higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS, ASSESSMENT AND MEASUREMENT

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Tel.:	(012) 312 5760 / 082 697 0982
Fax:	(086) 505 9811
E-mail:	deVilliers.p@doe.gov.za

TO: EXAMINATION CENTRES
CAMPUS MANAGERS
PRINCIPALS OF FET PUBLIC AND PRIVATE COLLEGES
SOUTH AFRICAN COLLEGE PRINCIPALS' ORGANISATION (SACPO)
FET COLLEGES ADVISORY COMMITTEE (ADCOM)
UMALUSI

MEMORANDUM 1 OF 2010

GUIDELINES ON THE ADMINISTRATION OF THE 2010 NATIONAL CERTIFICATE (VOCATIONAL) SUPPLEMENTARY EXAMINATION

Dear Colleague

The purpose of this memorandum is to facilitate a streamlined and timeous resulting process for all parties involved in the 2010 NC (V) supplementary examination. It would be appreciated if the content thereof could be communicated to all relevant role players before embarking on the marking process and campus managers / examination officers could see to it that the processes are implemented as described.

1. MARKING AND SUBMISSION OF SCRIPTS

The marking model to be used for the 2010 supplementary examination is the same as was used for the November 2009 examination. This means that colleges and their respective campuses are responsible for the management of the marking of NC (V) Level 2 and 3 scripts, while the NC (V) Level 4 scripts will be marked at the national centre at Umbumbulu campus in KwaZulu-Natal.

It is expected that marking of scripts, including Level 4, will take place on a staggered basis to ensure that all scripts and mark sheets are timeously delivered to the Department for capturing and resulting by 16 April 2010.

All marked Level 2 and 3 scripts must be submitted on a regular basis, that is, **within 7 days** of a paper being written, to the following address:

Mrs Mathilda Visser
222 Struben Street
PRETORIA
0001

The last day for dispatch of scripts to the Department is **Friday, 26 March 2010**. All Level 4 scripts must be dispatched to the national marking centre **within 24 hours** of a paper being written at the following address:

Mrs Mary Smith
50051 Old Main Road
KwaMakhutha
4126

Kindly ensure that only the scripts belonging to a single mark sheet are batched together in one belly band and not scripts for different mark sheets.

2. MARKING GUIDELINES

All campuses on the mailing list will receive the marking guidelines via email 2 hours after the writing session of a paper has elapsed. College head offices have provided the names and email addresses of the staff member responsible for examinations per campus to the Department to facilitate this.

Queries regarding marking guidelines should be directed to the following officials:

- NC(V) Level 2: Mariëtte Swanepoel on email address swanepoel.m@doe.gov.za
- NC(V) Level 3: Thula Nkomo on email address nkomo.g@doe.gov.za

3. COMPLETION AND SUMISSION OF MARK SHEETS

Where candidates were absent for a paper the letter “a” must be entered in the attendance column on the mark sheet and a “999” is to be recorded in the % column.

Where candidates were present for a paper a tick (✓) must be entered in the attendance column on the mark sheet and the % achieved by the candidate in the paper is to be recorded in the % column.

All original copies of the pink mark sheet are to be submitted to the Department, irrespective of whether marks are submitted electronically by a campus. <u>Two copies</u> of the completed and signed off original pink mark sheets must be made on white paper **after** moderation has taken place. One of the white copies must be placed inside the belly band on top of the batch of scripts it belongs to, while the other white copy must be retained and filed by the campus for record purposes.

The original pink mark sheets are to be placed in a separate envelope clearly labelled MARK SHEETS with a covering sheet indicating the centre number, unique mark sheet numbers, levels and subjects being submitted at a time. This should be checked and signed off by the campus manager / examination officer prior to dispatch to the Department. This envelope of mark sheets is to be submitted along with the scripts it belongs to. See Annexure A for an example of the CONTROL SHEET FOR MARK SHEETS.

4. MODERATION OF MARKING

As in November 2009, markers are expected to complete marking reports and 10% of the scripts per paper written for a subject are to be moderated at the marking site before submitting the scripts to the Department. See Annexure B and C for the templates to be used for MARKING REPORTS and MODERATION REPORTS respectively.

