



**basic education**

---

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

**TOURISM**

**GUIDELINES FOR  
PRACTICAL ASSESSMENT TASKS**

**TEACHER GUIDELINES**

**GRADE 12**

**2021**

**These teacher guidelines consist of 18 pages.**

**TABLE OF CONTENTS**

	<b>Pages</b>
<b>SECTION A</b>	
<b>1. INTRODUCTION</b>	<b>3</b>
1.1 Teacher training to prepare candidates for the 2021 PAT	4
1.2 Skills embedded in the 2021 PAT	4
1.3 Core skills to be developed in preparation for the 2021 PAT	4
<b>SECTION B</b>	
<b>2. TEACHER GUIDELINES: ADMINISTRATION, RESPONSIBILITIES AND MODERATION</b>	<b>5</b>
2.1 Administration of the PAT	5
2.2 The responsibility of the province, district and teacher	6
2.3 Guidance for marking the PAT	7
2.4 Official PAT mark sheet	8
2.5 Moderation of the PAT	9
2.6 Attendance registers (Day 1 and Day 2)	13
2.7 Declaration	15
<b>SECTION C</b>	
<b>3. MEDIATION OF THE PAT TO CANDIDATES</b>	<b>16</b>
3.1 Introduction to the PAT	16
3.2 Structure of the PAT	16
3.3 Time frames	16
3.4 Administration of the PAT	17
3.5 Absence/Non-submission of the PAT	17
<b>SECTION D</b>	
<b>4. CONCLUSION</b>	<b>18</b>

**SECTION A****1. INTRODUCTION**

The 18 Curriculum and Assessment Policy Statement subjects which contain a practical component all include a practical assessment task (PAT). These subjects are:

- **AGRICULTURE:** Agricultural Management Practices, Agricultural Technology
- **ARTS:** Dance Studies, Design, Dramatic Arts, Music, Visual Arts
- **SCIENCES:** Computer Applications Technology, Information Technology, Technical Sciences, Technical Mathematics
- **SERVICES:** Consumer Studies, Hospitality Studies, Tourism
- **TECHNOLOGY:** Civil Technology, Electrical Technology, Mechanical Technology and Engineering Graphics and Design

A practical assessment task (PAT) mark is a compulsory component of the final promotion mark for all candidates offering subjects that have a practical component and counts

100 marks of the end-of-year examination mark. The PAT is implemented across the first three terms of the school year. This is broken down into different phases or a series of smaller activities that make up the PAT. The PAT allows for learners to be assessed on a regular basis during the school year and it also allows for the assessment of skills that cannot be assessed in a written format, e.g. test or examination. It is therefore important that schools ensure that all learners complete the practical assessment tasks within the stipulated period to ensure that learners are resulted at the end of the school year. The planning and execution of the PAT differs from subject to subject.

**The aims of the Tourism PAT are to:**

- Support sustainable tourism in South Africa
- Support government initiatives in promoting sustainable tourism in South Africa with the vision of improving South African citizens' quality of life
- Develop entrepreneurial skills and an entrepreneurial mind set
- Improve employability
- Promote critical thinking
- Develop problem-solving skills
- Develop research and analysis skills
- Strengthen communication skills
- Promote language across the curriculum
- Develop a culture of tourism amongst millennials as stakeholders in sustaining tourism in South Africa
- Develop digital and social media skills
- Develop financial management skills
- Promote the development of the arts
- Promote originality and creativity/design skills
- Create awareness of new developments in South Africa's tourism industry
- Include opportunities for multiple learning abilities
- Facilitate subject integration by demonstrating an understanding of the world as a set of related systems by recognising that problem-solving contexts do not exist in isolation

### 1.1 TEACHER TRAINING TO PREPARE CANDIDATES FOR THE 2021 PAT

In order to adequately prepare candidates for the 2021 Tourism PAT, teachers must take cognisance of the fact that there is a distinct difference between teaching of content and **equipping candidates with relevant skills to complete the PAT.**

It is therefore essential that teachers be trained to develop and strengthen candidates' skills. It is the responsibility of the teacher to ensure that candidates are adequately prepared for the undertaking of the PAT.

