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EXAMINATIONS AND ASSESSMENT

- TO: CHIEF DIRECTORS: DISTRICT OPERATIONS MANAGEMENT**
CHIEF DIRECTOR: CURRICULUM
DIRECTOR: CURRICULUM GRADES R – 9
DIRECTOR: CURRICULUM GRADES 10 – 12
DIRECTOR: EMIS
DISTRICT DIRECTORS
CES: CURRICULUM: GRADES 10-12
CES: CURRICULUM: GRADES R-9
CES: EXAMINATIONS & ASSESSMENT
CES: PLANNING, INFRASTRUCTURE AND EMIS
CES: CIRCUIT MANAGEMENT
CIRCUIT MANAGERS
PRINCIPALS OF SCHOOLS
MEMBERS OF SCHOOL GOVERNING BODIES

KZN CIRCULAR NO 116 OF 2023

RE: 2023 CONDUCT OF END-OF-YEAR INTERNAL ASSESSMENT FOR GRADES R – 11

- In compliance with the *National Protocol for Assessment Grades R – 12* and the *National Policy pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R – 12* (NPPR), all public and independent schools offering Curriculum and Assessment Policy Statement (CAPS) are required to administer the internal school end-of-year examinations from Grades 4 – 11.
- The Department of Basic Education issued Circular S33 of 2022 in December 2022 for implementation in 2023. It provided the revised Annual Teaching Plans for 2023/24 and the revised weightings for School Based Assessment (SBA) and the examinations which were amended as follows:

Phase	Revised SBA Weightings	Revised Examination Weightings
1. Foundation Phase (Grades R – 3)	100%	-
2. Intermediate Phase (Grades 4 – 6)	80%	20%
3. Senior Phase (Grades 7 – 9)	60%	40%
4. Grades 10 – 11	40%	60%
5. Grade 12	25%	75%

- National Assessment Circular 01 of 2023, *Implementation of the 2023 Assessment Programme in the mainstream and special schools across the General and Training (GET) Band* provides the revised subject weightings in the Programme of Assessment for the GET Band in a subject per grade.

4. Grades 4 – 6 will administer controlled tests for the end of the year based on the work covered in Term 3 and 4.
5. Grades 7- 9 will administer end-of-year full scale examination and the content should cover work taught from Term 3 to 4 unless the subject ATP specifies inclusion of content in Term 1 and 2.
6. Grades 10 and 11 will administer end-of-year full scale examinations.
7. The end-of-year examinations will commence on 6 November 2023 and conclude on 24 November 2023 as indicated in the attached Annexure A: Management Plan.

Grade 10 and 11 Common Examination Papers: Mathematics and Physical Sciences

8. The provincial common examination papers for Grades 10 and 11 will be set.
9. It is not mandatory for schools to participate in the administration of these common papers.
10. Schools participating in the administration of the common papers must incorporate the following dates in the school end-of-year examination timetable:

Subject	Grade	Paper	Date
Mathematics	10	1	10/11/23
		2	14/11/23
	11	1	15/11/23
		2	17/11/23
Physical Sciences	10	1	07/11/23
		2	16/11/23
	11	1	06/11/23
		2	09/11/23

11. The following procedure will be followed in the distribution of question papers and marking guidelines:
 - 11.1 Mathematics: **One copy** of each question paper will be issued per school on the morning of the examination.
 - 11.2 Physical Sciences: Password protected **electronic copies** will be made available to districts for distribution to schools on the morning of the examination.
 - 11.3 The Provincial Examinations and administration will share the approved marking guidelines with District Examinations and Assessment: CES for distribution to schools.

Moderation of Summative Tasks/Examination Question Papers


12. All internal examination question papers must be pre-moderated by the Departmental Head or member of the School Management Team (SMT) at school prior printing and administration.
13. The task or question paper must be accompanied by a detailed marking guideline/rubric.
14. All moderation findings must be reported to the examiner/teacher/assessor to incorporate comments into the final task/question paper and the marking guideline/rubric.