All marking and moderation reports must be retained at the marking centre and submitted in one batch on the day that the last batch of scripts is dispatched to the Department from the marking centre. The reports should be placed in envelopes clearly labelled REPORTS with a covering sheet indicating the centre number, levels and subjects for which reports are included. This should be checked and signed off by the campus manager / examination officer prior to dispatch to the Department. See Annexure D for an example of the CONTROL SHEET FOR REPORTS.

5. REPORTING ON THE DAILY CONDUCT OF THE SUPPLEMENTARY EXAMINATION

It is mandatory for daily reports on the conduct of a national examination to be submitted to the Department within the stipulated timeframes. All examination irregularities are to be reported, irrespective of the nature and degree of seriousness.

College head offices need to collect reports from their respective campuses, complete all sections of the attached Daily Report and fax it to Dr A Thobedi on the email address thobedi.a@doe.go.za or the fax number (086) 628 9179 by 09:00 every day.

All irregularities must be included in the Daily Report submitted to the Department. A comprehensive report is to follow within 3 days after the occurrence of an irregularity when additional investigation is required, providing details which were not available at the time when the irregularity was initially reported. The Daily Report must cover the subjects written in the morning and afternoon sessions of the same day and be submitted to the Department by 09:00 the following morning.

Irregularities of a serious nature, that is, where the security or integrity of a question paper has been breached or the wrong question paper has been opened, must be reported immediately to the Director, Ms N Pote, on the email address pote.n@doe.gov.za or the fax number (086) 628 9179. It is the responsibility of college head offices to ensure that such irregularities do not occur. See Annexure E for the template to be used for the DAILY REPORT.

Wishing you a successful supplementary examination.

Kind regards

N Pote
Director: FET Examinations and Assessment (Colleges and ABET)
Date:

ANNEXURE A

CONTROL SHEET FOR MARK SHEETS

NAME OF COLLEGE		NAME OF CAMPUS		CENTRE NO.	

No.	UNIQUE MARK SHEET NUMBER	LEVEL	SUBJECT	PAPER (✓)	
				1	2
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Name of campus manager / examination officer:	
Contact number:	
Signature:	
Date:	

ANNEXURE B

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MARKER'S / CHIEF MARKER'S REPORT FOR NC (V) LEVEL 2 AND 3

INSTRUCTIONS FOR COMPLETION

1. The report on marking will serve the following objectives:
   a) Provide feedback on the standard of the question paper.
   b) Provide feedback on the quality of the marking guideline.
   c) Provide an overview of student performance in the paper.

2. Sections 1, 2 and 3 are to be completed in consultation with the Internal Moderator.

3. The report must be completed in detail and single word responses will not be accepted.

4. Where additional space is required, use a separate page which must be attached to this report.

5. Unsigned reports will not be accepted.

6. All reports are to be submitted in one batch on conclusion of the marking and moderation of scripts. Refer to *Memorandum 1 of 2010* for further information.

7. Queries can be directed to Ms BT Segwaba on the email address segwaba.b@doe.gov.za or the fax number (086) 541 0127.

<table>
<tr><td>PROVINCE:</td><td colspan="6"></td></tr>
<tr><td>NAME OF COLLEGE:</td><td colspan="6"></td></tr>
<tr><td>NAME OF CAMPUS:</td><td colspan="2"></td><td colspan="2">CENTRE NUMBER:</td><td colspan="2"></td></tr>
<tr><td>LEVEL: (✓)</td><td>1</td><td></td><td>2</td><td></td><td>PAPER: (✓)</td><td>1 | | 2 |</td></tr>
<tr><td>SUBJECT:</td><td colspan="6"></td></tr>
<tr><td>DURATION OF PAPER:</td><td colspan="2"></td><td colspan="2">TOTAL MARKS FOR PAPER:</td><td colspan="2"></td></tr>
<tr><td>DATE ON WHICH PAPER WAS WRITTEN:</td><td colspan="2"></td><td colspan="2">DATE(S) ON WHICH SCRIPTS WERE MARKED:</td><td colspan="2"></td></tr>
<tr><td>NAME OF MARKER / CHIEF MARKER:</td><td colspan="6"></td></tr>
<tr><td>CONTACT DETAILS OF MARKER / CHIEF MARKER:</td><td>Tel No:</td><td></td><td>Cell No:</td><td></td><td>Email:</td><td></td></tr>
</table>

PART 1: MARKING PROCESS

1.	Was a marking guideline discussion convened prior to starting with the marking of scripts? If no, explain.
2.	Was a question marking or whole script approach used? Provide a motivation for the approach followed.

