

**DEPARTMENT OF EDUCATION  
DIRECTORATE: EXAMINATIONS AND ASSESSMENT**

**EXAMINATION INSTRUCTION  
No. 14 of 2013**

- DATE** : 15 April 2013
- TOPIC** : Moderation of Practical Assessment Tasks (PATs) for the 2013 National Senior Certificate Examination
- TO** : DISTRICT DIRECTORS  
CES OFFICIALS  
DISTRICT ASSISTANT DIRECTORS: EXAMINATION  
DISTRICT FET CURRICULUM CO-ORDINATORS  
DISTRICT SUBJECT ADVISORS  
DISTRICT ASSESSMENT OFFICIALS  
PRINCIPALS OF SCHOOLS  
TEACHER ORGANISATIONS AND UNIONS  
RELEVANT NON-GOVERNMENTAL ORGANISATIONS
- ENCLOSURES** : A: Management Plan: Moderation of Subjects with a PAT Component  
B: Practical Assessment Task (PAT) for Mechanical, Electrical and Civil Technology  
C: Criteria for the Moderation of Practical Assessment Tasks (PATs) for Services subjects (Consumer, Hospitality Studies and Tourism)  
D: Criteria for the Moderation of Practical Assessment Tasks (PATs) of Computer Applications Technology (CAT) / Information Technology (IT)  
E: Moderation tool for CAT / IT  
F: Criteria for the Moderation of Practical Assessment Tasks (PATs) for Visual Arts and Design  
G: Assessment record sheet: Visual Arts PAT - Retrospective Exhibition 2013  
H: Assessment record sheet: Design PAT – Exhibition – 2013  
I: Practical Assessment Task (PAT) for Agricultural Technology and Agricultural Management Practices  
J: Example of a PAT Post-Moderation Appeal Form  
K: Practical Assessment Task Grade 12 Allocation of '0' for components  
L: List of PAT Moderators for 2013
- ENQUIRIES** : TEL : 011 355 0070  
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*Making education a societal priority*

**Office of the Director: Examinations & Assessment**

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## MEMORANDUM

**TO :** District Directors  
CES Officials  
District Assistant Directors: Examination  
District FET Curriculum Coordinators  
District Assessment Officials  
District Subject Advisors  
Teacher Organisations and Unions  
Relevant Non-Governmental Organisations

**FROM :** Prince Masilo  
Director: Examinations and Assessment

**DATE :** 10 April 2013

**SUBJECT :** Moderation of Practical Assessment Tasks (PATs)  
for the 2013 National Senior Certificate Examination

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This Examination Instruction serves to inform Heads of Institutions and District Offices of the Moderation of Practical Assessment Tasks (PATs) for Computer Applications Technology, Information Technology, Technology, Services subjects, the Arts, Agricultural Technology and Agricultural Management Practices for the National Senior Certificate Examination for 2013.

Districts are required to ensure that schools comply with all requirements for the assessment and moderation of PATs as reflected in this Examination Instruction.

Your co-operation in this matter is appreciated.

Yours in Education

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**Prince Masilo**  
**Director: Examinations and Assessment**  
**Date:**

*Making education a societal priority*

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## **Moderation of Practical Assessment Tasks (PATs) for the 2013 National Senior Certificate Examination**

### **1. INTRODUCTION**

- 1.1 This Examination Instruction should be read in conjunction with Circular 32 of 2009 and all Provincial Circulars relating to the National Curriculum Statement (NCS) Grades 10–12. It will remain the official circular until it is revised.
- 1.2 This Examination Instruction serves as a Moderation Guideline for Computer Applications Technology, Information Technology, Civil Technology; Electrical Technology; Mechanical Technology; Engineering Graphics and Design; Tourism; Consumer Studies; Hospitality; Design; Visual Arts; Agricultural Technology and Agricultural Management Practices for the National Senior Certificate Examination.

### **2. LEGISLATIVE FRAMEWORK**

Refer to legislative framework in Circular 32 of 2009, as well as applicable national regulations and policy documents.

<b>MANAGEMENT PLAN: MODERATION OF SUBJECTS WITH A PAT COMPONENT</b>			
<b>No</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Date by which to be completed</b>
1	Selection and appointment of Provincial Practical Moderators (District Subject Moderators)	Head Office: Provincial Subject Coordinators Moderation Unit	(Arts to be completed by 15 March 2013)
2	Discussion with practical moderators at CIF meeting regarding distribution and checking of mark sheets (control)	Head Office: Provincial Subject Coordinators Moderation Unit	Wednesday, 24 July 2013 (CIF)
3	Submission of detailed District Management Plan for each subject with a PAT component showing details of district moderation to the Practical Moderation Co-ordinator (Moderation Unit)	Provincial Moderators	Friday, 19 July 2013 <b>Services Subjects-</b> Monday 27 May 2013
4	Distribution of PAT mark sheets to district offices for distribution to schools	Head Office Moderation Unit at (IDEC)	Friday, 30 August 2013

