



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS, ASSESSMENT AND MEASUREMENT

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TO: HEADS OF PROVINCIAL DEPARTMENTS
FET COLLEGES ADVISORY COMMITTEE (ADCOM)
UMALUSI
PRINCIPALS OF FET PUBLIC AND PRIVATE COLLEGES
EXAMINATION CENTRE MANAGERS
EXAMINERS AND MODERATORS
SOUTH AFRICAN COLLEGE PRINCIPALS' ORGANISATION (SACPO)

EXAMINATION INSTRUCTION NO. 4 OF 2009

MANAGEMENT PLAN FOR THE MARKING OF NC(V) LEVEL 2 AND 3 ANSWER SCRIPTS FOR THE 2009 SUPPLEMENTARY EXAMINATIONS

1. NC(V) LEVEL 2

1.1. MARKING

1.1.1 The marking model for NC(V) Level 2 is the same as that of the Final Examination in 2008. Each examination centre will engage its lecturers to mark the scripts of the learners they teach at the college or campus. This will be done without exception.

1.1.2 The marking guidelines (memoranda) have been distributed to each college for dissemination to campuses and marking should be undertaken with due regard for teaching and learning which must still take place.

1.2. DISTRIBUTION OF MARKING GUIDELINES (MEMORANDA)

- 1.2.1. All CEOs of colleges have received a CD containing NC(V) Level 2 marking guidelines (memoranda).
- 1.2.2. On a daily basis, after each question paper has been written, the relevant marking guideline (memorandum) will be released to all examination centres where marking will take place.
- 1.2.3. The responsibility of ensuring that each centre affiliated to a college receives a marking guideline (memoranda) is that of the CEO of the college.
- 1.2.4. Further, the Provincial ADCOM representative has also received a CD containing the marking guidelines (memoranda), and examination centres may contact this provincial representative for marking guidelines (memoranda) in the event that the CEO may not have distributed same.
- 1.2.5. The need for observing strict confidentiality in this regard is imperative.

1.3. MODERATION OF SCRIPTS – SITE LEVEL

- 1.3.1. The first level of moderation will be undertaken by the Head of Department / Senior Lecturer / Subject Head. Moderation of a minimum of 10% of the answer scripts across the achievement range will be done.
- 1.3.2. All marking will be done in red ink. Moderation will be done at site level using different coloured ink.
- 1.3.3. The internal moderator will undertake moderation of a sample of scripts across the achievement range: weak, average and excellent.
- 1.3.4. Each script that is moderated must be clearly endorsed on the front cover to indicate that it has been moderated, and bear the full name and signature of the moderator and the date on which moderation was done.
- 1.3.5. A uniform standard of moderation must be evident across scripts.

1.4. CENTRALISED MODERATION OF SCRIPTS

- 1.4.1 Five (5) scripts that have been moderated at college / campus level and five (5) scripts that have not been moderated must be forwarded to the DoE per paper per subject written for the attention of:

Mr J Nkabinde

3rd Floor, Van der Stel Building

179 Pretorius Street, 0002

- 1.4.2 The remaining scripts will be retained at the college / campus and stored securely.

1.5. MARK SHEETS

- 1.5.1. All mark sheets for NC(V) Level 2 must be completed in all respects.
- 1.5.2. The attendance column: Please indicate if a student was absent by entering 'a' or has left the college by entering 'X' next to the candidate's student number on the mark sheet. Candidates that were present for the paper should be indicated by a tick. There should be no open space next to a student number in the attendance column.
- 1.5.3. The % column: Please enter a mark for candidates that sat for the paper or the code '999' for candidates that were absent against every student number that appears on the mark sheet. Use an 'X' to indicate candidates that have left the college. There should be no open space next to a student number in the % column.
- 1.5.4. Do not add any new student examination number to the mark sheet.
- 1.5.5. All mark sheets must be signed off and dated before submission.
- 1.5.6. All mark sheets, even when no students wrote the particular examination, must be submitted to the DoE, together with the scripts to be submitted for moderation (see par. 1.4.1).
- 1.5.7. Only official mark sheets issued by the DoE and containing the unique mark sheet numbers must be returned to the DoE.

2. NC(V) LEVEL 3 MARKING

2.1. MARKING

- 2.1.1. A chief marker will be appointed to oversee the marking of the supplementary examination scripts for each question paper.
- 2.1.2. All scripts will be submitted to the DoE on a daily basis for the attention of:
Mr J Nkabinde
3rd Floor
Van der Stel Building
179 Pretorius Street
0002

2.2. MARK SHEETS

- 2.2.1. Every single official mark sheet, with unique mark sheet numbers, must be returned with the attendance column duly completed and must be submitted with the scripts to the DoE.
- 2.2.2. The attendance column: Please indicate if a student was absent by entering 'a' or has left the college by entering 'X' next to the candidate's student number on the mark sheet. Candidates that were present for the paper should be indicated by a tick. There should be no open space next to a student number in the attendance column.

3. DUE DATES

- 3.1. Since marking is done on a staggered basis, mark sheets must be submitted on a continuous basis and the final date for submission of all NC(V) Level 2 and Level 3 mark sheets is **11 March 2009**.


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DATE: 2009-02-12