

GRADE 12
INFORMATION PACKAGE



What to expect in Grade 12

Dear Grade 12 Parents

Grade 12 is going to be the toughest year of your child's academic life so far. Whilst university examinations may be tougher in content, this final academic year of your child's schooling will be the most difficult hurdle they have to face. It is intended to be so in order to prepare them for what they will encounter at university and life thereafter.

Their matric year will largely determine, at least the next 10 years of their lives. Performing well in matric will provide them with more study options and will result in more opportunities when they choose a profession. I therefore implore you to assist your child and your child's teachers by insisting that work is done; done well and completed timeously. Consistent hard work and commitment is imperative to achieve the best end result. Your support is also critical and we count on you to partner with us to help your child to achieve his or her goals.

In 2022 we will be running a new more rigorous academic programme for the Grade 12s. We implemented the three term school structure since 2019 specifically to assist the grade 12s. Among the benefits will be fewer examination sessions and time to remediate after the important preliminary examination.

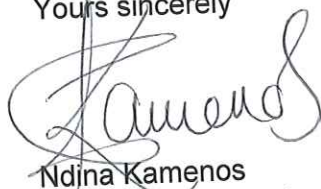
The key to success in this matric year is the partnership between parents, teachers and children. When any one of the three partners is unwilling to be a part of this process then we all face the possibility of failure. For this partnership to thrive, we have included an undertaking that outlines each group's responsibility. We expect everyone to sign this undertaking and to abide by the stipulations detailed therein.

Please have a look at the requirements for each of your child's subjects so that you have a sense of what will be expected.

As you know each child is assigned to a tutor teacher. This teacher has been your child's tutor for the past few years in most cases. I urge you to be in constant contact with your child's tutor by email.

As always we appreciate your trust in placing your children with us and together we hope that each child will achieve excellent results.

Yours sincerely



Ndina Kamenos
Deputy Head: Academics

PLAGIARISM

Plagiarism has increasingly become a problem as a result of the Internet and the ease at which information is available. The ability of learners to download and purchase already completed tasks is widespread. It is important that teachers are aware of this. Through careful monitoring of the research process through the submission of a proposal and draft work via a series of checkpoints, the incidents of plagiarism can be reduced.

When quoting or citing, learners should indicate the source in the text and acknowledge it fully in their list of references. For example:

- 'Johannesburg is a crime ridden city' (Jones).
- Smith argues that stem cell research is the way forward for tissue repair (1999).

No further referencing detail, such as foot notes, is expected by the IEB. Further detail that is school specific may be expected of learners.

It is essential that schools have a plagiarism policy. Teachers should conduct thorough plagiarism checks throughout the research process. Learners should submit the final electronic version of their task through plagiarism-checking software and staple the plagiarism report to their Research Report/Essay as an additional means of protection in this regard. Turnitin is recommended as an effective plagiarism checker and is available at St Dominic's College. Some other suggested plagiarism checkers are:

<<http://www.plagiarism-detect.com>>
<<http://www.duplichecker.com>>
<<http://www.plagiarismchecker.com/help-teachers.php>>
<<http://searchenginereports.net/articlecheck.aspx>>

If more than 15% of a submission is plagiarised, teachers must check the report to establish exactly what has been identified and take the necessary action. There may in fact not be 15% plagiarism. For example: in content subjects there will be words/terms that come up frequently; if the research is done within a school, the name of the school will show up repeatedly.

ACCOUNTING

ITEM	DATE	TERM	PERCENTAGE OF SBA
Case study	February 2022	1	25
OR Written report	May 2022	2	
3 Tests	March, June, August	1,2,3	15 x 3 = 45
Prelim exam	August 2022	3	30

- Case study will be handed to pupils in January 2022
- Written report on Companies will be done in May in class during 3 consecutive days.

EXAMS TO BE WRITTEN IN NOVEMBER AND COMPOSITION THEREOF

Although only the topics in the grade 12 curriculum will be examined in the final examination, topics taught in grade 10 and 11 can be referred to and concepts learnt in these grades can be tested.

PAPER 1 : Application of Skills – 2 hours – 200 marks

This paper will assess the skills, i.e. year-end adjustments, drawing up of accounts and statements and calculations of costs etc.. Learners would still need to know and apply ratios working backwards to calculated numbers etc..