<b>5. Moderation Dates:</b>			
<b>Subject</b>	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3 (Final Phase)</b>
<b>Engineering Graphics &amp; Design (EGD)</b>	9 April – 10 May 2013	15 July – 2 August 2013	16 August – 25 October 2013
<b>Electrical Technology</b>	9 April – 10 May 2013	15 July – 8 August 2013	26 August – 31 October 2013
<b>Civil Technology</b>	9 April – 10 May 2013	15 July – 8 August 2013	26 August – 31 October 2013
<b>Mechanical Technology (E-Tech)</b>	9 April – 10 May 2013	15 July – 8 August 2013	26 August – 31 October 2013
<b>CAT / IT</b>	3 – 21 June 2013	26 August – 20 September 2013	1 October – 31 October 2013
<b>Consumer Studies Hospitality Studies</b>	03 – 21 June 2013	22 July – 31 October 2013	
<b>Tourism</b>	27 May – 21 June 2013	26 August – 18 October 2013	
<b>Visual Arts and Design Retrospective/ Pat</b>	1 August - 5 October 2013		
<b>Agricultural Technology Agricultural Management Practices</b>	9 September – 11 October 2013		
6	Finalising of practical marks on mark sheets	District Subject Advisors	Friday, 1 November 2013
7	Submission of completed travel claim forms to the Head Office Moderation Co-ordinator. Tourism and CAT/IT Annexure E and original Annexure B/C[1 November 2013]	Provincial Practical Moderators  District Assessment /Subject Officials	1 November 2013
8	Practical Mark sheets submitted to Head Office : Moderation Unit	District Assessment Officials	6 - 8 November 2013

**PLEASE NOTE:**

- Dates indicated in the Management Plan should be adhered to.
- All queries to Head Office must be directed to the Practical Subject Moderation Co-ordinator :-  
Attention : Antoinette Dliwayo  
Telephone number : (011) 355 0070  
Fax number : (011) 355 0590
- Districts must ensure that all information is verified and corrected before submission to Head Office.
- Copies of all completed and moderated computer-generated mark sheets must be filed at the district office.

**NOTE:** Any special arrangement with the moderator to do the practical moderation outside the dates as indicated on the management plan should not disturb the smooth running of the preliminary examinations.

## **PRACTICAL ASSESSMENT TASK (PAT) FOR ENGINEERING GRAPHICS AND DESIGN, MECHANICAL, ELECTRICAL AND CIVIL TECHNOLOGY**

The moderation of the Practical Assessment Task for technology subjects will be conducted by the Subject Advisors and will take place in three phases. Subject Advisors will provide schools with a management plan of the moderation schedule. Moderation will be conducted on site at the respective schools. Schools must purchase the resources required to complete all practical tasks (Grades 10 – 12).

### **NOTE:**

1. Phase 1 and Phase 2 moderation will be incorporated by the subject advisors in conjunction with their monitoring and school support visits.
2. During Phase 3 (Final Phase) moderation will be conducted by subject advisors, the focus will be on the provincial/final moderation of the completed/final PATs. This phase will be sample-moderated by Head Office coordinators.

### Management Plan of PAT Component

1. Every learner **must** complete **one** PAT for each year of the FET phase.
2. There must be evidence of progress towards the completion of the PAT.
3. PATs must be assessed and moderated internally by the HOD and externally by the provincial moderators.
4. Learners may be requested to be present on the day of moderation depending on the nature of the subject.
5. As the PAT contributes 100 marks (25%) to the final formal promotion mark, ALL the PATs must be completed at school under **controlled conditions** with the guidance and supervision from the teacher who must observe the learner's progress at all times.
6. All the completed stages of ALL the PATs must be available at the school for monitoring and moderation purposes.

### **1. Moderation of Technology Subjects**

During moderation of the PAT, the portfolio and the project will be presented to the moderator.

During the Second and Third term, moderation will be conducted for Grades 10, 11 and 12 as per the requirements for CAPS.

PAT Moderators will contact the selected schools in advance. Teachers are required to have the assessed simulations and required documents ready for the subject HOD at least one day before moderation is scheduled. The HOD of the subject is required to ensure assessment has been affected and that the materials are ready for the moderator.

## Sample Moderation – April and July 2013

The moderation program at schools offering Electrical Technology will take place as follows:

Time Frame	Process
08:00	Moderator arrives on site for moderation
08:30 – 09:00	6 learners are identified by the moderator for moderation. 2 in Grade 10, 2 in Grade 11 and 2 in Grade 12.
09:00 – 10:30	Grade 10 moderation starts. The two selected learners should come to the Electrical Technology workshop and moderation will commence. These learners will complete the identified simulations as part of the sample-moderation. Session ends by 10:30
11:00 – 12:30	Grade 11 moderation starts. The two selected learners should come to the Electrical Technology workshop and moderation will commence. These learners will complete the identified simulations as part of the sample-moderation. Session ends by 12:30
13:00 – 14:30	Grade 12 moderation Starts. The two selected learners should come to the Electrical Technology workshop and moderation will commence. These learners will complete the identified simulations as part of the sample-moderation. Session ends by 14:30

There is no re-moderation for any site during the April and July moderation sessions. Moderator findings are based on the sample moderation conducted.

Schools that are not ready for moderation will be identified as being at risk of non-compliance with PAT moderation requirements and this information will be escalated to the relevant district director.