It is strongly recommended that provincial education departments ensure that Tourism teachers are sufficiently empowered/trained to adequately prepare candidates for the 2021 Tourism PAT.

1.2	SKILLS EMBEDDED IN THE 2021 PAT	DAY 1	DAY 2
	Adaptability		✓
	Communication	✓	✓
	Creativity/Design	✓	✓
	Critical thinking	✓	
	Collaboration	✓	✓
	Data handling	✓	
	Decision-making	✓	
	Digital	✓	
	Entrepreneurial	✓	✓
	Ethical behaviour		✓
	Financial management	✓	
	Human resource management	✓	
	Marketing	✓	✓
	Mathematical	✓	
	Planning		✓
	Problem-solving		✓

### 1.3 CORE SKILLS TO BE DEVELOPED IN PREPARATION FOR THE 2021 PAT

Communication within the tourism context
Mathematical calculations for budgeting
Critical thinking/Problem-solving
Creativity/Design
Marketing within a tourism context
Collaboration
Planning and organisation of an event to encourage entrepreneurship and self-employment
Entrepreneurial skills to improve employability

- Teachers must make provision in their daily/weekly planning to teach and develop skills.
- The progress in the achievement of these skills must be informally assessed.
- Teachers must ensure all the core skills have been adequately developed prior to the commencement of the formal PAT assessment in June 2021.

**SECTION B****2. TEACHER GUIDELINES: ADMINISTRATION, RESPONSIBILITIES AND MODERATION**

These guidelines must be read in conjunction with the Abridged Section 4 Amendments of the CAPS for Tourism (Implementation: January 2021, Reference Number 4.4.5 – Practical Assessment Task).

**2.1 Administration of the PAT****2.1.1 The teacher's PAT portfolio**

Every teacher is expected to compile a PAT portfolio containing the following:

- Cover page containing the name of the school, the teacher, the subject and the year of assessment
- Assessment timetable of the school, showing the Tourism PAT assessment dates
- PAT mediation plan
- The Teacher Guidelines
- Official PAT mark sheet (TOUR01)
- Official moderation instrument (TOUR02)
- Proof of all levels of moderation (moderation reports)
- Attendance registers (TOUR03)
- Declaration (TOUR04)

**2.1.2 Management of the PAT**

- This practical assessment task is the only official PAT for Grade 12 Tourism candidates in 2021. Under NO circumstances may the PAT be substituted by any alternative practical assessment task. The PAT is a compulsory component of the final external examination for Tourism.
- To ensure standardisation of the PAT, teachers must be trained by the province/district on the information, mediation and management of the PAT as contained in this document.
- Teachers must ensure that **PAT mediation takes place prior to administering the Grade 12 Tourism PAT**. The PAT mediation must include all the aspects in SECTION C (Mediation of the PAT to candidates) of this document.
- The Tourism PAT has TWO parts that will be scheduled to be written on TWO consecutive days. The two parts and accompanying resource pack are not mediated beforehand and are ONLY handed out during the assessment session.
- Each candidate must have his/her own copy of the PAT and resource pack. Sharing of resources and stationery will NOT be allowed.
- NO part of the official 2021 Tourism PAT may be retyped, edited or changed. The logo of the National Department of Basic Education (DBE) may NOT be replaced by any other logo.
- The PAT should be administered under controlled examination conditions.
- The PAT (consisting of TWO parts) will be conducted in an 8-hour session, administered over two days of four (4) hours each. The two 4-hour sessions must be scheduled over TWO consecutive days, Day 1 and Day 2. Each 4-hour assessment is broken down in two 2-hour sessions with a 30-minute break in between.