PAPER 2 : Problem Solving and Analysis – 2 hours – 100 marks

This paper will assess theory, analysis, interpretation and problem solving.

AFRIKAANS EERSTE ADDISIONELE TAAL

SBA Written Portfolio:

		Portfolio weighting
SECTION A		30
Process writing essay	30	
Test essay	30	
SECTION B		20
CAT (GTA) essay	20	
SECTION C		20
3rd Genre Essay (Filmstudy)		
SECTION D		10
Test 1: Language	30	
Test 2: Comprehension & Summary	30	
Test 3: Poetry	30	
Test 4: Prescribed novel (Brand)	30	
Test 5: Filmstudy Test	30	
SECTION E		20
Prelim Paper 1	100	
Prelim Paper 2	100	
TOTAL		100

Oral Portfolio:

		Portfolio weighting
SECTION A		20
Prepared speech	20	
CAT (GTA) speech	20	
SECTION B		10
Prepared reading (2)	20	
SECTION C		10
Unprepared reading (2)	20	
SECTION D		20
Listening comprehensions (3)	20	
SECTION E		40
Unprepared conversations		
Third genre (movie)	10	
Profile conversation (interests etc)	10	
Prescribed novel conversation	10	
General use of Afrikaans	10	
TOTAL		100

BUSINESS STUDIES

ITEM	DATE	TERM	PERCENTAGE OF SBA
Movie review task	January 2022	1	20
News Article Analysis task	March 2022	1	20
Section A & B test	Cycle tests 2022	1 & 2	15
Section C (Business report) test	Cycle tests 2022	1 & 2	15
Preliminary Exams	July/August 2022	2	30

COMPUTER APPLICATION TECHNOLOGY

MEANS OF ASSESSMENT

Paper 1 (Practical) 3 hours	(180 marks reduced to 100)	[100]
Paper 2 (Theory) 3 hours	(150 marks reduced to 100)	[100]
Practical Assessment Task	(180 marks reduced to 100)	[100]
School Based Assessment (SBA)		[100]

400 marks

SBA Marks and Breakdown

	Descriptions	Mark
Test 1/ Exam	Standardised Theory Test OR Midyear Theory Paper Content Areas covering Theory topics (e.g., hardware, software, networking, legal, ethical, security, safety, etc.)	17,5
Test 2/ Exam	Standardised Practical Test OR Midyear Practical Paper Content Areas covering Solution Development topics (apply integrated skills of word processing, spreadsheets, databases and Web Development)	17,5
*Task/Test	Alternative assessment OR Test (Theory OR Practical OR Integrated)	15
Exam P1	Grade 12 Preliminary Examination Paper 1	25
Exam P2	Grade 12 Preliminary Examination Paper 2	25
Total	SCHOOL BASED ASSESSMENT (SBA)	100

PAT Marks and phases breakdown

Phases		Marks per phase	
Phase	Details	Marks	%
1	Task definition and information finding strategies	40	19
2	Task 1 – Access information and determine relevance	40	19
	Task 2 – Use the information – Planning		
3	Task 1 – Use the information – Processing/ analysing	100	62
	Task 2 – Use the information – Final presentation/ synthesis		
TOTAL PRACTICAL ASSESSMENT TASK (PAT)		180	100

CONSUMER STUDIES

School-Based Assessment (SBA)

SBA Item	Weighting	
Two controlled tests	2 × 15%	30%
Midyear or Preliminary examination		30%
Two Tasks chosen from the following list: <ul style="list-style-type: none"> • Research Task • Case Study • Oral Presentation • Visual Task • Media Review <p>Each task must cover a different topic, i.e. The Consumer, Food and Nutrition, Clothing, and/or Housing and Furnishings; but NOT ENTREPRENEURSHIP.</p>	2 × 20%	40%
TOTAL		100

Practical Assessment Task (PAT)

Component	Weighting
One practical assessment task to be moderated externally.	100 marks