### Final Moderation

The final moderation process is as follows:

1. During moderation learners are randomly selected to demonstrate the different PAT simulations. All four simulations will be moderated.
2. **The teacher is required to build an exemplar model for each project type chosen for the school.**
3. **This model must be on display during moderation.**
4. **The Teacher's model forms the standard of the moderation at Level 4 (Highly Competent).**
5. **Level 5 assessments have to exceed the model of the teacher.**
6. Learners being moderated will have access to their completed simulations during moderation and may refer to the simulations they completed earlier in the year.
7. Learners may not ask assistance from other learners during moderation.
8. All projects must be on display for the moderator.
9. The moderator will select at random no less than two projects (not simulations). These learners will be required to explain how the project was manufactured.
10. The moderator may request a learner and explain the function and principles of operation and also request the learner to exhibit the skills acquired through the simulations if deemed necessary.
11. Upon completion, the marks of the group may be adjusted upwards or downwards by the moderator depending on the decision reached as a result of moderation.
12. Normal examination protocols for appeals will be adhered to if a dispute arises from adjustments. (Refer to Annexure J).

## CRITERIA FOR THE MODERATION OF PRACTICAL ASSESSMENT TASKS (PATS) FOR SERVICES SUBJECTS (CONSUMER STUDIES, HOSPITALITY STUDIES AND TOURISM)

### 1 CONSUMER STUDIES

#### 1.1 Overview

The Practical Assessment Tasks for Grade 12 consists of two practical examinations. Learners perform these practical examinations individually.

Term 2: Practical examination 1

Learners will make products selected in the project (Term1) for a micro-enterprise of their choice.

Term 3: Practical examination 2

Learners will produce a variety of products within a given time frame. Learners must be able to use various techniques.

#### 1.2 Mark Allocation

- i. Each examination consists of 100 marks. The final mark for the Practical Assessment Task is obtained as follows:

Practical examination 1: Term 2	100
Practical examination 2: Term 3	100
Total	200/2
Final mark for PAT	100

- ii. The marks for PAT do not form part of the SBA and cannot be added to the term marks. It is part of the end of year assessment.
- iii. The province will provide two separate computerised mark sheets, one for SBA and one for PAT.
- iv. The marks obtained in the practical lessons, should be used as the practical marks for the term.

#### 1.3 Practical options:

Consumer Studies is a choice subject with different practical options. A learner may only offer one of the practical options.

##### 1.3.1 FOOD PRODUCTION OPTION

The equipment and funds necessary to conduct the PAT is the responsibility of the school, and are specified in Circular 65/2006.

- a. A suitable training kitchen with the necessary equipment: 6 stoves, a refrigerator, electricity / gas, sinks with running water, and equipment and utensils for preparation and cooking
- b. A minimum of R25 but a maximum of R40 per learner for EACH of the two practical examinations, to purchase ingredients to make the required products

For the examination in Term 2, learners make the products they selected in Term 1. This practical examination must be slotted into the midyear examination timetable. A three



hour session is required per examination. The Subject Advisor will visit selected schools during this examination to provide additional support to the teacher before the final moderation visits in Term 3.

For the exam in Term 3, the teacher must set a minimum of 4 different tests, according to the instructions given in the 2013 food production Practical Assessment Task, and submit them for moderation and approval before the examination can take place. The saleability of the products forms an important aspect of this examination. These examinations will take place during Term 3, and will be moderated on site.

### 1.3.2 MODERATION OF THE PRACTICAL ASSESSMENT TASK

During Term 3, the last group of learners' tasks are moderated on site, while performing the practical exam, by the appointed externally moderator. The marks of all learners for the previous practical examinations must be available to the moderator. It is important to moderate the last group, as the marks of all the learners need to be finalised, filled in on the computerised mark sheet, and signed by the subject advisor and the principal on the day of the examination (if the mark sheet is available).

The following information should be submitted to the subject advisor in the **first week of Term 2**, (10 – 12 April 2013) for approval:

- a. The tests and relevant recipes, indicating the weighting of the techniques according to the skill code
- b. The correct time schedule / order of work for each task
- c. The planning for purchase
- d. A draft budget and the estimate cost per learner
- e. A memorandum for the appearance, taste and texture of each recipe
- f. Proposed external moderation date of the last group of learners
- g. The checklist (2013 Practical Assessment Task), signed by the Principal

The teacher must have the following available for the moderator on **the day of the moderation**:

- a. The marks of all the learners for the practical exam in Term 2
- b. The marks of the learners who have already done the practical exam in Term 3
- c. A separate set of assessment tools for the moderator to use, with the names/examination numbers of the learners already filled in.

The moderator will assess the learners in the group independently from the teacher while they perform the examination. Afterwards the moderator will compare his/her assessment with the assessment of the teacher.

The moderator will mark a sample, according to his/her own judgment. The assessment of the moderator will then be compared with the assessment of the teacher.

If the moderator finds that the performance of the learners and the marks allocated by the teacher differ substantially from the expected standard for Grade 12, a block adjustment should be made. The moderator will discuss this with the teacher. The final, moderated marks should then be used.

### **1.3.3 CLOTHING, SOFT FURNISHING, CROCHETING, KNITTING AND PATCHWORK QUILTING PRODUCTION**

If the school has chosen to offer the Clothing or Soft Furnishing or Crochet or Knitting or patchwork quilting practical option, the equipment and funds necessary to conduct the PAT are the responsibility of the school, as specified in Circular 65/2006.