Capturing and Submission of learner performance

15. The Departmental Head/SMT must approve and sign off the final working mark sheets prior to capturing on SA-SAMS. All data must be verified.
16. When marks are captured on SA-SAMS, **SBA Year Mark** is automatically calculated.
17. In a case where a learner has missed task(s) and the reason is valid, “-1” code will be captured, and the task will be removed automatically from the learner’s SBA and promotion

mark. The subject weightings will therefore be redistributed automatically to other assessment tasks.

18. Evidence of the valid reason must be attached on the final promotion schedule for verification purposes.
19. The composite mark sheets will be printed on SA-SAMS in module 12.3.12 and ALL tasks must be reflected. The composite mark sheet must be attached on the final internal school schedule and submitted to the circuit manager for moderation and verification.
20. The internal school promotion schedules will be printed on SA-SAMS in module 12.9.15.7.
21. Report cards must be generated from SA-SAMS module 12.7.19 and issued to learners and parents on or the last day of school.
22. **District Director** to ensure all schools submit SA-SAMS databases by 07 December 2023
Promotion and Progression Requirements including internal School schedules for grade R – 11
23. District Examinations and Assessment Sub – Directorate in collaboration with Circuit Management and EMIS Sub – Directorates, are required to conduct workshops on the 2023 promotion and progression requirements in Grades R – 11, generation of internal school schedules and report cards on SA-SAMS.
24. These workshops must be conducted during the week of 16 – 20 October 2023
25. The Provincial Examinations and Assessment Directorate will be available for support and guidance where necessary.



MR G.N NGCOBO
HEAD OF DEPARTMENT
KZN EDUCATION
DATE: 13/10/2023

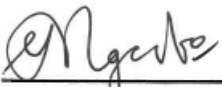


ANNEXURE A

2023 MANAGEMENT PLAN FOR THE CONDUCT OF END-OF-YEAR INTERNAL ASSESSMENT AND SUBMISSION OF SA-SAMS INTERNAL SCHOOL MARK SCHEDULES AND COLLECTION OF SA-SAMS DATABASES FOR GRADES 1 – 11

ACTIVITY	RESPONSIBILITY	TIME-FRAME	COMMENTS
1. Commencement of Internal School Examination.	Grades 8 – 11	06 – 24 November 2023	Teachers are urged to commence marking as soon as the paper is written.
	Grades 4 – 7	13 – 24 November 2023	
	Grades R – 3	Continuous Assessment	
2. Completion of marking and moderation in all grades	Educators and School Management Teams	13 – 30 November 2023	<ul style="list-style-type: none"> • Marking is completed. • 10% sample is moderated by the Departmental Head.
3. Input of verified and approved marks on SA-SAMs	Subject Teachers Departmental Heads Principals	27 November – 07 December 2023	Verification of marks on SA-SAMS takes place.
4. Submission of SA-SAMS generated mark schedules	School Principals	30 November – 07 December 2023	<ul style="list-style-type: none"> • All schools submit internal SA-SAMS generated schedules to Circuit Managers. • Circuit Management approves or disapproves. • Principal resubmits corrected

ACTIVITY	RESPONSIBILITY	TIME-FRAME	COMMENTS
			school mark schedule.
5. Submission of SA-SAMS database.	School Principals SA-SAMS Officers Circuit Managers	04 – 07 December 2023	Online submissions using e-submission system.
6.Submission of SA-SAMS databases to Head Office.	EMIS District Officials	07 – 12 December 2023	Submission by districts through shared folders.
7.Uploading of databases to the Provincial Data Warehouse	EMIS Head Office Officials	07 – 14 December 2023	End of the year warehouse database generated.
8.Finalisation and issuing of report cards to learners and parents	School Principals	11 – 14 December 2023	Report cards are issued to learners and parents
9. Grade 1 – 11 performance analysis report.	EMIS Head Office Officials	15 December 2023	Generation of internal performance analysis report.



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