



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

# **LSS SUPPORT PACKAGE**

## **ICASS for NC(V) and Report 191 Programmes**

### ***MODULE 4: THE RECORDING AND VERIFICATION OF MARKS***

#### **LSS Participant Handout**

#### ***2018***



Ref.No:	Prepd.:
Edition :	Checked:
Date: 7 August 2018	Approved:



# Table of Contents

<b>MODULE 4 .....</b>	<b>1</b>
THE RECORDING AND VERIFICATION OF MARKS.....	1
4.1 INTRODUCTION .....	1
4.2 THE IMPORTANCE OF EVIDENCE.....	1
4.3 THE VERIFICATION OF MARKS .....	3
4.4 THE ROLE OF CAMPUS MANAGEMENT IN THE VERIFICATION PROCESS .....	8
4.5 CONCLUSION.....	10
REFERENCE LIST .....	11



# MODULE 4

## THE RECORDING AND VERIFICATION OF MARKS

### 4.1 INTRODUCTION

The recording of marks has been discussed in Module 3. In Module 4 we will look at the keeping of evidence and the verification of marks. Although the ICASS Guidelines do not elaborate much on this, it is a very important part of the ICASS to ensure validity and reliability.

### 4.2 THE IMPORTANCE OF EVIDENCE

Keeping evidence is important for both Report 191 and NC(V) programmes. The format differs and will therefore be discussed separately.

#### 4.2.1 EVIDENCE TO BE KEPT FOR NC(V) PROGRAMMES

Both the lecturer and the student need to maintain a portfolio as evidence of the engagement in ICASS tasks. The PoA (lecturer) and PoE should be kept up to date. This will be monitored.

PoA = Portfolio of Assessment

PoE = Portfolio of Evidence



Please refer to Annexure K in the ICASS Guideline templates.

Each lecturer must have his/her own PoA. It must contain the following:

- Contents page
- Lecturer information (name, qualifications, SACE registration, teaching/lecturing experience, workplace experience)
- Year plan
- Latest version of the assessment guidelines
- Subject assessment schedule (**Annexure A**)
- All ICASS tasks, accompanying marking memoranda/guidelines and a list of resources required to complete a particular task
- Completed pre-moderation checklist for each of the ICASS tasks and their accompanying assessment tools (**Annexure H2**)
- Completed post-moderation checklist for each task once it has been administered and assessed (**Annexure I2**)
- Subject record sheets per level/class reflecting the marks achieved by the students in the ICASS tasks, as they are completed (**Annexure J**)
- Evidence of the electronic capturing of ICASS marks
- Evidence of review – diagnostic and statistical analysis, including notes on improvements for assessment task for future use (**Annexure N**)
- Students' attendance registers
- Evidence that the work or tasks of those who are repeating have been assessed

When it comes to the PoE of a student, colleges may choose one of two different options:

- Option 1: A PoE per student per subject
- Option 2: A PoE per class/ level per task

## OPTION 1: PoE per student per subject

The PoE is required as evidence for **monitoring, moderation** and **verification** and must contain the following:

- Table of contents
- Student information (full name and ID number)
- Completed declaration of authenticity (signed and dated)
- Subject assessment schedule (**Annexure B**)
- All marked ICASS task responses (e.g. marked scripts, sheets, computer printouts)  
*Note 1: In the case of an artefact, evidence must be safely stored and be available on request.*  
*Note 2: A completed assessment tool (e.g. rubric and/or checklist) reflecting student performance where applicable when a marking memorandum has not been used to assess student performance)*
- Evidence of moderation (where applicable for students whose tasks were moderated)
- Record of scores/marks/results (Assessment scores must be recorded effectively to ensure that conversions and the transcription of marks are correct.)
- Consolidated record of performance sheet (**Annexure L**) indicating the raw mark achieved per ICASS task, as well as the converted mark per ICASS task, and the total out of 100 in a tabular format

## OPTION 2: PoE per class/level per task

All the evidence for a specific test/assignment/task/exam must be inserted in ONE file or envelope. The file/envelope should clearly state the following:

- Type and number of the assessment
- Date on which the assessment was administered
- Class/group/level

The file/envelope should include the following:

- The task/assignment/test
- A marking guideline/rubric/marketing checklist/assessment tools
- A mark sheet indicating type and number of task, date it was marked with marks entered. Students' names on the mark sheet must be in alphabetical order according to surname (and must include ID numbers).
- The test/tasks must be numbered and inserted in the envelope or filed in the same order as on the mark sheet.
- Students must indicate their full names and surname, ID number, and the date and type of assessment at the top of the task/answer sheets.



