basic education

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TO   **HEADS OF DEPARTMENT**
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       HEADS OF PROVINCIAL CURRICULUM
       SCHOOL PRINCIPALS
       DISTRICT DIRECTORS
       CIRCUIT MANAGERS
       AREA MANAGERS

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MARK ADJUSTMENTS FOR SCHOOLS THAT HAVE ADMINISTERED THE NATIONAL COMMON GRADE 10 AND GRADE 11 QUESTION PAPERS IN MATHEMATICS AND PHYSICAL SCIENCES

1.   In order to ensure that no learner in Grade 10 and Grade 11 is disadvantaged due to the writing of the National Common Examination papers in Mathematics and Physical Sciences, the Department of Basic Education (DBE) has drafted this guideline to assist schools in managing the promotion of learners in these grades and subjects, at the end of the 2016 academic year.

2.   The current CAPS subject promotion requirements remain applicable to learners in Grade 10 and Grade 11. This Circular does not replace or amend the relevant promotion and progression requirements and therefore the content of this Circular must be applied after the relevant promotion and progression requirements have been completed.

3.   The following principles will apply in the mark adjustment process in 2016 for Grade 10 and Grade 11 learners for only Mathematics and Physical Sciences:

       (a) The focus of the mark adjustment will be on the individual subject averages and not on individual learner scores.

The Subject Average is determined by dividing the total score for all learners in the grade that have written the subject by the total number of learners that wrote the specific subject.

       (b) Mark adjustments will be applied separately per subject per grade in Mathematics and Physical Sciences.

(c) A Calculated Norm (CN) will be used to determine whether an adjustment is necessary and the extent of the adjustment. A CN is the average performance of the school in that subject over a three year period.

> The CN is determined by adding the average score for each of the three years and then dividing the total by three (e.g. Calculated Norm = 2012 Average + 2013 Average + 2014 Average ÷ 3.

(d) The CN must be based on the years in which the National Common Examination question paper was not written by the school.

> For example, if a school wrote the National Common Examination in 2015, then the CN must be based on the average of 2014, 2013 and 2012.

(e) Mark adjustments will only be applied if the 2016 Subject Average is lower than the CN.

(f) A maximum adjustment of 10% must be applied. The adjustments to learners with originally high marks (e.g. 95%) cannot result in those learners obtaining a mark that is more than 100%.

(g) The adjustments to subject scores must be applied on the final mark after the SBA has been included. In determining the CN, the scores of the previous years must also use the marks after the SBA is added.

(h) Mark adjustments can only be applied after learner scores have been converted to percentages.

4. Based on the principles listed in paragraph (3), the procedure to be followed is described below:

Step 1: Calculate the subject average obtained by learners in the specific subject and grade in 2016. This applies only to Mathematics and Physical Sciences in Grade 10 and Grade 11.

Step 2: Determine the CN as described in 3 (c). An example is illustrated below.

Grade	Subject	2012	2013	2014	Calculated Norm (CN)
10	Mathematics	42%	44%	46%	(42 + 44 +46) ÷ 3 = **44%**
11	Physical Sciences	63%	65%	67%	(63 +65 + 67) ÷ 3 = **65%**

Step 3 Compare the 2016 subject average for Mathematics and Physical Sciences separately to the CN.

Step 4: For each of the two subjects and the specific grades, establish whether the 2016 subject average is lower than the CN.

Step 5: If the 2016 subject average is lower than the CN for that subject and grade, determine the difference between the CN and the subject average.

Step 6: The difference noted in Step 5 must be applied as a block adjustment to all learners in that grade for that subject. This implies, that if the difference between the CN and the subject average for 2016 is 5 percentage points, then 5 percentage points must be added to the percentage score of each learner.

Step 7: If the difference between the CN and the subject average score is greater than 10%, a maximum adjustment of 10 percentage points must be applied.

5. In order to assist with the application of this adjustment guideline, the following examples are provided.

Example 1:

Grade	Subject	Calculated Norm (CN)	2016 school subject average	Difference	Block Adjustment for each learner
10	Mathematics	44%	36%	8%	Adjust 2016 learner scores by 8%.
11	Physical Sciences	65%	45%	20%	Adjust 2016 learner scores by 10%

An 8% block adjustment is applied in the case of Grade 10 Mathematics as this is the difference between the CN and the 2016 school subject average.

In the case of Grade 11 Physical Sciences, the difference between the CN and the 2016 school subject average is 20% but the block adjustment is only 10% as this is the maximum adjustment allowed.

If the 2016 subject average is more than the average of the previous three years average, no adjustment should be made. This is illustrated in the next example.

Example 2:

Grade	Subject	Calculated Norm (CN)	2016 school subject average	Difference	Block Adjustment for each learner
11	Physical Sciences	65%	70%	2016 average is 5% more than the CN	No block adjustment. The 2016 school subject average remains the same.

6. On the printed Promotion Schedule the adjusted mark must be indicated. A note should be written at the bottom of the schedule to indicate that the learners' mark has been adjusted for Mathematics and Physical Sciences. This should read as follows:

Example:
(a) The Mathematics mark has been adjusted by 8%, and
(b) There was no adjustment in the case of Physical Sciences.

7. Schools must note that this is not a change in the promotion requirements for Grade 10 and Grade 11, as stipulated in:

    (a) *Regulation 6(3)* of the *Regulations Pertaining to the National Curriculum Statement Grades R-12*, published as Regulation Notice *No. 1114* in *Government Gazette No. 36041* of 28 December 2012; and

    (b) *Paragraph 21* of the *National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R–12*, published as *Government Notices No. 1115* and *1116* in *Government Gazette No. 36042* of 28 December 2012.

8. This Circular provides school principals, district, area and circuit managers with guidelines that will assist in the finalisation of the promotion of learners in Grade 10 and Grade 11.

9. The mark adjustment discussion at school level must be chaired by the school principal. The finalisation of promotions must be conducted under the strict control of the District /Circuit /Area Manager. The decisions on mark adjustments must be checked, verified and approved by the District Manager or his/her delegate. The District /Circuit /Area Manager must sign on the relevant schedule to confirm that the adjustments have been correctly applied.

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