

SCHOOL-BASED ASSESSMENTS MARK SHEET TRAINING

Adherence to submission deadlines for marksheet submission

The timely submission of marksheets is a critical component of the assessment process. It ensures that learner achievement data is accurately recorded, verified, and processed within established timelines. Marksheets serve as the official record of learners' performance in SBAs and serve as the foundation for the calculation of final results.

SACAI is in the process of finalising new marksheets that must be used for the Term 3 marksheet submission. The adoption of standardised marksheets will assist SACAI in providing valuable feedback of areas requiring intervention. To ensure a smooth implementation process we will host an online training session on how to accurately complete the marksheets, i.e.:

- Date: 20 August 2026
- Time: 15:00
- Link: [Marksheet Training | Meeting-Join | Microsoft Teams](#)
- **NOTE:** The training is compulsory for all individuals who are involved in the final marksheet submission process.

Quality Assurance of SBA tasks by means of external moderation

To ensure the accuracy, credibility, and integrity of SBA marks, SACAI has implemented a rigorous quality assurance process through external moderation. This process is designed to verify that assessment tasks are aligned with required standards and that marking is fair, valid, and consistent across institutions. The effectiveness of external moderation, however, depends on institutions fulfilling several critical responsibilities, i.e.:

- Institutions must implement robust internal quality assurance measures, including the pre-moderation of assessment tasks and the post-moderation of marking, to ensure that assessments are of an appropriate standard and that marks awarded are accurate.
- Institutions must adhere to all submission deadlines to enable SACAI to conduct moderation and verification processes within the prescribed timelines.
- Institutions are required to comply fully with the directives and recommendations issued by external moderators and;
- Ensure that all approved mark adjustments are accurately reflected on the submitted marksheets.

Adherence to these requirements is essential in maintaining the reliability, fairness, and integrity of learner results and in upholding confidence in the assessment system.



SBA SUBMISSION DEADLINES

Please note important upcoming submission deadlines

- Grade 10 and 11 SBA moderation: 11 August 2026
- Common Assessment Marking moderation: August (The PSA Division will communicate with institutions)
- Grade 12 October Umalusi moderation: October
(additional information will be communicated as soon as available)
- Term 3 marksheets (Grades 10-12): 12 October 2026
- Term 3 Pre- and Post-moderation documents (Grades 10-12): 12 October 2026
- Grade 12 final SBA marks: 02 November 2026
- Grade 10 and 11 Promotion and Progression schedules: 07 December 2026

NEW LEARNER MANAGEMENT SYSTEM (LMS) TRANSFER FROM SHAREPOINT TO THE SACAI DOCUMENT WAREHOUSE

As part of the implementation of the SACAI Learning Management System (LMS), moderation submissions will be migrated from SharePoint to the SACAI Document Warehouse. This transition is necessary due to the limitations of the current SharePoint platform and, although we recognise that the change is being introduced at a particularly busy time in the academic calendar, it can unfortunately no longer be deferred.

To facilitate a smooth transition, institutions are requested to complete the prescribed form and indicate the personnel who require access to the SACAI Document Warehouse. The completed form must be submitted no later than **15:00 on Thursday, 06 August**. Your prompt attention and cooperation in this matter will be greatly appreciated and will assist SACAI in ensuring that all users have the necessary access before the transition takes effect.

Link: [SACAI Document Warehouse Migration – Fill in form](#)

In recognition of the additional administrative requirements associated with this change, SACAI will extend the deadline for the submission of **Grade 10 and Grade 11 SBA moderation portfolios** to **Tuesday, 11 August**. We thank institutions for their understanding and support as we continue to enhance our systems and processes.

GRADE 12 FINAL MARKS SUBMISSION

The successful completion and submission of all SBA components are essential requirements for a Grade 12 learner to obtain a final result. SBA marks, including Practical Assessment Tasks (PATs), Oral assessments, and other prescribed assessment components, contribute significantly to the final subject mark and form an integral part of the certification process.

Learners with outstanding SBA marks, particularly PATs and Oral marks, will not be resulted after the final NSC examinations and will receive a 777 code on their Statement of Results indicating an incomplete SBA component.

To ensure the accuracy and completeness of the final mark submission process, all SBA marks must be submitted to SACAI no later than **13:00 on 02 November 2026**.

As part of its ongoing quality assurance measures, SACAI will continue its practice of issuing warning letters to institutions for Grade 12 learners with outstanding marks. The first round of warning letters will be distributed to institutions by the end of August, followed by a second round at the end of October. These interventions are intended to alert institutions, learners, and parents to outstanding assessment requirements and to support the timely submission of complete and accurate results for all candidates.

FINAL REPORT CARDS FOR 2026 SUBMISSION OF PROMOTION & PROGRESSION SCHEDULES FOR GRADES 10 AND 11

SACAI encourages institutions to finalise and issue final report cards for Grade 10 and Grade 11 learners no later than **04 December 2026** to ensure sufficient time for the completion and verification of promotion and progression decisions. Timely issuance of report cards will enable institutions to submit accurate promotion and progression schedules to SACAI by **07 December 2026**, thereby supporting efficient quality assurance processes and ensuring that learner records are finalised within the prescribed timelines. Institutions are therefore urged to complete all assessment, moderation, and reporting processes promptly to facilitate the accurate and timely submission of the required documentation.

SUBJECT CHANGES AND PROGRESSION

SACAI is currently developing policy to regulate the management of subject changes and learner progression. Once finalised, the policy will be communicated timely to all institutions. To support the consistent implementation and correct interpretation of the policy requirements, SACAI will also conduct training sessions for relevant stakeholders. Further details regarding the policy and training arrangements will be shared with institutions in due course.

Deadlines for submitting applications

1. Subject Changes

Gr 10 and 11 subject changes must be approved at the discretion of the head of institution/principal and SACAI must be notified to ensure alignment with policy. This includes the third subject change that can be done in the grade 11 year before 15 December.

In highly exceptional circumstances, a subject change may be done in the Grade 12 year, that must be approved by the Head of the Assessment Body. Grade 12 applications must reach SACAI by no later than **13:00 on 22 January 2027**.

2. Progression

Institutions are encouraged to identify and monitor at-risk learners throughout the academic year and, where possible, implement appropriate intervention and support strategies. This proactive approach enables institutions to identify candidates who may not meet the prescribed promotion requirements while also determining those who may qualify for progression in terms of the applicable criteria.

Institutions are reminded that all progression decisions are subject to SACAI approval. Accordingly, progression applications, supported by the required documentation, must be submitted to SACAI no later than **13:00 on 04 December 2026** to allow for the necessary evaluation and approval processes to be completed within the stipulated timelines.

SACAI will communicate the approved process and requirements for the submission of Grade 12 subject change and all progression applications in due course. Institutions are advised to monitor SACAI communications regularly and ensure that they familiarise themselves with the prescribed procedures. Further guidance will be provided to support the accurate and timely processing of all applications.