DRAMATIC ARTS

ITEM	DATE	TERM	MARKS	PERCENTAGE OF School Base Assessment	PERCENTAGE OF Practical Assessment Task	
IPT 1 - Part A	February	1	20	25 %		
IPT 1 - Part B	February	1	5			
IPT 2 - Part A	April	1	20			
IPT 2 - Part B	April	1	5			
IPT 3 - Part A	June	2	20			
IPT 3 - Part B	June	2	5			
Test 1	February	1	10			
Test 2	April	1	10			
Test 3	June	2	10			
Prelims		2	15			
PAT Part A	May – June	2	75			15% / 75%
PAT Part B	June	2	75			

IPT - Integrated Practical Task

PAT – Practical Assessment Task

IPT TASKS

	Acting Pupils	Film Pupils
IPT 1	Monologue Performance	5 Minute film + File
IPT 2	Monologue Performance	Style Film
IPT 3	Monologue Performance	10 Minute Film + File

ENGLISH HOME LANGUAGE

There are **TWO** portfolios in English Home Language which cover the four English skills: reading, writing, speaking and listening. These two portfolios combined equates to 50% of their overall mark. Paper 1 and Paper 2 (NSC exams) comprise of the other 50%. Note: We start grade 12 work in the third term of grade 11, hence some of the tasks below have already been completed as indicated.

Subject Based Assessment File (Reading and Writing Skills)

Task	Total	Date
Extended writing 1	45	March 2022
Extended writing 2	45	Term 2
Common Assessment Task	50	TBA by IEB.
Film Study Tasks	60	November 2021
Test 1: Film	15	November 2021
Test 2: Paper 1 Skills	15	Term 1 (Cycle Test)
Test 3: Paper 2 Skills	15	Term 2 (Cycle Test)
Test 4: Pending on 2022 SAGS	15	Term 1 (Cycle Test)
Preliminary Examinations	40	July/August 2022
Total:	300/3	=100

Oral File (Speaking and Listening Skills)

Task	Total	Date
Prepared Speech 1: Own choice	20	Term 2/3
Prepared Speech 2: CAT	20	Term 2
Prepared Reading	10	Term 1
Unprepared Reading	10	Term 1
Listening Comprehension	10	Term ½
CAT Discussion	20	Term 2
7 Book Discussion/Film Discussion	10	Term 3 (Film discussion completed in 2021)
Oral Portfolio might be adapted in circulars		
Total:	100	=100

GEOGRAPHY

Grade 12 Programme of Assessment: OTR Project: 3 Alternative Tasks

Actual Date	Topic	Assessment Form	Mark allocation
January	Alternative Task 1: Laingsburg Case Study	Worksheet	100
February	Test 1: Climate + Geomorphology	Controlled Test	100
May	Alternative Task 2: Welkom Photo Analysis	Worksheet	100
May	Test 2: Settlement + Economic SA	Controlled Test	100
June	Test 3: Mapwork	Controlled Test	100
June	Alternative Task 3: Mining issues Case Study	Worksheet	100
July	Prelim Paper 1	Exam	200
July	Prelim Paper 2	Exam	100

Alternative Tasks

PORTFOLIO REQUIREMENTS FOR 2022		
Task 1	15%	45%
Task 2	15%	
Task 3	15%	
Two Controlled Tests	15% x 2	55%
Preliminary Examination	25%	

HISTORY

	SBA ITEM	DATE	RAW SCORE	WEIGHTED MARK
Preliminary Examination	Paper I	July/Aug	/100	
	Paper II	July/Aug	/200	
	Total		/300	/25
Controlled Test 1	Paper 1 discursive format	Throughout the year		/10
Controlled Test 2	Paper 2 format	Throughout the year		/10
Controlled Test 3	Extended writing	Throughout the year		/10
Task 1	Discussion essay	March	70	/15
Task 2	Source Analysis	February	70	/15
Task 3	Photograph analysis	January	30	/15
			TOTAL out of 100	

INFORMATION TECHNOLOGY

Practical Assessment Task (PAT)

The PAT is to be completed in Grade 12, but could be started in Grade 11.