**One copy of the ID and declaration per student must be kept at a central/campus administration office.**

**The evidence must be secured on site for a period of 6 months following the resulting process of an examination cycle for verification purposes in both the resulting process and during departmental visits.**

## 4.2.2 EVIDENCE TO BE KEPT FOR REPORT 191 PROGRAMMES

Lecturers are required to maintain a subject file and an assessment file and to keep the actual scripts and assignments and artefacts in storage.

Please refer to Annexure G4 in the ICASS Guidelines for the relevant templates.



### NOTE THE FOLLOWING:

- Marked assessments should be returned to students within a reasonable period of time, normally not more than 5 working days.
- The memorandum/marking guidelines must be discussed with the students.
- The marked scripts must be returned to the lecturer for safe-keeping and storage.

Although the ICASS Guidelines for Report 191 do not spell out how these scripts should be stored, we suggest that lecturers follow the guidelines for NC(V) programmes as discussed above in Section 4.2.1.

The evidence must be stored on site for as long as the year mark is valid; for at least 2 years or until certification takes place, which may occur after 2 years.



### VERY IMPORTANT FOR BOTH REPORT 191 AND NC(V) PROGRAMMES:

- Assessment scores must be recorded effectively.
- Weighting of tasks must be correct.
- Transcriptions of marks and conversions must be correct.
- There must be a clear indication that scripts were moderated.

## 4.3 THE VERIFICATION OF MARKS

The verification of marks is extremely important.

**ICASS**

The ICASS Guidelines merely refer to the fact that the verification of marks must be done. We will now discuss this process in more detail.

The verification of marks refers to the confirmation of marks. Mistakes can possibly be made throughout the marking and recording process.

### Verification means two things:

- The marks on the mark sheet correspond with the ITS record, which will be sent to DHET.
- The scripts have been verified against the mark sheet and the ITS record.

Each college can decide on their own verification process to ensure that all the marks are correct, but the following can be used as a guideline.

Assessment/test/practical/internal examination/PAT	Steps in process	Verification process
Applicable to all individual assessments that contribute to the final ICASS mark	<ul style="list-style-type: none"> <li>• Assessed by responsible lecturer</li> <li>• Sample of scripts moderated</li> <li>• Marked scripts with both the raw and the converted mark returned to student</li> <li>• Memo/marking guideline discussion takes place</li> <li>• Scripts are returned to lecturer</li> <li>• Marks are recorded on a mark sheet</li> <li>• Moderated marks must be clearly indicated on this list. Marks are captured on official ITS list.</li> <li>• <b>Verification takes place (marked scripts – mark sheet – ITS).</b></li> </ul>	<ul style="list-style-type: none"> <li>• When the <b>moderator</b> moderates a sample of scripts, some marks have already been verified. If the moderator picks up calculation errors, the lecturer must go through the scripts again.</li> <li>• When <b>students</b> receive their marked scripts they must verify that their marks are correct after the memo discussion has taken place. All assessments must have a front page on which students can sign accepting the correctness of their marks.</li> <li>• Scripts must be verified against the mark sheet and the official ITS sheet. <b>This must be done by two lecturers, one reading the marks from the candidates' scripts and the other ensuring that the marks have been correctly recorded on the print-out of the mark sheet and ITS record.</b></li> <li>• Lecturer signs the declaration that the marks for all his/her subjects have been verified – see discussion below.</li> <li>• The declaration form must also be signed off by the <b>PM/HOD.</b></li> <li>• All verification forms must be handed to the <b>academic manager and campus manager</b> to sign off all verifications (see proposed form below).</li> </ul>

When designing verification forms at colleges, care should be taken to streamline the process and minimise the amount of paper work.

**CONSOLIDATED RECORD OF PERFORMANCE IN ICASS TASKS**

STUDENT'S SURNAME & INITIALS												
STUDENT'S ID NO.												
NAME OF SUBJECT												
LEVEL												
EXAM CYCLE & YEAR												

ICASS TASK & WEIGHTING		RAW MARKS	CONVERTED MARKS	WEIGHTING PER TASK
1	Test (10%)	/ ___	/ 10	10%
2	Practical Assessment/ Assignment (25%)	/ ___	/ 25	25%
3	Practical Assessment/ Assignment (25%)	/ ___	/ 25	25%
4	Test (10%)	/ ___	/ 10	10%
5	Internal Examination (30%)	/ ___	/ 30	30%
6				
7				
		<b>TOTAL</b>	<b>/ 100</b>	<b>100%</b>