- a. A suitable classroom with the necessary equipment: 12 sewing machines, electricity and other basic equipment for sewing, e.g. irons, ironing boards, scissors. All the equipment must be in working order. Sufficient electricity outlets and extension cords must be available.
- b. The necessary funds to purchase commercial patterns (complete with instruction sheets), fabric and haberdashery to produce the selected garments / items.
- c. The practical examinations should be slotted into the examination timetable in Terms 2 and 3.
- d. A timeframe of three hours is required, under examination conditions.
- e. One or more items can be chosen for the examination. An item may be started in the first exam and completed in the second examination.

### **1.3.4 MODERATION OF THE PRACTICAL ASSESSMENT TASK**

The following information should be submitted to the Subject Advisor for approval during the **first week of Term 2**, (10 – 12 April 2013) for approval:

- a. An illustration of the items
- b. A list of the techniques included in the item, according to the skills code
- c. The planning for the purchases
- d. An estimated cost per learner
- e. A mark sheet for the product, developed by the teacher
- f. The completed checklist (2013 Practical assessment Task), signed by the Principal

Moderation by the appointed moderator will take place at the end of the third term or the beginning of the fourth term. The teacher must have the following available for the moderator on the day of moderation:

- a. The items of all the learners made during practical classes.
- b. The items made during the first practical exams, with accompanying mark sheets.
- c. The items made during the second practical exams, with accompanying mark sheets of the learners that already completed the second examination.
- d. Separate mark sheets for the moderator to use, already completed with the names/examination numbers of the learners.

The moderator will mark a sample, according to his/her own judgment. The assessment of the moderator will then be compared with the assessment of the teacher. If the moderator finds that the performance of the learners and the marks allocated by the teacher differ substantially from the expected standard for Grade 12, a block adjustment should be made. The moderator will discuss this with the teacher. The final, moderated marks should then be used.

## 2. HOSPITALITY STUDIES

### 2.1 REQUIREMENTS FOR THE TASK

The following equipment and resources must be available for the Practical Assessment Task:

- a. A functional training kitchen with the necessary equipment
- b. A restaurant or function room with the necessary furniture and equipment where paying guests from the public could be served, after school hours
- c. Toilet facilities for the guests
- d. The necessary equipment and funds – refer to Circular 65/2006
- e. The school should provide the ingredients and other necessities for the function. After the function the funds spent on the dinner should be paid back to the school from the income generated during the function, as this subject is self-sustaining.
- f. A price list of the ingredients as well as a conversion table for these ingredients should be provided to the learners for the planning task
- g. Learners must wear the appropriate uniform assigned for their particular role, chef or waiter
- h. A safe and secure environment must be ensured on the premises after school hours

### 2.2 MODERATION

The following information for both the dinners (Practical exam 1 and 2) should be submitted to the subject advisor in **first week of Term 2**, (10 – 12 April 2013) for approval:

- a. General information: Number of chefs, number of waiters, extra posts used, expected number of guests
- b. The draft menus for the two formal dinners
- c. The analysis of the menus as indicated
- d. The relevant recipes
- e. The division of the menu into appropriate tasks for the individual chefs
- f. The number of the chefs and the dishes each chef will prepare
- g. The assessment tools for additional positions like Chef De Cuisine, Maitre D' Hotel, etc

The Subject Advisor will visit selected schools during the first examination in Term 2 to provide additional support to the teacher before the final moderation visits in Term 3.

- a. The Subject Advisor will moderate the performance of learners on site, in the third term at the school
- b. The moderator will attend the practical examination in Term 3 performed by the last group of Grade 12 Hospitality Studies learners
- c. The marks of all the learners who have already finished this examination must be available for the moderator
- d. The marks of all the learners for the function done in Term 2 must also be available
- e. The teacher should prepare an extra set of assessment tools (one per learner) for the moderator prior to the function
- f. The moderator will assess independently from the teacher, using the same assessment tools as the teacher
- g. After the function the marks of the moderator and the examiner must be compared and if necessary a block adjustment can then be made
- h. The subject advisor can also make a block adjustment if the standard of the exam deviates from the expected standard

### 3. TOURISM

For the Practical Assessment Task in 2013 learners will arrange a 14-day honeymoon for a couple from Amsterdam in the Netherlands. The honeymoon will include a journey on the Rovos Rail to Victoria Falls and end with a four day cruise package from South Africa to the Portuguese islands on the MSC Opera.

#### 3.1 PLANNING FOR THE TASK

- a. The PAT must be started in January with Phase 1 being completed and marked by the end of April and Phase 2 by the middle of August 2013.
- b. Guidance from the teacher must be provided consistently throughout the task.
- c. Work must be done under controlled conditions during the PAT lessons.
- d. The school should provide resources. Learners may add additional resources if they are able to access other resources.
- e. Learners should complete the PAT in Terms 1 and 2, according to the timeframe determined by the school and the district, for each stage of the task.
- f. The teacher should set regular periods, e.g. a double period every second week, for learners to work on the PAT under his / her guidance.
- g. Content from Grades 10 and 11 may be included if it provides underpinning knowledge.
- h. Teachers may not develop additional templates for other sections of the task.
- i. The teacher **MUST** use the assessment tool provided to standardise marking.

