



## **ASSESSMENT & EXAMINATIONS**

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### **ASSESSMENT INSTRUCTION 37 OF 2012**

**TO:** **DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
EDUCATION DEVELOPMENT OFFICERS  
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF ALL SCHOOLS OFFERING GRADES 1- 6 AND 9  
TEACHER UNIONS / ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE:** 15 JUNE 2012

**2012 ANNUAL NATIONAL ASSESSMENT (ANA)  
GRADES 1 – 6 & 9  
PROCEDURE FOR THE ANA LEARNER VERIFICATION PROCESS**

1. Assessment Instruction 35 of 2012 and the attached Fine Packing/Distribution Checklist (Annexure 1), that the Eastern Cape has received from the Department of Basic Education (DBE), have reference.
2. **COMPLETION OF THE FINE PACKING/DISTRIBUTION CHECKLIST**
  - The DBE together with provincial education departments have agreed to send this form to all schools for collection of school statistics in the abovementioned grades for verification purposes.
  - All schools, except schools for LSEN, with grades 1 – 6 & 9 must complete the Fine Packing/Distribution Checklist in full and append the principal's signature and school stamp.
  - The 9 digits of the EMIS number must be completed.
  - In each grade in the Foundation phase, the school must indicate the total number of learners doing both Mathematics and Language.

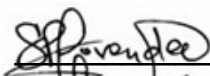
- In the Intermediate and Senior phases, the school must supply the total number of learners in the grade who are learning in English or Afrikaans. There are schools that are offering tuition in both English and Afrikaans. The group taught in English must be separated from the one learning in Afrikaans. For example, if the school's LOLT is both English and Afrikaans – there will be a total for grade 4 learners learning in English and also for those learning in Afrikaans. ( See attached Annexure 2)
- For the Mathematics test, there is only one paper -both English and an Afrikaans version. The total number of learners as per the LOLT must be supplied.
- School, District and Provincial officials must ensure that this verification form is correctly and accurately completed for all public and state funded independent schools.
- This information will be used in verifying the captured data from registration schedules.

### 3. DUE DATES FOR SUBMISSION

- All schools are to submit the Fine Packing/Distribution Checklist to the Examination Section of the District Office no later than **Friday, 20 July 2012.**
- The District office personnel must carefully check if these forms are fully completed and that every school has complied.
- The District office is to submit these to the Provincial ANA Coordinator at the Provincial Office by **Friday, 27 July 2012.**
- For any enquiries kindly contact Y. Ntlabati. Contact details are provided in the address above.

### 4. CONCLUSION

The co-operation of all Principals and District officials in this verification process will ensure a zero-defect administration of the Annual National Assessments (ANA). Your participation is greatly appreciated.




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**S. P. GOVENDER**  
**(A) DEPUTY DIRECTOR-GENERAL**