



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL ASSESSMENT AND PUBLIC EXAMINATIONS

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TO: HEADS OF EXAMINATIONS
HEADS OF CURRICULUM
PRINCIPALS OF SECONDARY SCHOOLS
SUBJECT ADVISORS FOR DESIGN AND VISUAL ARTS
GRADE 12 2011 TEACHERS FOR DESIGN AND VISUAL ARTS

CIRCULAR E 9 OF 2011

PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL PRACTICAL EXAMINATION IN DESIGN AND VISUAL ARTS - NATIONAL SENIOR CERTIFICATE: NOVEMBER 2011 GRADE 12 EXAMINATIONS

1. The Department of Basic Education (DBE) wishes to draw your attention to the procedures that should be adhered to during the conduct of the final practical examination for Design and Visual Arts
2. The 2011 final Practical Examination question paper for Design and Visual Arts (Design Paper 2, Practical and Visual Arts, Paper 2, Practical) will comprise of two sections namely:
Section A: Source Book/Workbook; and
Section B: The Artwork.
3. PEDs must ensure that the Design and Visual Arts Practical Examination question papers are printed in colour.
4. The Practical Examination question paper should be delivered to all schools offering Design and/or Visual Arts by the first day of school in the third term. PEDs must ensure that all learners offering Design and/or Visual Arts have the question paper by 25 July 2011 to allow for learners to access and research information needed for Section A of the question paper. Learners must sign a register upon receipt of the question paper.

5. Learners must complete sufficient research and collate all appropriate material for Section A of the examination question paper during term 3. Section A may be administered during teaching time or after hours.
6. Section A of the examination must be completed prior to the start of Section B of the practical examination.
7. Section B should be administered in the fourth term and must be completed by 28 October 2011.
8. Section B of the examination must be completed at the examination venue during the normal teaching time during the stipulated period, not after hours or on weekends. It is proposed that block sessions of 4 - 6 hours be arranged over a number of days until all learners have completed their Artwork or the allocated 18 hours expire. Internal arrangements must be made at each school to accommodate the technical procedures that specific Art disciplines may require e.g. Ceramic
9. Strict supervision must be exercised by the Design and/or Visual Arts teacher during the conduct of the examination.
10. PEDs must ensure that schools appoint invigilators in addition to the Design and Visual Arts teacher to ensure that Section B is done at school and under strict controlled conditions.
11. Candidates may not be left on their own while working on Section B, neither are they allowed to take incomplete Artwork/Product home. All incomplete Artwork/Product must be kept at school until the next scheduled session.
12. PEDs are advised to request each school offering Design and/or Visual Arts to submit the scheduled times for the conduct of Section B. PEDs are expected to develop a plan to monitor the conduct of these practical examinations based on the schedules submitted by the schools.
13. The DBE shall also monitor the conduct of these practical examinations. Therefore, the consolidated schedule for the conduct of Section B for all the schools offering Design and/or Visual arts together with the PEDs plan to monitor the conduct of these examinations should be forwarded to the DBE by 3 October 2011, for the attention of Ms P Ogunbanjo, Fax: (012) 323 0604, E-mail: ogunbanjo.p@dbe.gov.za, to enable the DBE arrange for monitoring nationally.

14. PEDs must ensure that all practical work is marked and moderated timeously. Provinces will schedule dates for marking and moderation. However, marking and moderation must be completed by 25 November 2011. Together with the information to be provided to the DBE as listed in paragraph 13, PEDs must also forward the marking and moderation plan for design and Visual Arts to DBE.
15. If there are any queries regarding the conduct of the final Practical Examination for Design and Visual Arts, these should be directed to the Acting Chief Director: National Assessment and Public Examinations: Dr RR Poliah: Telephone (012) 357 3900; Fax (012) 328 2037; E-mail: poliah.r@dbe.gov.za.
16. Your co-operation in this matter is greatly appreciated.



Mr SG PADAYACHEE

**ACTING DEPUTY DIRECTOR-GENERAL: PLANNING, QUALITY ASSESSMENT, MONITORING
AND EVALUATION**

DATE: 01/09/2011