#### 3.2 MODERATION

In 2013, moderation of the Practical Assessment Task will take place in phases. Moderation of Phase 1 will occur from 27 May – 21 June 2013 at identified sites. A moderation programme will be forwarded to schools by the end of May 2013 by the Subject Advisor. The second phase of moderation will take place between 26 August and 18 October 2013

Each phase of the Practical Assessment Tasks must

- a. be completed and assessed by the teachers before commencement of moderation.
- b. be available on site for random selection purposes by the provincial moderator.

A sample will be externally moderated by the appointed provincial moderator. Moderators will assess by re-marking independently from the teacher. After moderation, marks will be compared and a block adjustment may be done where necessary on the computer-generated mark sheets.

**NB:** Please note that the relevant Grade 12 educator must be available on the day of moderation during the moderation process. Principals are requested to make the necessary arrangements.

## **CRITERIA FOR THE MODERATION OF PRACTICAL ASSESSMENT TASKS (PATS) OF COMPUTER APPLICATIONS TECHNOLOGY (CAT) / INFORMATION TECHNOLOGY (IT)**

The CAT/IT Practical Assessment Tasks (PATs) will be moderated at different schools where computer facilities will be made available. The CAT/IT subject advisor will identify these venues.

The educator must ensure that the following should take place before provincial moderation:

- a. All phases of the Practical Assessment Task to be completed and assessed by the educator before the identified moderation date.
- b. PATs must be moderated by the HOD.
- c. Identified PATs for moderation must have electronic and hard copies.
- d. The subject advisor will select PATs of nine identified learners for moderation. Should a school have less than nine learners then all PATs must be brought to the moderation venue.
- e. Mark sheets and the management plan for completion of the PAT by learners must be available on the day of the moderation.
- f. Declaration by learners on the authenticity of the PAT should be available.
- g. A storage medium containing all learners' PATs must be compiled.


During the moderation process the following will take place:

- a. Appointed moderators will assess (re-mark) 3 PATs independently.
- b. District Subject Moderators will randomly verify that the different phases of the PAT have been completed from the storage medium provided by the educator containing all the PATs of the learners.
- c. Mark sheets and the management plan for the completion of the phases will be checked.
- d. After moderation, marks will be compared and a block adjustment will be done where necessary on the computer-generated mark sheets.

The dates, times and venues for PAT moderation will be communicated by the Subject Advisor. It is imperative that the Grade 12 CAT/IT educator be present on the day of the moderation. Principals are requested to make the necessary arrangements.

**PRACTICAL ASSESSMENT TASK  
CAT/IT - DISTRICT MODERATION TOOL – 2013**

**ANNEXURE E**

	<b>DISTRICT OFFICE</b>								
	<b>SUBJECT</b>		<b>CAT / IT</b>						
	<b>GRADE</b> <i>(Circle the correct grade)</i>		<b>10</b>	<b>11</b>			<b>12</b>		
	<b>NO OF LEARNERS</b>								
	<b>NAME OF SCHOOL</b>								
	<b>CENTRE NUMBER</b>		<b>8</b>						
	<b>NAME OF EDUCATOR (S)</b>								
<b>NAME OF HOD</b>									
<b>Moderation Dates</b>	<b>MODERATION 1</b>		<b>MODERATION 2</b>			<b>MODERATION 3</b>			
<b>Phases moderated</b>	<b>PHASE 1</b>		<b>PHASE 2</b>			<b>PHASE 3</b>			
<b>Names of Learners Moderated</b>	<b>PHASE 1</b>		<b>PHASE 2</b>			<b>PHASE 3</b>			
	1.		1.			1.			
	2.		2.			2.			
	3.		3.			3.			
	4.		4.			4.			

1	MODERATION OF LEARNER PAT DOCUMENTS	PHASE 1	PHASE 2	PHASE 3	Comments
	Do all learners identified for moderation have their PAT documents in electronic and hardcopy format?				
	Do the learners have completed phase assessment tools/rubrics?				
	Are there learners with zero marks in a phase?				
	If yes, is there evidence of extended opportunities?				
	Is the rubric completed and totals carried over correctly to the record sheet?				
	Does evidence exist that pre-moderation and school-based moderation took place?				

2	EDUCATOR	PHASE 1	PHASE 2	PHASE 3	Comments
	Preparation File: <b>(PAT Guide etc)</b>				
	👉 PAT Guideline Document				
	👉 Management plan (for collecting the different phases)				
	👉 Working Record Sheet				
	👉 Learners with missing marks				
	👉 If yes, Annexure/s completed				
	👉 All candidates have a mark/code next their names				
	👉 Reference Material (Additional information and resources given to learners by teacher)				
	👉 Examination Instruction				
	👉 Educator's file well arranged and neatly organized				



## CRITERIA FOR THE MODERATION OF PRACTICAL ASSESSMENT TASKS (PAT) FOR VISUAL ARTS AND DESIGN

### 1. THE MARK ALLOCATION FOR THE TWO SUBJECTS ARE AS FOLLOWS

SUBJECT	SBA	PAT/RETROSPECTIVE	THEORY	PRACTICAL
DESIGN	100	50	150	100
VISUAL ARTS	100	150	100	50

The total mark for each subject once all four components have been submitted is 400 and will then be converted to a percentage.