- NO candidate will be allowed extra time for Part 1 or Part 2 of the PAT if he/she does not complete the PAT in the allocated time (special concessions excluded).
- Candidates must submit their work before being allowed to leave the examination room.
- Candidate may leave the examination room when the section of the PAT for that particular day has been completed.
- Both assessment sessions should take place in the Term 2.
- The PAT should be completed by the end of the Term 2 under controlled circumstances.
- All PATs must be done in handwritten format.
- Only resources provided in the official PAT resource pack must be used. Teachers are NOT allowed to develop templates for any questions in the PAT.
- The teacher may NOT act as invigilator during the scheduled PAT sessions.
- Candidates not attending the PAT session: With or without a valid reason will be dealt with in accordance with the *National Policy Pertaining to the Programme and Promotion Requirements (NPPPR)*, paragraphs 4B(f)(ii), 6(4)(a)(ii), 8(1), 8(4), 8(5), 8(6), 8(7), 9(2), 10(3), 14(1)(b), 14(1)(d), 14(1)(e) and the *National Protocol for Assessment (NPA)*, paragraph 29(1).

## 2.2 The responsibility of the province, district and teacher

It is the responsibility of the province and the districts to print and ensure that learners receive the PATs and PAT resource packs on the respective days of the PAT sessions through their distribution channels.

- The PAT and accompanying resource pack are not mediated and may ONLY be handed out to candidates at the beginning of the respective assessment sessions.
- In order to prepare candidates for the PAT, teachers must mediate the **administration** of the PAT with the candidate PRIOR to the date it is written.
- Teachers must mediate a 'dialogue format' to the candidates.
- Teachers are expected to develop a PAT mediation plan prior to administering the PAT.

On **Day 1** (Session 1) of the assessment, EACH candidate must receive a copy of:  
The PAT for DAY 1  
The resource pack

On **Day 2** (Session 2) of the assessment, EACH candidate must receive a copy of:  
The PAT for DAY 2  
The resource pack (the same document handed out at the previous session)

- The PAT must be marked by the teacher before being presented as the candidate's evidence of performance. The teacher must use the assessment tool in the PAT document to mark the candidates' PATs together with the marking notes prepared by the teacher before marking.
- The marking of PAT 1 and PAT 2 must be completed by the **end of August 2021**.
- The completed PAT must be kept at school for internal and external verification, monitoring and moderation.

**Documentation:**

The teacher must complete and sign the necessary documentation as required by the DBE:

1. Official mark sheet (TOUR01)
2. Official moderation instrument (TOUR02) – to be used during moderation
3. Declaration (TOUR04)

**2.3 Guidance for marking the PAT**

**These guidelines are intended for teachers ONLY.**

2.3.1 The entire PAT is marked using rubrics. Teachers will draw on their professional judgement to assess whether the candidate has met the criteria for each question.

2.3.2 Teachers must use the assessment instrument (rubric) attached at the end of each PAT, Day 1 and Day 2, to mark the candidates' responses.

2.3.3 A separate assessment instrument must be used for each candidate. Ensure that the candidate's particulars appear on the instrument.

2.3.4 There is no official marking guideline (memorandum) for the 2021 Tourism PAT. Teachers are encouraged to compile **marking notes** for themselves for questions where these can help to facilitate the marking process.

**2.3.5 Professional judgement**

Teachers must use their professional judgement to determine the following:

- (a) Whether the candidate has met the assessment criteria
- (b) To **what extent** he/she has met the assessment criteria

**Performance categories:**

Not met at all	Poorly met	Moderately met	Well met
----------------	------------	----------------	----------

- (c) Teachers must then use the range of marks in each performance category on the rubric to decide on the mark to be awarded to a candidate.

2.3.6 When marking has been completed, teachers must add the marks for all questions and record the mark for each candidate on the official mark sheet provided in this document (TOUR01).

