



## **basic education**

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

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**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 (SECONDARY SCHOOLS)**

**CIRCULAR E8 OF 2023**

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

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 LO CAT will be administered on 04 September 2023, 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, the PEDs should ensure that schools and district officials are informed regarding the procedure that will be followed in the administration of the LO CAT.
3. **Printing, Packaging and Distribution of the Life Orientation Common Assessment Task (CAT)**
  - a) The Life Orientation CAT 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 25 August 2023.

#### 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.
- c) 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 evaluation and pre-marking must be submitted by email on **08 September 2023** to the DBE Internal Moderator (**Annexure A**).
- d) The National Marking Standardisation Meeting (MSM) will take place from **10-11 September 2023**. 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 at 08:00 on Day 2.
- e) 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 PEDs must send the names of the two designated Life Orientation officials per province to Mr Kamalan Nair, by e-mail: [Nair.K@dbe.gov.za](mailto:Nair.K@dbe.gov.za) by **08 September 2023**. The DBE will issue the MS Teams invitation to all PED participants on **09 September 2023**.

- f) The electronic version of the approved marking guideline will be forwarded to the Head of Examinations on **12 September 2023**.
- g) 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. The district subject advisors are in turn, expected to mediate the marking guidelines with their teachers in their districts.
- h) It is proposed that provincial Marking Standardisation Meetings to mediate the marking guidelines be hosted from **13 to 14 September 2023**. The PEDs can utilise a face to face or virtual modality dependent on contextual circumstances.

## **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 **15 September 2023**.
- c) The marking process should commence by **15 September 2023** and must be concluded by **25 September 2023**.
- 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 **25 and 27 September 2023**.

## 7.2 Provincial Moderation

- a) The 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 conducted between **28<sup>th</sup> and 30<sup>th</sup> September 2023**.

## 7.3. National Moderation

The DBE will conduct national moderation of the 2023 NSC LO CAT from the **2 October 2023 to 3 November 2023**. The moderation approach and modality will be confirmed via an Examination Instruction.

- a) The DBE will moderate the 2023 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](mailto:Mofokeng.N@dbe.gov.za) and copy Ms JM Laas, by e-mail: [Laas.D@dbe.gov.za](mailto:Laas.D@dbe.gov.za)

## 8. Capture of Marks on the Examination Computer System (IECS)

- a) Two separate IECS mark sheets will be issued to schools for the recording of the marks for Life Orientation. One mark sheet will be used for recording of the CAT marks (80 marks) and the other mark sheet will be used for the recording of the SBA marks (320 marks).
  - b) Schools will transcribe marks from the SASAMS mark sheets on to the IECS mark sheets. There will be no need for conversions/calculation to be done manually. SASAMS will convert SBA mark from 300 to 320 and LO CAT mark from 100 to 80.
  - c) The marks for the Common Assessment Task must be captured on the IECS during the capture of SBA marks and should be completed by 24 November 2023.
9. 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.

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 Life Orientation Common Assessment Task, please contact Ms P Ogunbanjo, on telephone number (012 357 3909) or by e-mail: [Ogunbanjo.p@dbe.gov.za](mailto:Ogunbanjo.p@dbe.gov.za)



**DR MBJ MTHEMBU**

**DEPUTY DIRECTOR CURRICULUM POLICY, SUPPORT AND MONITORING**

**DATE: 07/08/2023**