

DIRECTORATE: CURRICULUM FET PROGRAMMES

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CURRICULUM INSTRUCTION F05 OF 2019

TO:

- DEPUTY DIRECTORS-GENERAL**
- CHIEF FINANCIAL OFFICER**
- CHIEF DIRECTORS**
- DIRECTORS AND DISTRICT DIRECTORS**
- CHIEF EDUCATION SPECIALISTS**
- CIRCUIT MANAGERS**
- DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS**
- PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS: GRADES 10 – 12**
- TEACHERS**
- TEACHER UNIONS / ORGANISATIONS**
- SCHOOL GOVERNING BODIES**

DATE: 10 OCTOBER 2019

<p>MANAGEMENT OF 2019 GRADE 12 SCHOOL BASED ASSESSMENT (SBA) MARKSHEETS</p>
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1. INTRODUCTION

- 1.1 As we wrap up this academic year for the Grade 12 cohort of learners, Term 4 is characterized by the management of School Based Assessment (SBA) which includes the finalisation of mark-sheets for Grade 12 learners registered to write the National Senior Certificate (NSC) examinations. School based Assessment is a compulsory and necessary component for assessing and resulting learner performance.
- 1.2 The SBA mark in every subject constitutes a weighting of 25% of the final promotion mark for the National Senior Certificate, except for Life Orientation where the SBA constitutes 100%. **Please note:** Life Orientation is out of a maximum **mark of 400**. **No** conversion of marks to percentages must be done on the mark sheets.

1.3 SBA mark-sheets are issued by the Chief Directorate Assessment and Exams for completion by schools. Schools are expected to insert the learner's SBA results onto these mark-sheets and to submit the original, hard-copies to the District Office for checking and verification.

1.4 Failure to submit the mark-sheets or the submission of inaccurate marks on the marks-sheets may result in learners' final results being withheld.

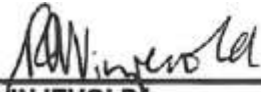
1.5 No learner should obtain "0" marks for SBA. Please refer to Curriculum Instruction 01 of 2019, paragraphs 7.1.3.1. All SBA, PAT & Oral related marks for each learner must be inserted so as to ensure that all 2019 Grade 12 learners are resulted.

2. SUBMISSION TO DISTRICTS

2.1 Once the learners' marks have been inserted, the marksheets must be delivered to the CES: Curriculum (i.e. Curriculum Manager) in the district. Please see the name and contact details of the relevant CES in the table below.

DISTRICT	NAME OF CES: CURRICULUM	CONTACT DETAILS
Alfred Nzo East	Mr. Nyali	039 251 0316
Alfred Nzo West	Mr. Sefoloko	039 256 0594
Amathole East	Mr. Msekele	047 401 7717
Amathole West	Mr. Cakata	046 645 7843
Buffalo City Metro	Ms. Mgabadeli	043 605 0101
Chris Hani West	Ms. Hanisi	045 890 5707
Chris Hani East	Mr. Skade	047 874 0313
Joe Gqabi	Mr. Mkhuzo	039 257 0024
Nelson Mandela Metro	Mr. Mphehlo	041 409 3749
OR Tambo Coastal	Dr. Peyana	082 6623 759
OR Tambo Inland	Mr. Mpongwana	047 537 1976
Sarah Baartman	Mr. P. De Villiers	049 807 3006

- 2.2 The FET Subject Advisors must scrutinize, check, verify the mark-sheets for compliance to SBA and CAPS policy.
 - 2.3 The verified mark-sheets must be signed off by the Subject Advisor and submitted to the district SBA coordinators or district Assessment & Examinations Unit.
 - 2.4 It is requested that schools submit their marksheets to the district on or before the 16 October 2019.
 - 2.5 The capturing of marks will commence on 16 October 2019 by Assessment and Examinations.
3. District are requested to communicate the contents of this Curriculum Instruction F05 of 2019 with all high school principals and teachers.



P. VINJEVOLD

(A) DDG: EDUCATION PLANNING, EVALUATION AND MONITORING

DATE: 14 October 2019