2.3.7 The PATs of all candidates must be stored safely at the school for verification and moderation processes.

## 2.4 Official PAT mark sheet

**PAT MARK SHEET – 2021 (TOUR01)**

<b>School:</b>	
<b>Teacher:</b>	

	<b>NAME OF CANDIDATE</b> Example: Tambo, Johannes, CP  (Not per class – list ALL candidates alphabetically)	Last 3 digits of examination number	<b>DAY 1</b>	<b>DAY 2</b>	<b>TOTAL</b>	<b>Moderated mark (internal)</b>	<b>Moderated mark (external)</b>
			<b>50</b>	<b>50</b>	<b>100</b>	<b>100</b>	<b>100</b>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							
21.							
22.							
23.							
24.							
25.							

<b>Signature: Teacher</b>	
<b>Date:</b>	
<b>Signature: Moderator</b>	
<b>Date:</b>	



## 2.5 Moderation of the PAT

### 2.5.1 The moderation process

Moderation, both internal and external, will ensure that the quality and standard of the PAT, as stipulated in the Abridged Section 4 Amendments of the CAPS for Tourism, have been met.

PAT portfolios will be randomly selected by DBE officials.

Moderation will be conducted on various levels.

The moderation instrument provided (TOUR02) will be used to standardise marking during the following levels of moderation:

- Level 1:** Internal moderation
- Level 2:** Cluster moderation/PLC
- Level 3:** District moderation
- Level 4:** Provincial moderation
- Level 5:** National moderation
- Level 6:** Umalusi moderation

Evidence of the history of moderation on the various levels must be filed in the teacher's PAT portfolio.

It is the responsibility of subject heads, HODs, principals and subject advisors to ensure continued moderation of the PAT.

The PAT will be externally moderated by the DBE.

Umalusi may identify provinces and schools for additional moderation.

**2.5.2 The official PAT moderation instrument (TOUR02)**



**basic education**  
Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

<b>LEVELS OF MODERATION</b>	<input checked="" type="checkbox"/>
School moderation	<input type="checkbox"/>
Cluster moderation	<input type="checkbox"/>
District moderation	<input type="checkbox"/>
Provincial moderation	<input type="checkbox"/>
DBE moderation	<input type="checkbox"/>

**OFFICIAL PAT MODERATION INSTRUMENT FOR TOURISM**

<b>PROVINCE</b>	
<b>DISTRICT</b>	
<b>NAME OF SCHOOL</b>	
<b>TEACHER</b>	
<b>MODERATOR</b>	
<b>MODERATION DATE</b>	

<b>PAT MODERATION</b>		
<b>NAMES OF SELECTED CANDIDATES</b>	<b>100</b>	
	<b>T</b>	<b>M</b>
1.		
2.		
3.		
4.		
5.		
6.		
<b>TOTAL</b>		
<b>AVERAGE OF SAMPLE = (Total ÷ number of selected candidates)</b>		
<b>AVERAGE DIFFERENCE (%)</b>		

MONITORING SECTION		YES	NO	COMMENT
1.	<b>TEACHER</b>			
	The PAT package is available.			
	The teacher's marking notes are available.			
	<b>Official mark sheet</b>			
	Completed and signed by relevant stakeholders.			
	Official school stamp appears on mark sheet.			
	All candidates have a mark for PAT Day 1 and PAT Day 2.			
	If there are no marks for either PAT Day 1 or PAT Day 2, valid evidence/reasons of absence are included.			
	All marks are correctly added, recorded and transferred onto the official mark sheet.			
	Recommended adjustment from external moderation was affected.			
Declaration form signed by relevant stakeholders.				
2.	<b>CANDIDATE'S PAT EVIDENCE</b>			
	PATs for Day 1 and Day 2 have been assessed with the appropriate assessment tool.			
	<b>All marks are correctly:</b> Added <input type="checkbox"/> Recorded <input type="checkbox"/> Transferred <input type="checkbox"/>			
3.	<b>MODERATION PROCESS</b>			
	Moderation date honoured.			
	All candidates' PATs are available as per selection.			Number of scripts: _____
	Were there any irregularities during the moderation process?			If YES, give details in the comments section on the next page.
	Moderation was conducted according to national policies and guidelines.			
4.	<b>QUALITY AND STANDARD OF THE PAT</b>			
	Based on the observations during the moderation session and the moderation of the evidence provided, it appears that the quality and standard of the marking of the PAT is:			
	<b>Exemplary</b>	<b>Acceptable</b>	<b>Partially acceptable</b>	<b>Unacceptable</b>
<b>RESULTS OF FINDINGS:</b>				
	1. Based on the sample moderated, the marks are accepted as valid, fair and reliable without any adjustments.			
	2. Based on the sample presented, the PAT must be resubmitted.			
	3. Based on the sample moderated, the marks were adjusted as follows:			
	<b>Adjusted upwards (Indicate %)</b>		<b>Adjusted downwards (Indicate %)</b>	



