes in each of the Year 1 to Year 4s subjects. Its purpose is to direct and not over prescribe teacher activities when assessing.

3. Therefore, the emphasis on formal examinations should be reduced. The mid-year and end-of-year examinations are to be replaced by controlled tests/ formal assessment. These tests must be administered under formal controlled settings. These tests could be set by a team of different teachers of the same subject within same the school or teachers of the same year level and subject. The content of the controlled tests/ formal assessment must be based on work done stipulated in the Subject Statements. In principle, the mid-year controlled test should cover work from Term 1 and Term 2 and the end of year controlled test should cover work from Term 3 and Term 4.

4. **SBA and task weighting**

- 4.1 The weighting of the four Life Skills components remains as indicated in the Subject Statements.
- 4.2 The end-of-year controlled tests/ formal assessment will carry a reduced weighting of 20% and the SBA will count 80% of the final progression mark. The SBA weighting will comprise of all formal assessment tasks except the end-of-year controlled test/ formal assessment.
- 4.3 The types and number of tasks per subject are summarised in the attached **Annexure A**. The weightings of the individual assessment tasks are also shown.
- 4.4 If curriculum coverage is compromised due to a loss of teaching time due to COVID-19 and COVID related variants, mark allocations may be reduced to match the content covered but the weighting of the task remains unchanged.
- 4.5 Where weightings are not indicated for a subject, the weightings are distributed evenly among the tasks for the term.

5. **Moderation of tasks**

- 5.1 All formal tasks including controlled tests per subject must be moderated at school level by the school management team member responsible for that subject or subject component. The moderator must also ensure that the test is accompanied by a detailed marking guideline and or rubric, which are

accurately formulated. All moderation findings must be reported to the relevant teacher(s) of that subject.

- 5.2 Teachers of the same year level and subject should sample a few scripts and discuss the marking guidelines/rubric as a team to ensure that the marking is standardised. All scripts that have been marked by the teacher must be submitted to the moderator who should sample a reasonable number for moderation.
- 5.3 The setting of high quality tasks for school based assessment is important and schools should keep proper records on the setting and moderation processes followed and this may be subject to verification through district and provincial procedures.

6. Practical assessment and physical education tasks

- 6.1 Districts must ensure that all schools implement the COVID-19 social distancing protocols, hand sanitisation, and workspace sanitisation in all subjects with a practical or physical education component.
- 6.2 Clear guidelines must be provided to teachers and learners on the correct use of facemasks when conducting certain performance tasks.

7. SA-SAMS

- 7.1 The moderator must further approve and sign off the mark sheets prior to recording on SA-SAMS by trained Administrative staff who are familiar with the system. All data captured must be verified.
- 7.2 The weightings of a task will be calculated automatically on SA-SAMS and schools are not expected to make changes to the individual task weightings.
- 7.3 SA-SAMS contains a built-in functionality to address cases where an assessment is not administered e.g. absenteeism with a valid reason or in the case of an unforeseen event. By capturing "-1" as a code it removes the task from the learner's SBA and promotion mark and automatically redistributes the weight proportionally to the other assessment tasks.

8. Schedules and reports

- 8.1 Final promotion schedules for Year 1 to Year 4 must be approved and signed off using the prescribed protocols of the provincial education department.

- 8.2 Year 1 to Year 4 learner reports must be generated based on the signed off promotion schedules' marks using SA-SAMS' templates.
- 8.3 The end of the year report will be calculated based on 80% on of Term 1-3 SBA and 20% of Term 4 marks.
- 8.4 In addition, the reporting to parents should be a holistic reflection of learner's capabilities and not just a summary of summative scores. It should also reflect evidence of learners' capabilities that were generated and observed through formative assessment processes. It is required that learners' performances are recorded for each subject. The comments in the report should indicate an overview considering both the summative and formative assessments.
- 8.5 Year 4 reports must be signed off by the Provincial Head.
9. The recording and reporting for Term 1, Term 2 and Term 3 need not be revised as per this circular because of the timing of Circular 02 of 2021. However, Term 4 should comply. All enquiries regarding this circular must be directed to Dr M Chetty via telephone on 012 357 3835 or email at chetty.m@dbe.gov.za.
10. Your support in ensuring compliance with the contents of this circular will be greatly appreciated.



MR HM MWELI

DIRECTOR-GENERAL

DATE:

08/11/21

ANNEXURE A: OCCUPATIONAL AND VOCATIONAL SUBJECTS



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SCHOOLS OFFERING OCCUPATIONAL AND VOCATIONAL INCLINED SUBJECTS FOR YEAR 1 TO YEAR 4

Formal assessment tasks

Note:

1. This Programme of Assessment (PoA) is offered as a guide for teachers when assessing learners at schools offering occupational and vocational inclined subjects for Year 1 – Year 4, effective *from 2022*.
2. The purpose of this POA is to guide and not over prescribe teacher activities when assessing.
3. The assessment must cover the knowledge and skills taught as per Subject Statements.
4. Information Communication Technology (ICT) need not be formally assessed but must be taught.

Subjects: Home Languages (HL)

Year	Number of tasks	Brief description of the task e.g., test/assignment/project/practical etc.	Allocated Term	Marks Minimum	Weighting per task	Weighting Final	
1, 2, 3, 4	1	Oral	1	25	60%	100%	80%
	2	Written Assessments	1	25	40%		
	3	Oral	2	25	60%	100%	
	4	Controlled Test	2	60	40%		
	5	Oral	3	30	60%	100%	
	6	Written Assessments	3	30	40%		
	7	Oral	4	30	60%	100%	20%
	8	Controlled Test	4	60	40%		
NOTE: The end of the year report card is calculated by adding SBA (Term 1-3) at 80% and 20% (Term 4).							