The PAT is broken up into four phases:

Phase 1 – Specification Document: This is an outline of the purpose of the project and any functions the project may include. (17 Marks)

Phase 2 – Design Document: This outlines how the pupil will carry out the implementation of the project as described in the specifications document. (30 Marks)

Phase 3 – Coding: This involves the actual coding and implementation of the project. (38 marks)

Phase 4 – Technical and Testing Documentation: This document involves all advanced methods and techniques used as well as the different methods of testing the program that were used. (15 Marks).

Thus, the PAT consists of 100 marks and it also contributes to 25% of the pupil's year mark, which is equivalent to one of their final papers.

School-Based Assessment (SBA) Portfolio Requirements

Theory Test (System Technologies) - 15%

Normalisation Test - 15%

OOP Test - 15%

Data Validation Task - 15%

Preliminary Theory Examination - 20%

Preliminary Practical Examination - 20%

TOTAL 100%

The SBA also counts 25% towards the pupil's year mark.

LIFE ORIENTATION

REQUIREMENTS FOR SBA

Candidates doing One Research Task		
Component	Weighting	
Research Task	30%	30%
CAT A	20%	40%
Physical Education Task	10%	
Community Service Task	10%	
CAT B	30%	30%

- Community service for 2022 is 10 hours

LIFE SCIENCE

**As per IEB requirements the following will be in the portfolio.
All items are compulsory and will be done throughout the year.**

	SBA ITEM	Raw Score	Weighted Mark
Preliminary Examination	Paper I	/200	
	Paper II	/100	
	Total	/300	/25
Controlled Test 1	Term 1 summative test		/15
Controlled Test 2	Term 2 (2 Papers)	/200	
		/100	
		/300	/15
Task 1 Compulsory Summative Practical	Term 1	/50	/15
Task 2 – Option A Practical	Term 2	/50	/15
Task 3 - Option B Controlled Writing Piece		/30	/15
			TOTAL out of 100

MATHEMATICS

TASKS	WEIGHTING (%)
2 × controlled tests. Test 1: Similar to paper 1 in the final exams Test 2: Similar to paper 2 in the final exams.	2 × 10 = 20%
2 × Short Items: Can be an Investigation or project on any chosen topics	2 × 10 = 20%
1 × Long Item (project)	30%
Preliminary Examination Paper 1 and Paper 2	2 × 15 = 30%
TOTAL	100%

MATHEMATICAL LITERACY

		Portfolio weighting
SECTION A		30
Test 1	20	
Test 2	20	
SECTION B		30
Alternate Task 1	15	
Alternate Task 2	15	
SECTION C		40
Preliminary Exam Paper 1	20	
Finance		
Data Handling		
Probability		
Preliminary Exam Paper 2	20	
Maps, plans, physical world		
Measurement		
Probability		
TOTAL		100

- Pupils may be required to do 2 additional assessments (not included above) for their portfolio.
- These assessments could either be a test or an assignment.

IEB description:

Description	Weighting	Marks
Two alternate assessment tasks (1-2 hours duration)	2 × 15	30
Two tests: Standardised and at least 45 minutes to an hour in duration in controlled environment	2 × 15	30
Grade 12 Preliminary Examination consisting of Paper 1 and Paper 2	2 × 20	40
Marks to be converted to a percentage		/100

PHYSICAL SCIENCE

TYPE OF ASSESSMENT	SECTION	WEIGHTING
PRACTICAL TASK	PHYSICS	20%
	CHEMISTRY	20%
ALTERNATIVE TASK	PHYSICS/CHEMISTRY	10%
CONTROLLED TEST	PHYSICS	10%
	CHEMISTRY	10%
PRELIMINARY EXAMINATIONS	PHYSICS	15%
	CHEMISTRY	15%

WEIGHTING OF KNOWLEDGE AREAS

PHYSICAL SCIENCES PAPER 1 (PHYSICS)

CONTENT AREAS	APPROXIMATE MARKS	APPROXIMATE %
Kinematics (Motion in 1D)	50	25
Newton's Laws and application of Newton's Laws	30	15
Momentum, Impulse, Work, Energy and Power	30	15
Gravitational and Electric fields	20	10
Electric Circuits	30	15
Electrodynamics	24	12
Photons and Electrons	16	8

PHYSICAL SCIENCE PAPER 2 (CHEMISTRY)