**2.6 Attendance registers (Day 1 and Day 2)**



**basic education**  
Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

**ATTENDANCE REGISTER (TOUR03)  
DAY 1**

<b>DATE OF ASSESSMENT</b>	
<b>Province</b>	
<b>District</b>	
<b>Name of school</b>	

<b>NAMES OF CANDIDATES</b> (List candidates alphabetically per class.)		<b>DAY 1</b>
		<b>Signature</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

<b>CHIEF INVIGILATOR</b>	<b>DATE</b>
--------------------------	-------------



**basic education**

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

**ATTENDANCE REGISTER (TOUR03)  
DAY 2**

<b>DATE OF ASSESSMENT</b>	
<b>Province</b>	
<b>District</b>	
<b>Name of school</b>	

<b>NAMES OF CANDIDATES</b> (List candidates alphabetically per class.)		<b>DAY 2</b>
		<b>Signature</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
25.		

<b>CHIEF INVIGILATOR</b>	<b>DATE</b>
--------------------------	-------------

**2.7 Declaration****basic education**
 Department:  
 Basic Education  
**REPUBLIC OF SOUTH AFRICA**
**DECLARATION (TOUR04)**

<b>NAME OF SCHOOL:</b>	
<b>NAME OF TEACHER:</b>	

<b>I hereby declare that:</b>	
<ul style="list-style-type: none"> <li>• I mediated the PAT with the candidates prior to administering the PAT as per the mediation document</li> <li>• I have done everything in my power to ensure that candidates understand and comply with the requirements of the Grade 12 PAT</li> <li>• I did NOT act as an invigilator during the Grade 12 PAT scheduled sessions</li> <li>• All items contained in the PAT scripts have been marked by me</li> <li>• The marks awarded to candidates and transcribed onto the mark sheets are valid, fair and reliable</li> </ul>	
<b>SIGNATURE: TEACHER</b>	<b>DATE</b>

To my knowledge, the above statements are true.	
The management of the school scheduled the writing sessions for Day 1 and Day 2 of the Grade 12 PAT on TWO consecutive days.	
<b>SIGNATURE: PRINCIPAL</b>	<b>DATE</b>
Name of the principal	

SCHOOL STAMP
--------------

**SECTION C****3. MEDIATION OF THE PAT TO CANDIDATES**

Teachers must ensure that teaching of skills and PAT mediation takes place prior to administering the Grade 12 Tourism PAT. The PAT mediation must include all the aspects contained in this section (3.1–3.5) of this document.

**3.1 Introduction to the PAT**

- The PAT is a compulsory component of the National Senior Certificate examination and contributes to the final promotion mark.
- Candidates who do not comply with the requirements of the PAT will NOT be resulted in Tourism in accordance with the *National Policy Pertaining to the Programme and Promotion Requirements (NPPPR)*. Also refer to 2.1.2 and 3.5 in this document.
- The PAT assesses the candidates' practical skill sets of the subject.
- The PAT is set to incorporate the candidates' application of knowledge and understanding of the concepts covered in Term 1 and 2. The skill to apply knowledge and understanding of content requires higher-order thinking. Learners need to practise how to apply and implement higher-order thinking in practical activities in preparation of the PAT.
- Foundational content and skills from Grades 10 and 11 may be assessed in the Grade 12 PAT.
- The PAT will be done during school hours under controlled examination conditions.
- The actual PAT and accompanying resource pack will not be mediated prior to the date of the formal PAT assessment session.