ANNEXURE A: OCCUPATIONAL AND VOCATIONAL SUBJECTS

Subjects: First Additional Languages (FAL)

Year	Number of tasks	Brief description of the task e.g., test/assignment/project/practical etc.	Allocated Term	Marks Minimum	Weighting per task	Weighting Final	
1, 2, 3, 4	1	Oral	1	30	60%	100%	80%
	2	Written Assessments	1	30	40%		
	3	Oral	2	30	60%	100%	
	4	Controlled Test	2	60	40%		
	5	Oral	3	30	60%	100%	
	6	Written Assessments	3	30	40%		
	7	Oral	4	30	60%	100%	20%
	8	Controlled Test	4	60	40%		
NOTE: The end of the year report card is calculated by adding SBA (Term 1-3) at 80% and 20% (Term 4).							

Subject: Mathematics

Year	Number of tasks	Brief description of the task e.g., test/assignment/project/practical etc.	Allocated Term	Marks Minimum	Weighting per task	Weighting Final	
1, 2, 3, 4	1	Assignment	1	30	60%	100%	80%
	2	Controlled Test	1	40	40%		
	3	Project	2	30	60%	100%	
	4	Controlled Test	2	40	40%		
	5	Investigation	3	30	60%	100%	
	6	Controlled Test	3	40	40%		
	7	Controlled Test	4	40	100%	100%	20%
NOTE: The end of the year report card is calculated by adding SBA (Term 1-3) at 80% and 20% (Term 4).							

Subject: Life Skills: Personal and Social Wellbeing

Year	Number of tasks	Brief description of the task e.g., test/assignment/project/practical etc.	Allocated Term	Practical	Marks Minimum	Weighting final	
1, 2, 3, 4	1	Project: / Assignment	1	75	25	100%	80%
	2	Controlled Test: Written response to questions	2	75	25	100%	
	3	Project: / Assignment	3	75	25	100%	

ANNEXURE A: OCCUPATIONAL AND VOCATIONAL SUBJECTS

Year	Number of tasks	Brief description of the task e.g., test/assignment/project/practical etc.	Allocated Term	Practical	Marks Minimum	Weighting final	
	4	Controlled Test Written response to questions	4	75	25	100%	20%
NOTE: The end of the year report card is calculated by adding SBA (Term 1-3) at 80% and 20% (Term 4).							

Subject: Life Skills: Physical Education

Year	Number of tasks	Brief description of the task e.g., test/assignment/project/practical etc.	Allocated Term	Marks	Weighting final	
1, 2, 3, 4	1	Participation and performance on movement	1	30	100%	80%
	2	Participation and performance on movement	2	30	100%	
	3	Participation and performance on movement	3	30	100%	
	4	Participation and performance on movement	4	30	100%	20%
NOTE: The end of the year report card is calculated by adding SBA (Term 1-3) at 80% and 20% (Term 4).						

Subject: Life Skills: Natural Sciences

Year	Number of tasks	Brief description of the task e.g., test/assignment/project/practical etc.	Allocated Term	Marks	Weighting Per task	Weighting Final	
1	There is no instruction in Year 1 for Natural Sciences. However, allocation of weightings per term and year is the same as Year 2 – 4.						
2, 3, 4	1	Practical Tasks demonstrating scientific investigation skills	1	20	60%	100%	80%
	2	Controlled Test: Written response to questions	1	15	40%		
	3	Practical Tasks demonstrating scientific investigation skills	2	20	40%	100%	
	4	Controlled Test: Written response to questions	2	20	60%		
	5	Practical Tasks demonstrating scientific investigation skills	3	20	60%	100%	20%
	6	Controlled Test: Written response to questions	3	25	40%		
	7	Controlled Test: Written response to questions	4	30	100%	100%	

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Year	Number of tasks	Brief description of the task e.g., test/assignment/project/practical etc.	Allocated Term	Marks	Weighting Per task	Weighting Final
1	There is no instruction in Year 1 for Natural Sciences. However, allocation of weightings per term and year is the same as Year 2 – 4.					
NOTE: The end of the year report card is calculated by adding SBA (Term 1-3) at 80% and 20% (Term 4).						

Subject: Life Skills: Creative Arts

Year	Number of tasks	Brief description of the task e.g. test/assignment/project/practical etc.	Allocated Term	Weighting final	
1, 2, 3, 4	1	Practical demonstration of a set of skills	1	100%	80%
	2	Practical demonstration of a set of skills	2	100%	
	3	Practical demonstration of a set of skills	3	100%	
	4	Practical demonstration of a set of skills	4	100%	20%
NOTE: The end of the year report card is calculated by adding SBA (Term 1-3) at 80% and 20% (Term 4).					

Subject: Skill Subjects

Year	Numb er of tasks	Brief description of the task e.g., test/assignment/project/ practical etc.	Allocate d Term	Weighti ng per task	Weighting Final	
1, 2, 3, 4	1	Controlled Test: Written response to questions	1	25%	100%	80%
	2	Practical Tasks; may consist of two activities; one enabling and a model	1	75%		
	3	Controlled Test: Written response to questions	2	25%	100%	
	4	Practical Tasks; may consist of two activities; one enabling and a model	2	75%		
	5	Controlled Test: Written response to questions	3	25%	100%	
	6	Practical Tasks; may consist of two activities; one enabling and a model	3	75%		
	7	Controlled Test: Written response to questions	4	25%	100%	20%

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Year	Number of tasks	Brief description of the task e.g., test/assignment/project/practical etc.	Allocated Term	Weighting per task	Weighting Final	
	8	Practical Tasks; may consist of two activities; one enabling and a model	4	75%		
NOTE: The end of the year report card is calculated by adding SBA (Term 1-3) at 80% and 20% (Term 4).						