



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 29 OF 2024

TO

**DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT
DIRECTORS
CHIEF EDUCATION SPECIALIST DISTRICT
CIRCUIT MANAGERS
DEPUTY CHIEF EDUCATION SPECIALISTS
SENIOR EDUCATION SPECIALISTS
HEAD OF EXAMINATIONS
PRINCIPALS OF PUBLIC AND INDEPENDENT
SCHOOLS (GRADE 12)
TEACHER UNIONS/ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 01 JULY 2024

GUIDELINES ON THE ADMINISTRATION OF THE TOURISM PRACTICAL ASSESSMENT TASK (PAT) FOR 2024: NATIONAL SENIOR CERTIFICATE EXAMINATIONS

1. Practical Assessment Tasks have been developed in the subjects that have a practical component. These PATs are part of the Assessment requirements for the 2024 National Senior certificate (NSC) Examinations as stipulated in the Curriculum Assessment Statements (CAPS).
2. The format of the 2024 PAT is in line with the revised format of the Tourism PAT which was implemented from January 2021. The Teacher guidelines for the 2024 Tourism PAT were made available to schools earlier this year.
3. Principals and heads of Department responsible for Tourism must ensure that Tourism Teachers use the 2024 PAT Teacher Guidelines to adequately prepare the candidates for the writing of the 2024 Tourism PAT.
4. The Department of Basic Education (DBE) will provide a link to TWO pre-recorded mediation sessions. The first recording will assist teachers with the administration of the PAT and how to prepare candidates for the writing sessions. The second



recording will assist teachers with the mediation of the Resource Pack to candidates. The recordings will be available from 10 July 2024. Link to the recordings: <http://surl.li/tkmbf>

5. Please contact Mrs Penelope Japhta on email Penelope.Japhta@ecdoe.gov.za for more information on the mediation of the PAT.

THE ADMINISTRATION OF THE PAT

6. The Tourism PAT must be administered to learners on **24 to 25 July 2024 from 09:00 to 13:30** (which includes the 30-minute break) on both days. All the schools should be notified timeously of the dates and time of the administration of the Tourism PAT.
7. The PAT will be administered during school hours under controlled conditions. **Controlled conditions** imply that the writing of the PAT must take place at school during the scheduled times under the supervision of (an) invigilator(s) appointed by the school Principal. The Tourism teacher may **NOT** serve as an invigilator. However, the Tourism teacher should be present at school on the 2 consecutive days the PAT is written to provide clarity and guidance where required. There should be one (1) invigilator for every 30 Candidates.
8. The time allocated for the PAT is 8 hours, broken into two four (4) sessions. The two four (4) hour sessions must be scheduled over the **two consecutive days, 24 and 25 July 2024 respectively**. Break times in-between sessions are to be implemented at the discretion of the school.
9. Candidates must report to the school on both Day 1 and Day 2 scheduled for the Tourism PAT.
10. Candidates absent from the PAT writing session (with or without a valid reason) will be dealt with in accordance with the *Regulations on the Conduct, Administration and Management of the National Senior Certificate examinations*.

PRINTING, PACKAGING AND DISTRIBUTION OF THE TOURISM PAT

11. The Examination section of the Eastern Cape Education Department will ensure that the 2024 PAT is printed and distributed to all schools offering Tourism at Grade 12 level. The Tourism PAT will be printed by the **10 July 2024**.
12. The PAT consists of two parts, **DAY 1** and **Day 2**, and includes a **Resource**



Pack.

