



ENGINEERING GRAPHICS & DESIGN
2024 SM & SBA MANAGEMENT PLAN

NOTE:

- SM refers to Subject Management, and SBA refers to School Based Assessment.
- ALL activities are for Grades 10, 11 and 12, unless otherwise stated.
- SES is the Subject Advisor/Senior Education Specialist, & DCES is the Provincial Coordinator.
- School Support Visits (SSVs) includes monitoring and/or moderation of SBA and PATs.

No	SM and/or SBA activity	2024 Dates
TERM 1		
1	2023 Final NSC & Promotion results, incl. SBA & PAT avgs., as well as ALL 2024 numbers to SES in 2024 'Excel' template	Fri 02 Feb
2	ALL prescribed FILES prepared, and being used	Fri 09 Feb
3	ALL FILES timeously & continuously updated	10 Feb – 18 Oct
4	SES/DCES SSVs (Incl. SM & SBA monitoring)	10 Feb – 19 Mar
5	ALL Term 1 CDs completed (Last permissible date!)	Thu 14 Mar
6	ALL Term 1 Course Drawing (CD) marks ready to be submitted	Mon 18 Mar (Tbc)
TERM 2		
7	Gr 10, 11 & 12 Mid-year Exam Papers ready for pre-moderation	Wed 03 Apr
8	ALL Teacher & Learner Files ready for Phase 1 moderation	Wed 03 Apr
9	ALL Term 1 results submitted to SES on 'Excel' template	Fri 05 Apr
10	Gr. 12 Phase 1 District/Cluster/Provincial SBA moderation	04 Apr (Tbc.) – Tbc.
11	Gr. 10, 11 & 12 Phase 1 SBA moderation	04 Apr – 10 May
12	SES/DCES SSVs (Incl. SM, SBA & PAT monitoring & moderation)	04 Apr – 13 Jun
13	ALL Term 2 CDs completed (Last permissible date!)	Mon 20 May
14	ALL Term 2 CD marks ready to be submitted	Mon 27 May (Tbc)
TERM 3		
15	Gr. 12 Prep/Trail Exam Papers ready for pre-moderation	Tue 09 Jul
16	ALL Teacher & Learner Files ready for Phase 2 moderation	Tue 09 Jul
17	ALL Term 2 results submitted to SES on 'Excel' template	Fri 12 Jul
18	Gr. 12 Phase 2 District/Cluster/Provincial SBA moderation	10 Jul (Tbc.) – Tbc.
19	Gr. 10, 11 & 12 Phase 2 SBA moderation	10 – 30 Jul
20	Gr. 12 Phase 1 Provincial SBA moderation	Tbc. – Tbc.
21	SES/DCES SSVs (Incl. SM, SBA & PAT monitoring & moderation)	10 Jul – 19 Sept
22	Gr. 12 Term 3 Course Drawings completed (Last permissible date!)	Fri 16 Aug
23	Gr. 10 & 11 Term 3 CDs completed (Last permissible date!)	Fri 13 Sept
24	ALL Term 2 CD marks ready to be submitted	Mon 16 Sept (Tbc)
TERM 4		
25	Gr. 10 & 11 Final Exam Papers ready for pre-moderation	Tue 01 Oct
26	ALL Teacher & Learner Files ready for Phase 3 moderation	Tue 01 Oct
27	ALL Term 3 results submitted to SES on 'Excel' template	Fri 04 Oct
28	Gr. 12 Phase 3 District/Cluster SBA moderation	02 – 15 Oct
29	Gr. 12 Phase 2 Provincial SBA moderation	11 to 13 Oct (Tbc)
30	SES/DCES SSVs (Incl. SM, SBA & PAT monitoring & moderation, as well as the verification of ALL final/promotional SBA & PAT marks)	02 – 18 Oct