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MEMORANDUM

**TO: CHIEF EDUCATION SPECIALISTS: CURRICULUM
DEPUTY CHIEF EDUCATION SPECIALISTS
SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF SCHOOLS WITH GRADE 12 LEARNERS**

**FROM: DIRECTOR: EXAMINATIONS AND ASSESSMENT
MR V.A JOSEPH**

DATE: 15 OCTOBER 2019

**SUBJECT: MANAGEMENT OF GRADE 12 NSC LEARNER COMPUTERISED SCHOOL
BASED ASSESSMENT (SBA), ORALS AND PRACTICAL ASSESSMENT
TASKS (PAT) MARK SHEETS**

1. INTRODUCTION

- 1.1 The registration of Grade 12 learners has been completed. The mark sheets for Orals, SBA and Practical Assessment Tasks are attached.
- 1.2 Schools are reminded of the importance of the accurate completion of the above-mentioned mark sheets as the marks generated by learners throughout the year contribute towards the final resulting of each registered learner.

2. LIFE ORIENTATION

- 2.1 Schools are further reminded that **LIFE ORIENTATION** is out of **400**.
- 2.2 There are two computerized school-based assessment mark sheets for Life Orientation: Paper 1 and Paper 2.
- 2.3 **Paper 1** mark sheet is for **Common Assessment Task (CAT)** and is out of **80 marks**.
- 2.4 **Paper 2** mark sheet is for School Based Assessment tasks and is out of **320 marks**.

- 2.5 Marks must be transferred in their original raw mark for both CAT (80 marks) and SBA (320 marks).
- 2.6 **Marks must not be converted to a percentage as it changes them to be out of 100.**

3. LEARNERS THAT HAVE NOT SUBMITTED SBA TASKS

- 3.1 Learners that have not submitted a learner portfolio of evidence as part of the School-Based Assessment component, and/or Practical Assessment Task/ Language Oral mark based on valid reasons, must be given three months from publication of the results to submit School-Based Assessment tasks and or a Practical Assessment Task/ Language Oral for evaluation. In such an event the "444" is indicated on the mark sheet.
- 3.2 Valid reasons include the following: illness, humanitarian reasons or court appearance (all these must be supported by valid documentation).

4. HOW TO COMPLETE THE MARK SHEETS

The computerized mark sheet should be completed as follows:

- 4.1 Teachers must correctly and accurately transfer the marks from the SASAMS schedule onto the computerized mark sheet in **black ink only**.
- 4.2 **Ensure that marks that are filled in the computerized mark sheet are the same as those reflected in the school schedule.**
- 4.3 **After marks have been captured on the system, no corrections can be done.**
- 4.4 "Mark" column is for all marks before moderation.
- 4.5 "Moderated mark" column is for all marks after moderation.
- 4.6 Both columns must be filled.
- 4.7 Every block in each column should be completed i.e. for 65 marks it should be recorded as follows: -

0	6	5
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- 4.8 If a candidate is absent, it should be recorded as follows:

4	4	4
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- 4.9 **Marks must not exceed total marks reflected in the computerized mark sheet.**
- 4.10 **No corrections/amendments must be made on the computerized mark sheet. This means that no names, ID numbers and/or examination numbers may be added to mark sheets.**

- 4.11 No correction fluid, no scratching out and /or erase, cut and pasting of mark sheets will be accepted.
- 4.12 Principals and districts must note mark sheets are scanned therefore only original mark sheets should be submitted.
- 4.13 The Teacher, Principal and the Moderator must print their names and sign.
- 4.14 The stamp of the school institution must appear at the back of the mark sheet.

5. HANDLING OF IRREGULAR CASES

- 5.1 In cases where the learner has been duplicated on a mark sheet, marks should be allocated on the first examination number, **and request for the second to be deregistered must be attached.**
- 5.2 In cases where an approved subject change is not effected in the system, "444" must be used. A copy of the approval letter and a preliminary where the correction was done must be attached.
- 5.3 In cases where the learner is omitted, a copy of the preliminary schedule where the learner had appeared must be attached.
- 5.4 In cases where deregistration of a learner was requested, "444" must be used. Letters from both the principal and the parent must be attached.
- 5.5 In cases where the personal details have been captured incorrectly, a letter correcting the detail and a copy of the learner's ID must be attached.
- 5.6 In cases where the learner did not complete all tasks for SBA, "444" must be used on the school mark schedule and the computerised mark sheet.
- 5.7 All "444" cases must be accompanied by a written explanation. **No mark sheet with "444" will be accepted without evidence.**

6. SUBMISSION OF MARK SHEETS

- 6.1 The principal must submit a completed original computerized mark sheet together with original school mark schedules to the District Examination office.
- 6.2 Copies must be kept by the school.
- 6.3 No mark sheet will be accepted without the School schedule.
- 6.4 The school must ensure that all learners offering a subject are in the school schedule.
- 6.5 **Once mark sheets are captured on the system, no alteration of marks will be done on the system.**
- 6.6 The following are the Deadlines for the submission of both the computerized mark sheets for School-Based Assessment, Orals and Practical Assessment Tasks.
- 6.7 **Deadline for submission by schools to District Offices is 29 October 2019.**

7. CONCLUSION

Principals and Subject Advisors are expected to monitor this process closely as non-adherence to the contents of this memorandum will negatively affect the resulting of the learners.

Yours in Quality Education



DIRECTOR: EXAMINATIONS AND ASSESSMENT
MR V.A JOSEPH

15-10-2019
DATE