PART 2: STANDARD OF THE QUESTION PAPER

1.	Are the instructions on the question paper clear, unambiguous and easy to interpret? If no, explain and provide examples.
2.	Is the paper of an appropriate standard for the NC (V) level? Explain.
3.	Does the paper cover the prescribed content and weighting as indicated in the curriculum? If no, indicate which topics were not covered adequately.
4.	Is the language used appropriate for the NC (V) level? List questions that were linguistically complex and show how these questions can be re-phrased.
5.	Were candidates able to complete the question paper in the stipulated time?
6.	Does the question paper adequately cover the different cognitive levels? If no, explain.

PART 3: STANDARD OF THE MARKING GUIDELINE

1.	Does the marking guideline correlate with the question paper regarding mark allocation and numbering? If no, provide question numbers and examples.
2.	Do the suggested responses match the questions? If no, provide question numbers and explain.
3.	Did any amendments have to be made to the marking guideline? If yes, provide the question number, the amendments and the reason for each amendment on the attached form.
4.	Does the marking guideline cater for alternative responses, where applicable? If no, list the question numbers and explain.
5.	Are marks appropriately allocated according to responses expected from students, e.g. 1 mark for one-word response and 2-3 marks for a definition? If no, provide question numbers and explain.

PART 4: LEARNER PERFORMANCE

1.	List the questions (if any) in which candidates performed well.
2.	List the questions (if any) in which candidates performed poorly. Suggest possible reasons that might have contributed to poor performance in these questions.
3.	On average, how did candidates perform in the paper? Substantiate your answer.

PART 5: IRREGULARITIES

1. Were any irregularities picked up in student responses? If yes, provide the examination number and a brief description of the nature of the irregularity.

PART 6: RECOMMENDATION

1. Based on your experience as a marker / chief marker, your evaluation of the question paper and comparing this paper to that of previous years, do you recommend that the raw marks be accepted as is, adjusted downwards or adjusted upwards and by what percentage? Motivate your recommendation.

Recommendation	(✓)	%	Motivation
a) Raw Marks accepted			
b) Adjustment upwards			
c) Adjustment downwards			

Name of Marker / Chief Marker:

Signature:

Date:

Name of Internal Moderator:

Signature:

Date:

RECORD OF AMENDMENTS TO MARKING GUIDELINE

QUESTION NUMBER	AMENDMENT	REASON FOR AMENDMENT

Name of Marker / Chief Marker:

Signature:

Date:

Name of Internal Moderator:

Signature:

Date:

ANNEXURE C

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INTERNAL MODERATOR'S REPORT FOR NC (V) LEVEL 2 AND 3

INSTRUCTIONS FOR COMPLETION

1. The moderator's report on marking will serve the following objective:
   a) Provide feedback on the standard and quality of the marking process.

2. The report must be completed in detail and single word responses will not be accepted.

3. Where additional space is required, use a separate page which must be attached to this report.

4. Unsigned reports will not be accepted.

5. All reports are to be submitted in one batch on conclusion of the marking and moderation of scripts. Refer to *Memorandum 1 of 2010* for further information.

6. Queries can be directed to Ms BT Segwaba on the email address segwaba.b@doe.gov.za or the fax number (086) 541 0127.

PROVINCE:								
NAME OF COLLEGE:								
NAME OF CAMPUS:				**CENTRE NUMBER:**				
LEVEL: (✓)	1		2	**PAPER:** (✓)	1		2	
SUBJECT:								
DATE ON WHICH PAPER WAS WRITTEN:				**DATE ON WHICH SCRIPTS WERE MODERATED:**				
NAME OF INTERNAL MODERATOR:								
CONTACT DETAILS OF INTERNAL MODERATOR:	Tel No:		Cell No:		Email:			

PART 1: MODERATION PROCESS

1. Was the work of all markers or only selected markers moderated? Provide a motivation for the approach used.
2. Was a selected question or a whole script approach used for moderation? Provide a motivation for the approach used.
3. How many scripts were moderated? Provide a record of the scripts moderated on the attached sheet.