SIGNATURE OF STUDENT	
DATE	

SIGNATURE OF SUBJECT LECTURER	
DATE	

SIGNATURE OF HOD / LECTURER VERIFYING MARKS	
DATE	

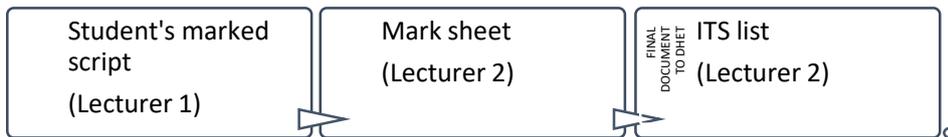
Each student will have this form per subject in his/her PoE. These marks will be captured on the applicable mark sheet.

SIGNATURE OF SUBJECT LECTURER	
-------------------------------	--

DATE	

SIGNATURE OF HOD / LECTURER VERIFYING MARKS	
DATE	

**THE FINAL VERIFICATION WILL NOW TAKE PLACE AND CAN BE PRESENTED AS FOLLOWS:**



**Report 191**

Report 191 programmes: Please refer to Annexure S5 in the ICASS Guideline templates. Make provision for the signatures of the student, the subject lecturer and the lecturer who verified the marks at the bottom of the template.

ANNEXURE S5: RECORD SHEET FOR GENERAL - BUSINESS AND UTILITIES STUDIES (Adapted for verification purposes)

<b>YEAR:</b>	<b>SEMESTER:</b>	<b>SUBJECT:</b>
<b>LECTURER:</b>		

ICASS SEMESTER MARK SHEET			ASSIGNMENT	TEST	INTERNAL EXAM	Signature of student to verify that marks are correct
No.	Student ID number	Student Surname & Initials	Raw mark %	Raw Mark %		Total 100%
			20 %	30%	50%	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

11										
12										
13										

SIGNATURE OF SUBJECT LECTURER	
DATE	

SIGNATURE OF HOD / LECTURER VERIFYING MARKS	
DATE	



Please refer to Annexure T4 in the ICASS Guideline templates to be used for recording of marks for Engineering Studies and make the following adaptations:

**ANNEXURE T4: RECORD SHEET FOR TRIMESTER COURSES - ENGINEERING STUDIES**  
(Adapted for verification purposes)

<b>YEAR:</b>	<b>SEMESTER:</b>	<b>SUBJECT:</b>	<b>LECTURER:</b>
--------------	------------------	-----------------	------------------

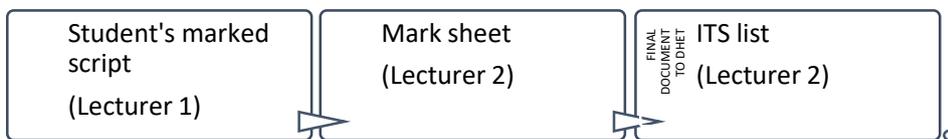
ICASS SEMESTER MARK SHEET			TEST		INTERNAL EXAM		FINAL MARK	Signature of student to verify that marks are correct.
			Raw mark %		Raw Mark %		Total 100%	
No	Student ID number	Student Surname & Initials		30%		70%		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								

<b>SIGNATURE OF SUBJECT LECTURER</b>	
<b>DATE</b>	

<b>SIGNATURE OF HOD / LECTURER VERIFYING MARKS</b>	
<b>DATE</b>	

 **VERY IMPORTANT: WE SUGGEST THAT YOU CREATE THE MARK SHEETS IN MICROSOFT EXCEL TO MAKE SURE THE CONVERSION OF MARKS AND THE CALCULATION OF THE FINAL MARK ARE DONE ACCURATELY AND AUTOMATICALLY.**

**THE FINAL VERIFICATION WILL NOW TAKE PLACE AND CAN BE PRESENTED AS FOLLOWS:**



#### 4.4 THE ROLE OF CAMPUS MANAGEMENT IN THE VERIFICATION PROCESS

Heads of Departments, and the Academic Manager and Campus Manager take the ultimate responsibility for the entire verification process. There are no prescribed forms for this; colleges have to create their own.