CONTENT AREAS	APPROXIMATE MARKS	APPROXIMATE %
Quantitative Chemistry	30	15
Chemical Bonding	20	10
Energy Change & Rates of Reactions	20	10
Chemical Equilibrium	25	12,5
Acids and Bases	25	12,5
Electrochemistry	40	20
Organic Chemistry	40	20

MEANS OF ASSESSMENT:

PAPER 1 3 HOURS 200 Marks (scaled to 150)
 PAPER 2 3 HOURS 200 Marks (scaled to 150)

SCHOOL-BASED ASSESSMENT (SBA) 100 Marks

TOTAL 400 Marks

SESOTHO FIRST ADDITIONAL LANGUAGE

		Matshwao a Felletseng
KAROLO YA A	1	30
Moqoqo o molelele Mantswe250-350	2	30
Matshwao ohle a A		30
KAROLO YA B CAT	1	20
Matshwao ohle a B		20
KAROLO YA C	1	40
Padi buka ya boraro		20
Matshwao ohle a C		
KAROLO YA D	1	
Diteko	2	
	3	
Buka ya boraro	4	
Matshwao ohle a D		10
KAROLO YA E	P1	100
Ditlhahlobo tsa sekamakgaolakgang	P 2	100
Matshwao ohle a E		20
MATSHWAO OHLE A POTFOLIYO		100

VISUAL ARTS

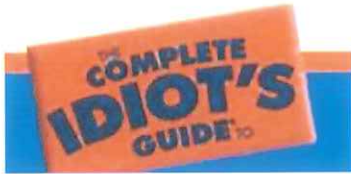
Component	Weighing	Total
Preliminary examination (Task 10)	100 marks converted to a mark out of 30 (1x30)	30
Research task (Task 4)	100 marks converted to a mark out of 30 (1x30)	30
Task 5 Task 6 Task 7 Task 8 Task 9	15 15 20 20 30 Task 5-9 total 100, converted to a mark converted to a mark out of 40.	40
TOTALS		100

Portfolio Tasks:

- Task 4: Conclusive research task
- Task 5: Visual Literacy Question Test
- Task 6: International Art
- Task 7: International conceptual and current art
- Task 8: South African Resistance Art
- Task 9: South African Contemporary Art

Component	Weighing	Total
Examination Mark consists of the following:	75%	300
Paper 1 (Final Exam)	100	100
Practical requirements: <ul style="list-style-type: none"> • Paper 2 (drawing Exam) • Task 1 Visual Journal • Task 2 Visual Journal • Task 3 PAT 	70 40 20 70	200
School Bases Assessment Mark	25%	100
Tasks 4 – 9 <ul style="list-style-type: none"> • Task 4 • Task 5 • Task 6 • Task 7 • Task 8 • Task 9 	100 converted to mark out of 30 15 15 20 20 30	30 40
Preliminary Examination (task 10)	100 converted to a mark out of 30	30
TOTAL		400

- Paper 1 is your final Exam
- Paper 2 is your Exam Paper (Practical and drawing exam)
- Task 1: Creative process (visual Journal)
- Task 2: Contextual Research (visual Journal)
- Task 3: Artwork



FETC

(Further Education and Training Certificate)

Assessment : A process where evidence of pupil achievement is collected, evaluated against set criteria and recorded (marks / levels)

Types of assessment :

Baseline : - A process to determine what knowledge the pupil already has about the topic

Continuous : Ongoing , everyday process ... NOT NECESSARILY for marks. Checking Homework, Q & A session, peer assessment that isn't actually recorded but gives necessary feedback to pupils on their progress.

Formative : - Tasks and tests that will help the pupils to grow in their understanding.

Summative :- Usually the year end exam or last test/task on a topic to see what is understood and to give a level of achievement.

SBA : - School Based Assessment (25% mark from tasks and tests in the portfolio recorded throughout the year)

PAT : - Performance Assessment task (See Consumer Studies and IT)

POE : - **Portfolio OF Evidence** (Collection of the set number of tasks that has been used to acquire the level of achievement).