PART 2: STANDARD OF MARKING

1. Was there consistency in the allocation of marks? If no, state examples.
2. Was the marking guideline adhered to? If no, state examples.
3. Were marks accurately totaled? If no, state examples.
4. Were marks transferred accurately? If no, state examples.

PART 3: MARKER PERFORMANCE

1. List the questions (if any) in which markers performed well.

2.	List the questions (if any) in which markers performed poorly. Suggest possible reasons that might have contributed to poor marking performance in these questions.
3.	On average, how did markers perform in the marking of the paper? Substantiate your answer.

PART 4: MARKING IRREGULARITIES

1.	Were any irregularities picked up in how a marker approached the marking process? If yes, provide a brief description of the nature of the irregularity and how the situation was resolved.

PART 5: RECOMMENDATION

1.	Based on your experience as an internal moderator, your evaluation of the marking process and comparing this paper to that of previous years, do you recommend that the raw marks be accepted as is, adjusted downwards or adjusted upwards and by what percentage? Motivate your recommendation.

Recommendation	(✓)	%	Motivation
a) Raw Marks accepted			
b) Adjustment upwards			
c) Adjustment downwards			

Name of Internal Moderator:

Signature:

Date:

RECORD OF SCRIPTS MODERATED

NO.	EXAMINATION NUMBER	MARKER’S MARK	MODERATOR’S MARK
1			
2			
3			
4			
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34			
35			

Name of Internal Moderator:

Signature:

Date:

ANNEXURE D

CONTROL SHEET FOR MARKERS' AND MODERATORS' REPORTS

NAME OF COLLEGE		NAME OF CAMPUS		CENTRE NO.	

No.	LEVEL	SUBJECT	PAPER (✓)		REPORTS (✓)	
			1	2	Marker	Moderator
1						
2						
3						
4						
5						
6						
7						
8						
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10						
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Name of campus manager / examination officer:	
Contact number:	
Signature:	
Date:	

ANNEXURE E

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Higher Education and Training
REPUBLIC OF SOUTH AFRICA

DATE: ___ / ___ / **2010**
TO: Dr A Thobedi
FAX: **(086) 628 9179**
NUMBER OF PAGES: ____

DAILY REPORT: CONDUCT OF THE NC (V) 2010 SUPPLEMENTARY EXAMINATION

1.	**COLLEGE:**			**PROVINCE:**		
2.	**DATE OF EXAMINATION:**					
3.	**SUBJECT(S) WRITTEN:**	**MORNING SESSION**		**AFTERNOON SESSION**		
		1		1		
		2		2		
		3		3		
		4		4		
		5		5		
		6		6		
		7		7		
		8		8		
		9		9		
		10		10		

4. REPORT ON THE CONDUCT OF THE EXAMINATION

	YES	NO
4.1 Were there any irregularities encountered in the conduct of the examinations?		

4.2 If YES, fill in the details on the table provided below.

Number of centres at which irregularities occurred:	
Number of subjects in which irregularities occurred:	
Number of irregularities reported:	

4.3 Provide the details of the centres, subjects, nature of irregularities and action taken with regard to the information provided in 4.2.

NAMES OF CENTRES AT WHICH IRREGULARITIES OCCURRED		NAMES OF SUBJECTS IN WHICH IRREGULARITIES OCCURRED PER CENTRE		NUMBER AND NATURE OF IRREGULARITIES REPORTED PER CENTRE		ACTION TAKEN	
1		**1**		**1**		**1**	
2		**2**		**2**		**2**	
3		**3**		**3**		**3**	
4		**4**		**4**		**4**	

5		**5**		**5**		**5**	
6		**6**		**6**		**6**	
7		**7**		**7**		**7**	
8		**8**		**8**		**8**	
9		**9**		**9**		**9**	
10		**10**		**10**		**10**	

5. RESPONSIBLE OFFICIAL AT COLLEGE HEAD OFFICE

NAME OF OFFICIAL: ____ SIGNATURE: ____

DESIGNATION: ____ DATE: ________________________________

TELEPHONE NUMBER: ____________________________________