### RETROSPECTIVE EXHIBITION: (150 Marks) VISUAL ARTS

This is a presentation of the Practical work done over the year. Visual Arts requires the learner to present four (4) complete works from Grade 11 and Grade 12 to be moderated by the District Subject Moderator appointed for the school.

Learners are required to produce ONE or more artworks in the practical discipline of their choice for each PAT. (It may be in the form of a diptych, triptych or a series of works). There are no size restrictions, but it must be manageable; showing elements and principles of art such as line, shape, colour, texture, space, rhythm, balance, harmony, proportion and composition; there are no specific prescriptions regarding the style of the work (naturalistic, expressionistic, decorative, etc.); other media to create mixed media work in any of the practical disciplines may be included and the work to be presented may be according to the requirements of the art teacher (mounting, a portfolio of work or an exhibition, etc.)

**NOTE:** Learners are encouraged to rework or redo some of the PAT work after feedback from the teacher during the year for the PAT/Retrospective mark. The redone Art work can be exhibited in this exhibition. The improved mark will be used in the retrospective component. The original mark obtained in the PAT will remain as is for the SBA component.

The four Art works may be selected from the completed PATs done in Grade 11 and Grade 12 and any practical examination work as in June or prelim practical examination in Grade 12.

#### The Exhibition should consist of

- Sourcebook/s relating to the specific art work
- Completed PAT artworks/examination artwork

Each art work presented consists of source work (25 marks) and final artwork product (25 marks) with the total marks per PAT to be 50. A total of 4 complete artwork pieces each marked out of 50 to be presented equalling a mark of 200. This mark will be converted to a mark /150.

It is assumed that all learners can and will present 4 complete artworks from Grades 11 and 12. In the unlikely event that a learner presents less than 4 completed artworks in this retrospective exhibition and cannot produce a valid reason on the missing mark form, the



learner will forfeit the possible addition of that particular PAT mark. In that case the total mark will still be /200 and it will be converted to a mark of /150.

This exhibition will be moderated according to defined criteria as set out by the National Education Department and managed by the Provincial Examinations and Assessment Directorate.

Teachers will have marked the work and entered the marks for each learner on the working mark sheet for SBA, keeping a separate PAT working mark sheet for easy transference to the computerized mark sheet. The District Teacher Moderator appointed for the school must moderate a sample of the learners' work and sign off the mark sheet. The DTM need not moderate at the exhibition but can moderate in the classroom.

Learners are required to sign a register when submitting their work for the Retrospective Exhibition. This register must be compiled by the teacher and submitted with the copy of the marks for the Retrospective Exhibition. A copy is to be presented together with the teacher's file when submitting the final artwork pieces at the marking centre.

The educators are required to re-mark any Grade 11 work or PAT work that has been redone since moderation and is being used in this exhibition.

### **PAT EXHIBITION: (50 Marks) DESIGN**

This is a presentation of the Practical work done over the year. Design requires the learner to present any three PAT tasks from Grade 11 or Grade 12 as their PAT exhibition to be moderated by the District Teacher Moderator appointed for the school.

Teachers are required to mark the work and to enter the marks for each learner on a working mark sheet that can easily be used for the transference on to the computerized PAT mark sheet by the moderator. The teachers are required to re-mark any Grade 11 or PAT work that has been redone since moderation during the year.

The Exhibition should consist of

- sourcebook/s relating to the specific artwork.
- completed PAT artworks /examination artwork.

Each artwork presented consists of source work (25 marks) and final artwork product (25 Marks). The total mark per PAT is 50. A total of the 3 completed works to be presented each marked out of 50 equalling a total of 150. This mark will be converted to a mark out of 50.

It is assumed that all learners can and will present 3 complete artworks from Grade 11 and 12. In the unlikely event that a learner presents less than 3 completed artworks in this PAT exhibition and cannot produce a valid reason on the missing mark form, the learner will forfeit the possible addition of that particular PAT mark. In that case the mark will still be calculated out of 150 and converted to a mark out of 50.

## **VISUAL ARTS AND DESIGN**

The teachers' files must be available during all moderation processes.

### **ALL LEARNERS' WORK SUBMITTED FOR BOTH SUBJECTS MUST CLEARLY SHOW:**

- Candidate's name and surname (As per their Identity Document)
- Examination number
- Examination centre
- School name
- District name

### **In addition to the above, the following is also required, where applicable:**

- The theme and time allocated to finish the product
- A detailed brief of each of the tasks as given by the teacher must be pasted into each learner's portfolio.
- The project information covering the following:
  - planning of educator -activities and learner- activities
  - Assessment Standards covered
  - Material; Size; Technique/Method/ Process/Development
  - Sources used (LTSM)
  - the rubric, clearly indicating the assessment criteria and the rating scale
  - if a checklist is used, teacher and learner comments
- The signature of the teacher and the moderator must appear next to the final mark with contact details of the school, the teacher as well as the moderator (telephone and fax numbers).