**3.2 Structure of the PAT**

- In the assessment venue, each candidate will receive a PAT package and an answer book.
- The **Grade 12 PAT candidate package will consist of:**
  - The 2021 PAT for Grade 12 (Day 1 Session 1 and Day 2 Session 2)
  - A resource pack
- The PAT consists of two parts, scheduled over two consecutive days, Day 1 and Day 2.
- The same resource pack will be used for the PAT on Day 1 and Day 2.
- ALL questions in the PAT are COMPULSORY.
- All candidates' responses must be handwritten in the A4 answer book provided by the school.

**3.3 Time frames**

- The PAT will be conducted in TWO 4-hour sessions, broken down into two 2-hour sessions per day scheduled over two consecutive days.
- Candidates will be required to complete the PAT for Day 1 on the first day and the PAT for Day 2 on the second day.
- The PAT must be completed on the scheduled day. There will be NO extension of time. Concessions awarded to candidates with special needs will also apply to the PAT.
- Each day the 4-hour session will consist of two 2-hour sessions.
- Candidates will be allowed a break between sessions at the discretion of the school.  
Example:  
Day 1: 2 hours + 30 min. break + 2 hours  
Day 2: 2 hours + 30 min. break + 2 hours



### 3.4 Administration of the PAT

Candidates must report to the assessment venue on both Day 1 and Day 2 scheduled for the Tourism PAT.

Candidates must have the following stationery for the PAT sessions:

- Pens
- Pencils/Eraser
- Ruler
- Coloured pencils/Felt-tipped pens
- Highlighters
- Calculators/Non-programmable calculators

**NOTE:** Borrowing of stationery in the assessment venue will NOT be allowed.

- NO electronic equipment (computers, laptops, cellphones, internet access) are allowed to be used for this PAT.
- Candidates will NOT be allowed to bring any other resources into the assessment venue.
- The answer book will be provided by the school.
- When candidates receive the PAT package for the day, they must verify that all pages are included. Candidates should spend approximately 10–15 minutes reading the instructions and becoming familiar with the content of both documents.
- When candidates are familiar with the content after 15 minutes, they may start answering the PAT questions. Candidates must refer to the relevant addenda in the resource pack to answer the questions.
- Candidates must refer to the rubrics provided at the end of each PAT as guidance to structure their responses accordingly.
- It is recommended that candidates adhere to the time frames provided per question. The time frames include consulting the resource and completing the question.
- It is recommended that the candidates present the PATs in the same sequence as the questions.
- Rough work may be done at the back of the book.
- Work that must not be marked, must be crossed out.
- NO pages may be torn from the answer book.
- At the end of each assessment session each day, candidates must hand in the PAT, the resource pack and the answer book.

### 3.5 Absence/Non-submission of the PAT

Candidates, parents and education stakeholders should take cognisance of the fact that the PAT is a compulsory component of the subject.

Candidates not attending the PAT sessions, with or without a valid reason, will be dealt with in accordance with the *National Policy Pertaining to the Programme and Promotion Requirements (NPPPR)*, paragraphs 4B(f)(ii), 6(4)(a)(ii), 8(1), 8(4), 8(5), 8(6), 8(7), 9(2), 10(3), 14(1)(b), 14(1)(d), 14(1)(e) and the *National Protocol for Assessment (NPA)*, paragraph 29(1).

It is therefore imperative that the scheduled assessment dates be communicated to both the parents and the candidates well in advance.

**SECTION D****4. CONCLUSION**

On completion of the practical assessment task learners should be able to demonstrate their understanding of the industry, enhance their knowledge, skills, values and reasoning abilities as well as establish connections to life outside the classroom and address real-world challenges. The PAT furthermore develops learners' life skills and provides opportunities for learners to engage in their own learning processes.