Here are suggested formats for the forms:

##### FORM 1

VERIFICATION OF MARKS: DECLARATION FORM REPORT 191/NC(V) PROGRAMMES (ICASS AND ISAT)	
CAMPUS	
PROGRAMME	
YEAR	
LECTURER	
SUBJECT AND LEVEL	
ASSESSMENT (all to be listed)	
OFFERING TYPE	Full time    Part time
EXAM CYCLE	T1 T2 T3 S1 S2 YEAR
<p><i>I.....,in the capacity of lecturer, declare that all the above marks for the subjects listed have been verified and correctly loaded on ITS.</i></p> <p><i>I, ..... in the capacity of the verifier of the above-mentioned lecturer, declare that I verified the correctness of the marks loaded on ITS.</i></p>	

VERIFIER	SUBJECT		
.....	.....		
.....	.....		
.....	.....		
<p><i>I.....in the capacity of PM/HOD hereby confirm that the above-mentioned lecturer declared the correctness of his/her marks.</i></p>			
LECTURER		DATE	
VERIFIER		DATE	
PM/HOD		DATE	

This form must be handed to the Academic Manager to be filed. Once the Academic Manager has received all the forms (one per lecturer), a final declaration can be made by the Academic and the Campus Manager.

**FORM 2**

<b><u>VERIFICATION OF MARKS: DECLARATION FORM</u></b>												
<b><u>INTERNAL MARKING FOR ICASS/ISAT MARKS: REPORT 191 N1 AND NC(V) PROGRAMMES</u></b>												
<b><u>DECLARATION BY ACADEMIC AND CAMPUS MANAGERS</u></b>												
CAMPUS												
PROGRAMME(S) (✓)	NC(V) programmes											
	Report 191 Engineering Studies N1											
	Report 191 Business Studies											
YEAR												
OFFERING TYPE	FT			PT			DL					
EXAM CYCLE	T1		T2		T3		S1		S2		YEAR	
<p><i>I,....., In the capacity of <b>Academic Manager</b>, declare that the ICASS and ISAT marks for all subjects marked internally and offered in the programmes above, have been duly checked and verified. and are ready to be submitted to DHET.</i></p> <p><i>I,....., inn the capacity of <b>Campus Manager</b>, declare that the ICASS and ISAT marks for all subjects marked internally and offered in the programmes above, have been duly checked and verified, and are ready to be submitted to DHET.</i></p>												
ACADEMIC MANAGER SIGNATURE							DATE					
CAMPUS MANAGER SIGNATURE							DATE					

Should there still be incorrect marks or errors, the Examination Officer, Academic Manager and Campus Manager will have to complete the following template to report back to the DHET on why the errors were made.

### TEMPLATE OF ICASS IRREGULARITY REGISTER

<b>NAME OF COLLEGE</b>	
<b>EXAM CYCLE &amp; YEAR</b>	

Date	Centre No.	Centre Name	ID NO	Offering / Subject	Level	ICASS Task	Mark Sheet No	Category of Irregularity as per irregularity form	Action taken

<b>SIGNATURE OF COLLEGE EXAMINATION OFFICER</b>	
<b>DATE</b>	

<b>SIGNATURE OF COLLEGE ACADEMIC HEAD</b>	
<b>DATE</b>	

<b>SIGNATURE OF COLLEGE PRINCIPAL</b>	
<b>DATE</b>	

#### 4.5 CONCLUSION

The DHET puts a high premium on planning, teaching and assessing to equip the student for the workplace. It is therefore imperative that lecturers adhere to the ICASS Guidelines and use the templates provided to ensure consistency, reliability, authenticity and validity for all marks obtained for the ICASS component.

We are confident that this workshop has equipped you to implement the ICASS for both the Report 191 programmes and NC(V) qualifications fully and correctly.

## REFERENCE LIST

Department of Higher Education and Training. (2017). A quick guide to the typing and editing of question papers and marking guidelines. National Certificate (Vocational) and NATED.

Department of Higher Education and Training. (2017). TVET Curriculum Instruction: Internal Continuous Assessment (ICASS) Guidelines for the NC(V) Qualifications.

Department of Higher Education and Training. (2018). TVET Curriculum Instruction: Internal Continuous Assessment (ICASS) Guidelines for the NC(V) Qualifications.

Department of Higher Education and Training. (2018). TVET Curriculum Instruction: Templates ICASS Guidelines for NC(V) Qualification.

Department of Higher Education and Training. (2017). TVET Curriculum Instruction: Internal Continuous Assessment (ICASS) Guidelines for Report 191 Programmes.

Department of Higher Education and Training. (2018). TVET Curriculum Instruction: Internal Continuous Assessment (ICASS) Guidelines for Report 191 Programmes.

Department of Higher Education and Training. (2018). TVET Curriculum Instruction: Templates ICASS Guidelines for Report 191 Programmes.