### **Documents for Submission:**

- Copy of the register signed by each learner that the Retrospective/ Pat has been submitted for marking
- Copy of the marks given by the teacher for the Retrospective / PAT exhibition
- Copy of the SBA marks of the learners

## **AN EXHIBITION:**

Schools with the facilities and resources are encouraged to exhibit the learners' work in the form of an exhibition that can be viewed by the other learners, parents and friends using the exhibition as a means to show off the learners' work and encourage learners into the subject. This exhibition should take place at the end of the third term, during the September holidays or in October. Schools holding exhibitions should notify the Provincial Subject Advisor – Catherine Gibbons (fax no – 086 567 3727) of the date and time as other schools may want to attend and view the work.

The school may want to secure the school's appointed DSM or another Grade 12 teacher, with the knowledge and expertise, to mark the learner's work. It is always advisable in this case to engage with the Provincial Subject Advisor when appointing another teacher, to ensure that the teacher to be invited is credible and not from a poor -performing school.

The appointed DSM will moderate a selected sample of learners' work at the last moderation session and not at the school exhibition.

The moderation of the Retrospective Exhibition will be handled in the same way as the other phases and schools will be required to submit the selected learners' artworks for moderation at the selected venues in October.

The District Subject Moderator (DSM) will select a sample to be moderated on the final day for moderation. Where there are discrepancies the DSM may select more learners' work for moderation and can insist on seeing all learners' work if necessary. The school will be advised of the learners' work to be submitted before the end of the third term.

Any adjustments to marks should be discussed with the teacher together with the HOD or Principal. The District official overseeing the process should also be present.

An appeal will only be considered if made within the stipulated period and following the correct procedures.

For any additional information or clarity on the process please contact the Provincial Subject Advisor for the FET ARTS, Curriculum Development and Support, Catherine Gibbons on

- Telephone no : (011) 355 0633
- Cellular no : 082 2666 258
- Email : [catherine.gibbons@gauteng.gov.za](mailto:catherine.gibbons@gauteng.gov.za)



**ASSESSMENT RECORD SHEET: VISUAL ARTS PAT- RETROSPECTIVE EXHIBITION- 2013**

**SCHOOL:** \_\_\_\_\_

**EXAM CENTRE NO:** \_\_\_\_\_

	SURNAME AND INITIALS	EXAMINATION NUMBER	PAT 1	PAT 2	PAT 3	PAT 4	TOTAL	Conversion	RATING CODE
			50	50	50	50	200	150	
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									
19.									
20.									
21.									
22.									
23.									
24.									
25.									
			<b>TOTAL</b>						


**ASSESSMENT RECORD SHEET: DESIGN PAT - EXHIBITION - 2013**
**SCHOOL:** \_\_\_\_\_

**CENTRE NUMBER:** \_\_\_\_\_

	<b>SURNAME AND INITIALS</b>	<b>EXAMINATION NUMBER</b>	<b>PAT 1</b>	<b>PAT 2</b>	<b>PAT 3</b>	<b>TOTAL</b>	<b>CONVERSION</b>	<b>RATING CODE</b>
			<b>50</b>	<b>50</b>	<b>50</b>	<b>150</b>	<b>50</b>	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
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15.								
16.								
17.								
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19.								
20.								
21.								
22.								
23.								
24.								
25.								
			<b>TOTAL</b>					

## **THE PRACTICAL ASSESSMENT TASK FOR AGRICULTURAL TECHNOLOGY AND AGRICULTURAL MANAGEMENT PRACTICES**

### **THE PRACTICAL ASSESSMENT TASK FOR AGRICULTURAL TECHNOLOGY**

The PAT is implemented across the last term of Grade 11 and the first two terms of the school year in Grade 12 and should be undertaken as one extended task. The evaluation and the moderation of the PAT will commence in the third term of Grade 12.

The Practical Assessment Task comprises a design component and a manufacturing component. The PAT leads to the design and development of a product according to the technological processes. The task should have functional value and must be based on real-life situations, for example the construction of a braai, workbench, neck clamp, or drinking trough for animals, etc. The learners should be familiarized with the assessment criteria before they start with the task.

The Practical Assessment Task counts 100 marks and consists of a design portfolio (25 marks), and the final product (75 marks). The Practical Assessment Task therefore focuses on the development of the design portfolio (25 marks), the manufacturing processes (50 marks) and the final product (25 marks).

Kindly note that the Design portfolio must start in term 4 of Grade 11 if possible and must be finished by the end of January/February in Grade 12. The construction process must be finished by the end of the second term in Grade 12. Assessment and moderation will be conducted in the third term.

The project should be completed over the following **TWO** phases:

#### **Phase 1: Design: (25 Marks)**

Learners must identify the problem or need in their chosen project, investigate the project, generate ideas and arrive at possible design solutions to make or produce the project. The last step is to evaluate and communicate the solution to the problem or need with the teacher. The evidence of this phase will be located in the design portfolio which will start in Term 4 of Grade 11 and continue to the end of January/February, Grade 12.

#### **Phase 2: Manufacturing: (75 Marks)**

Learners construct the actual product or artefact at the start of January / February, Grade 12 and finalise it at the end of Term 2, Grade 12. If the design solution does not lend itself to a full-scale artefact, a scaled model or a representation can be produced. However, in the latter instance, the learner is expected to provide full-size sections showing construction details including relevant surface finishing. A model can indicate the context in which the product is to be used.