13. The Resource Pack of the 2024 PAT should be released to schools and to teachers between **10 and 12 July 2024**, to allow teachers the opportunity to mediate the Resource Pack with the candidates.
14. Once the PAT has been delivered to schools, teachers may commence with the mediation of the **Section C** of the **PAT Teacher Guidelines (pages 18 to 19)** and the Resource Pack.
15. The mediation with learners must take place between **16 and 23 July 2024**. During the mediation session of the **Resource Pack** teachers must ensure that all learners write their names on the Resource Pack and the Resource Pack is collected at the end of each mediation session.
16. **Districts must ensure that the PATs for Day 1 and Day 2 are packed separately from the Resource Pack.** The PAT for **Day 1** and **Day 2** must be distributed to schools that will be writing the PAT on **24 and 25 July 2024**.
17. The PAT for day 1 and Day 2 must be distributed on the morning the PAT is to be written. The same procedure as the Grade 12 NSC examinations must be followed.

THE WRITING OF THE PAT

18. The PED will ensure that the Practical Assessment task is written on the correct dates (**24 and 25 July 2024**) and time (**09:00 to 13:30**) (which includes the break) **Any deviation from this would be declared an irregularity.**
19. Each candidate must receive a copy of the PAT. The same Resource Pack used during the mediation with learners will be used for Day 1 on **24 July 2024** and Day 2 on **25 July 2024** for the writing sessions.
20. The school must ensure that learners receive separate answer books for Day 1 and Day 2.
21. The PAT for each day, the candidates' scripts for **Day 1** and **Day 2** and the **Resource Pack** **MUST** be collected at the end of each writing session.
22. When candidates receive the PAT package, (PAT paper for Day 1, Day 2 and the Resource Pack) for the day, they must ensure that all pages are included.



Candidates must be allowed 10 minutes reading time from **08:50 to 09:00** on each day of the PAT.

23. Only the official Resource Pack may be used. Candidates will **NOT** be allowed to take other resources into the venue. No electronic equipment (computers, laptops, cell phones, internet access) are allowed for the writing of the PAT. Only non-programmable calculators may be used in the examination.
24. The PAT for each day must be completed on the day within the stipulated times. No extra time will be granted, except where concessions are awarded to the candidate/s with special needs.
25. All PATs must be handwritten, except for candidates who have been granted a concession.
26. Sharing of stationery will not be allowed in the writing venue.
27. At the end of the first day, a full set of PAT documents (**Day 1 question paper, Resource Pack and learner's scripts**) must be collected and stored securely in the strong room. The process must be repeated at the end of the second day (**collection of Day 2 question paper, Resource Pack, and learner's scripts**)

PED PRE - MARKING STANDARDISATION MEETINGS

28. The PEDs must send the names of two designated Tourism officials per province to Ms T Kehologile by email Kehologile.T@dbe.gov.za and copy Mr Kamalan Nair, by email: Nair.K@dbe.gov.za by 5 July 2024.
29. The designated provincial officials for Tourism (**two per PED**) should conduct pre-marking of at least **six (6)** PATs (Day 1 and 2 of the same candidate).
30. A pre-marking discussion will be conducted by the province and completed between **5 to 8 August 2024**, prior to the National Standardisation Marking Guidelines discussions. The sampled scripts should be collected from at least **three** schools. The scripts must be representative of **high, moderate, and low** levels of achievement.
31. The designated provincial officials responsible for Tourism (**two per PED**) are expected to conduct a provincial pre-marking discussion with selected subject advisors and /or educators. The preliminary National Marking Guidelines must **NOT** be shared with any teacher or distributed outside the agreed group. The



official involved in the pre-marking discussion are bound to a secrecy clause as per the commitment in the Secrecy Agreement.

32. The PEDs should develop their own additional suggested responses to be discussed at the National Marking Guideline Discussion. The responses emanating from the pre-marking discussions with teachers and subject advisors, should consider the provincial contextual factors.
33. A report (on the official template to be provided to PEDs) emanating from the pre-marking discussions must be submitted by e-mail on or before **9 August 2024** to the DBE internal moderator at sharmininaidoo35@gmail.com. The report will be presented at the National Marking Standardisation meeting. (**Annexure B**)