NCS : - **National Curriculum Statement (Syllabus)**

NSC : - **National Senior Certificate (Matric Certificate)**

LO : - Life orientation (compulsory)

LS (Life Sciences) : - Previously known as Biology

CAT : - Common Assessment Task (See Life Orientation, Afrikaans, English)

Undertaking by pupils:

I, _____, a Grade 12 pupil in 2022 undertake the following:-

- 1.1 I will ensure that I obey all school rules as set out in the new code of conduct;
- 1.2 I will submit all assignments, tasks, homework or any other required work on or before the due date.
- 1.3 I will be in regular attendance at all scheduled classes and arrive timeously (punctuality is a non-negotiable);
- 1.4 I will only be away from school due to medical reasons and will furnish medical proof upon request. I further acknowledge that if I am absent on the day a task is due and I am unable to furnish medical proof, I will receive zero for the task;
- 1.5 I will schedule all outside appointments, holidays and/or events outside of normal school hours;
- 1.6 I will ensure that I am properly groomed and in the correct school uniform at all times; I further acknowledge that I will be sent home until I have the correct school uniform;
- 1.7 I will inform my parents and/or my teachers of any issues that are preventing me from performing to my best.
- 1.8 I will ensure that I bring all the necessary books, textbooks, stationery and other materials to each and every class;
- 1.9 I will be adequately prepared for any test, assessment, oral or presentation;
- 1.10 I will attend all compulsory school events;
- 1.11 I will not use any device/gadget during lessons unless instructed to do so by the teacher. I acknowledge that such device/gadget may be confiscated for the duration of a term.
- 1.12 I will accept that should I miss, fully or in part, ten or more school days during my grade 12 year, it is at the discretion of the school if I may write the final exams for one or more of the subjects I have registered for.
- 1.13 I will accept that should I fail to fully submit or complete two or more portfolio assessments, it is left at the discretion of the school if I may write the final exams for one or more of the subjects I have registered for.

Should I not abide by the above undertaking, I acknowledge that I may be subject to the following:

- 2.1 Break and Friday detention;
- 2.2 De-registration from the IEB final exams;
- 2.3 Banning from matric farewell, 40 days or any other matric events;
- 2.4 Any other punishment as set out in the College's code of conduct.

Signature _____

Date: _____

Undertaking by parents:

I, _____, parent of

_____, a Grade 12 pupil in 2022 undertake the

following:-

- 1.1 I will do everything in my power to ensure that my child will abide by the pupil undertaking attached hereto;
- 1.2. I will try my best to be present at every parent meeting or any other conference;
- 1.3. I will advise the school of any issues that may affect the academic performance of my child;
- 1.4. I will not ask for my child to leave school unless it is for medical reasons or in the case of an emergency;
- 1.5 I will ensure that my child is always punctual, arriving on time for school and class;
- 1.6. I will encourage my child to focus on their academic work and will limit the use of cell phones, devices and television time, etc;
- 1.7. I will try my best to supervise my child's work on a regular basis.

Signature _____

Date: _____


Undertaking by teachers:

We undertake the following:-

- 1.1 We will be punctual for every class;
- 1.2. We will be prepared for every lesson;
- 1.3. We will treat every pupil fairly and consistently;
- 1.4. We will ensure that we will mark and return any assessment within the set marking deadline;
- 1.5 We will do our best to assist the pupils in our subject;
- 1.6 We will attend any conference and make use of other opportunities to improve our subject knowledge;
- 1.7 We will keep parents updated as to the progress or lack thereof made by their children in our respective subjects.

Signature  _____
for English

Signature  _____
for Sesotho

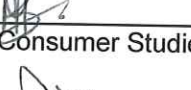
Signature  _____
for Mathematics

Signature  _____
for Physical Science

Signature  _____
for Visual Arts

Signature  _____
for Accounting

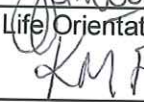
Signature  _____
for Consumer Studies

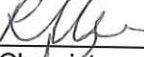
Signature  _____
for Life Sciences

Signature  _____
for Information Technology


Signature  _____
for Afrikaans

Signature  _____
for Life Orientation

Signature  _____
for Mathematical Literacy

Signature  _____
for Chemistry

Signature  _____
for Business Studies

Signature  _____
for Geography

Signature  _____
for Dramatic Arts

Signature  _____
for History

Signature  _____
for Computer Application Technology

Date: 18-11-2021