Note: Learners submit the product or artefact for assessment by the end of the second term of Grade 12. The accompanying planning done in phase 1 (design portfolio) must also be submitted for assessment at this time. Phase 1 and phase 2 are assessed simultaneously.

## **THE PRACTICAL ASSESSMENT TASK (PAT) FOR AGRICULTURAL MANAGEMENT PRACTICES**

**The Practical Assessment Task consists of management aspects in enterprise specific production processes, as guided by the research task in the school-based assessment (SBA).**

The management aspects include a series of practical activities. These tasks should be completed in Grade 12 in the first three terms. Tasks should be set in real-life settings, for example milking of cows, artificial insemination, inoculation, feeding and care, castration, de-horning, etc. The learners should know the assessment criteria before they start with each task.

The Practical Assessment Task for Grade 12 is internally set, internally assessed and externally moderated. The PAT is internally set because of the numerous enterprise activities that are prevalent in South African Agricultural schools. The project is completed under controlled conditions.

The Practical Assessment Task (PAT) amounts to 25% of the total promotion mark and should take the form of developing and applying agricultural management skills. Mark allocation should add up to 100 marks and consists of a day by day practical activity (50 marks) and specific practical activities (50 marks). The Practical Assessment Task therefore focuses on the management skills as well as the development and application of skills in the production process in a production-related context.

### **Final mark**

<b>Management Aspects</b>	<b>50</b>
<b>Practical Activities</b>	<b>50</b>
<b>Total</b>	<b>100</b>





**PRACTICAL ASSESSMENT TASK GRADE 12 – 2013  
ALLOCATION OF '0' FOR COMPONENTS OF THE PAT**

**THE COMPILATION OF PAT MARKS**

Three scenarios are used to explain the awarding of PAT marks as shown below:  
PAT components for subject X

	<b>Component 1</b>	<b>Component 2</b>	<b>Component 3</b>	<b>Component 4</b>	<b>Component 5</b>	<b>Component 6</b>
<b>Max Marks</b>	5	5	30	10	20	30

**Scenario 1**

	<b>Component 1</b>	<b>Component 2</b>	<b>Component 3</b>	<b>Component 4</b>	<b>Component 5</b>	<b>Component 6</b>
<b>Max Marks</b>	5	5	30	10	20	30
<b>Learner Y</b>	<i>Did not offer. No valid reason given.</i>	<i>Did not offer. No valid reason given.</i>	<i>Did not offer. No valid reason given.</i>	<i>Did not offer. No valid reason given.</i>	<i>Did not offer. No valid reason given.</i>	<i>Did not offer. No valid reason given.</i>

The above scenario is highly unlikely and may occur when a learner registered and then moved to another province. The case must be referred to the District Assessment official, who will be responsible for placing '444' against the learner's name where appropriate

**Scenario 2**

	<b>Component 1</b>	<b>Component 2</b>	<b>Component 3</b>	<b>Component 4</b>	<b>Component 5</b>	<b>Component 6</b>
<b>Max Marks</b>	5	5	30	10	20	30
<b>Learner Y</b>	4	<i>Did not offer. No valid reason given.</i>	16	<i>Did not offer. No valid reason given.</i>	15	20

Once a learner has offered one or more of the PAT components, he or she must receive a PAT mark.

**The PAT mark is calculated as follows:**

$$\begin{aligned} \text{PAT Mark} &= (4+0+16+0+15+20) / (5+5+30+10+20+30) \\ &= 55/100 \\ &= 55\% \end{aligned}$$

Award a "0" mark to Learners for a component he/she did not offer without any valid reason.

**Scenario 3**

	<b>Component 1</b>	<b>Component 2</b>	<b>Component 3</b>	<b>Component 4</b>	<b>Component 5</b>	<b>Component 6</b>
<b>Max Marks</b>	5	5	30	10	20	30
<b>Learner Y</b>	4	<i>Did not offer. Valid reason given.</i>	16	<i>Did not offer. Valid reason given.</i>	15	20

$$\begin{aligned} \text{PAT Mark} &= (4+16+15+20) / (5+30+20+30) \\ &= 55/85 \\ &= 65\% \end{aligned}$$

For those components that the learner did not offer but gave valid reasons - disregard the specific component and scale the remaining components to equal that of the full PAT component.

**Valid reasons.**

Trauma and illness. (This will only apply where a learner could not present him-/herself for evaluation due to trauma and no alternative assessment could be conducted.)



GAUTENG PROVINCE

EDUCATION  
REPUBLIC OF SOUTH AFRICA

Annexure L

**LIST OF PAT MODERATORS FOR 2013**

No	Subject	Surname, Initial	Name of School	Persal No	ID No	Cell No
1						
2						
3						
4						
5						
6						
7						
8						
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10						
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15						
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17						
18						
19						
20						

\* The Provincial Subject Coordinator must ensure that the list of all PAT Moderators are submit electronically to [Lavina.Naidoo@gauteng.gov.za](mailto:Lavina.Naidoo@gauteng.gov.za) by no later than **10 May 2013**