DBE MARKING STANDARDISATION MEETINGS

34. The DBE Panel Preparatory meeting will be held on the **10 August 2024**.
35. Two designated Tourism officials per province will be required to participate in the virtual marking standardisation meeting which will be hosted by the DBE. The DBE will issue the Microsoft teams invitation to all PED participants by **10 August 2024**.
36. The National Marking Standardisation (MSM) for the Tourism PAT will take place from **11 to 12 August 2024**. The designated provincial officials responsible for Tourism (**two per PED**) will be invited to participate in the **MSM virtually** via Microsoft Teams. The MSM will be facilitated from the Department of Basic Education, 222 Struben Street, Pretoria, commencing at 8:30 on Day 1 and the from 8:00 on Day 2.
37. The electronic version of the final, approved Marking Guideline will be forwarded to the PED Heads of Examinations on **13 August 2024**.
38. The PEDs are expected to host a similar Provincial Standardisation Meeting with the district subject advisors for Tourism between **14 and 16 August 2024**. in preparation for the marking and moderation to be undertaken by the schools and district subject advisors. In addition, the district subject advisors are expected to mediate the marking guidelines between **19 and 20 August 2024** with their teachers in their districts.

MARKING OF THE PRACTICAL ASSESSMENT TASK (PAT)



39. The Eastern Cape Provincial Education Department will distribute the final, approved marking guideline in printed or electronic form to schools. Marking should commence on **21 August 2024**. Scripts must only be removed from the strongroom by a school Principal on the day marking commences.
40. The Senior Tourism teacher or Head of Department will be the on-site internal moderator. Only the final, approved Marking Guideline must be used in the marking of the PAT.
41. All marking must be concluded by **04 September 2024**.

MODERATION OF LEARNER EVIDENCE

Moderation must be conducted in accordance with the Guidelines for the quality assurance of SBA for Grades 10-12.

SCHOOL AND DISTRICT MODERATION

42. At least **10%** of the marked scripts should be moderated by the Senior Teacher or the Head of Department at school level by **09 September 2024**.
43. After the scripts have been moderated, the marks must be recorded on the official PAT marksheet on **pg9** (TOUR01) of the 2024 PAT teacher guidelines.
44. The district subject advisor must **moderate 10%** of the scripts from each school (moderated and unmoderated). District moderation should be conducted between **09 September 2024 to 12 September 2024**.

PROVINCIAL MODERATION

45. The Provincial education department will establish a provincial moderation process. This should be done centrally at the province and district subject advisors that participated in the provincial Marking Standardisation Meeting should be used to facilitate this process.
46. The province will select a sample of **10% of schools** from each district for the provincial moderation. From each of the schools, a sample of **10%** of scripts which includes **high, moderate** and **low** levels of performance will be moderated. Provincial moderation will be conducted between **16-18 September 2024**.



NATIONAL MODERATION

47. THE Department of Basic education will moderate the 2024 NSC Tourism PAT from a list of sampled districts and schools that will be communicated to the province prior to the moderation process.
48. The Department of Basic Education will conduct national moderation of the 2024 NSC Tourism PAT from **20 September to 30 September 2024**.
The **moderation approach and modality will be communicated to province**.
49. The PED will inform the DBE of the arrangements of the provincial moderation so that the National moderation can be arranged accordingly.

CAPTURING OF THE MARKS ON THE EXAMINATION COMPUTER SYSTEM

50. The marks for the Tourism Practical assessment Task (Total 100 marks) must be captured on the computerised mark sheet.
51. The marks for the Practical Assessment Task must be captured during the capture of the SBA marks and should be completed by **11 November 2024**.
52. A summary of the management Plan for the Tourism PAT is attached as **Annexure A**.
53. For any enquiries regarding the administration of the Practical Assessment Task, please contact Mrs PE Japhta on e-mail Penelope.Japhta@ecdoe.gov.za
54. Your support in the appropriate and accurate administration of the 2024 Tourism PAT is appreciated.

Yours in Education

MR R. TYWAKADI

DDG: CURRICULUM MANAGEMENT AND DELIVERY

01/07/2024

DATE



ANNEXURE A

2024 TOURISM MANAGEMENT PLAN

Activities	Date	Responsibility
JUNE 2024		
Schools close	Friday 14 June 2024	
PEDs send the names of the two designated Tourism Officials responsible for Pre-marking	Friday 05 July 2024	Mr Kamalan Nair, by e-mail, Nair.k@dbe.gov.za
JULY 2024		
Schools reopen	Tuesday 09 July 2024	
DBE Pre – recorded mediation Session 1: MEDIATION OF PAT TEACHERS GUIDELINES to teachers.	Recording will be available on 10 July 2024 .	DBE Curriculum and Examination Panel. Link to the pre-recorded mediation session: http://surl.li/tkmbf
DBE Pre – recorded mediation Session 2: MEDIATION OF PAT RESOURCE PACK to teachers.	Recording will be available on 10 July 2024 .	DBE Curriculum and Examination Panel. Link to the pre-recorded mediation session: http://surl.li/tkmbf
PEDs deliver Resource Pack ONLY to schools. Resource Pack is packed separately from Day 1 and Day 2 PATs.	10-12 July 2024	PEDs: Resource Packs are available to learners prior to the actual PAT writing date. PATs for Day 1 (24 July) and Day 2 (25 July) are made available to learners on the actual days the PAT is written
Teachers mediate PAT Resource Pack with learners.	16 July – 23 July 2024	Teachers to mediate Section C of the PAT Teacher Guidelines and Resource Pack to learners. Resource Packs to be COLLECTED after the mediation
TOURISM PAT is written. The PAT for Day 1 must be distributed on the morning the PAT is	25 July 2024 from 09:00 -13:30 (includes break of 30 minutes)	Learners supervised by the educators managed by the principal.



to be written.		All scripts locked in the strongroom by the principal.
AUGUST 2024		
Pre-Marking in the Provinces (6 Pat scripts Day 1 and Day 2 of the same candidates) Samples from at least 3 schools should represent high, moderate, and low levels of achievement.	5 to 8 August 2024	PED officials to supply PAT scripts for pre-marking.
Pre-marking reports submitted to DBE internal moderator. The reports will be discussed at the DBE Preparatory Meeting and presented on the first day of the National MSM.	09 August 2024 @18:00	PED selected officials to submit reports via e-mail to DBE IM: sharminaidoo35@gmail.com
DBE Preparatory Meeting (at DBE)	10 August 2024 Time: 8:30 to 16:00	DBE panel, external moderators, Curriculum specialists
National MSMs (Provinces join virtually via MS Teams)	11 to 12 August 2024 Time: 08:00 – 16:00	DBE panel, with Provincial officials – Only two per PED
Final approved version of the PAT Marking guidelines to be submitted to DBE.	13 August 2024	DBE Panel – Internal Moderator
Send Approved Version of the MG to PEDs	14 August 2024	DBE Manager – Mr K Nair
PED officials conduct Provincial MSMs (cascade to District SESSs)	14 to 16 August 2024	Provincial officials (IM and CM) who attended the National MSM.
District Officials conduct District MSMs (cascade to teachers)	19 to 20 August 2024	District officials who attended the PED MSMs.
PED distribute the Final, approved Marking Guideline in printed or electronic form to the schools.	21 August 2024	PED, as arranged.



Marking of learner's scripts	21 August 2024 to 04 September 2024	Principals' hands out scripts. Teachers under supervision of School's Management (DHs)
SEPTEMBER 2024		
Marking of learner's scripts continue	Up to 04 September 2024	Teachers under supervision of School Management (DHs)
Moderation – School Level	Before 09 September 2024	School Management (DHs)
Moderation - District	09 to 12 September 2024	District Tourism Subject Advisors
Moderation - Provincial	16 to 18 September 2024	PED – Tourism Subject Advisor peers.
Moderation - National (DBE)	20 to 30 September 2024	DBE and National Moderators
Final PAT and SBA marks captured	11 November 2024	All PEDs