



**Assessment and Examination Directorate**

Bundy Park, Private Bag 4571, King William's Town, 5600

REPUBLIC OF SOUTH AFRICA, Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

E-mail: yolisa.ntlabati@edu.ecprov.gov.za

Ref. No. 13/P

Tel.: (043) 604 7793/082 083 5483

Enquiries: Mrs. C. Y. Ntlabati

Fax: (043) 604 7789

**ASSESSMENT INSTRUCTION 38 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  
FOR LEARNERS WITH SPECIAL EDUCATION NEEDS (LSEN)**

1. Assessment Instructions 35, 36 and 37 of 2012 and the attached three page form (Annexure 1), that the Eastern Cape has received from the Department of Basic Education (DBE), has reference. This will be completed by schools having learners in Grades 1 to 6 & 9 who have special learning needs.

**2. COMPLETION OF THE LSEN FORM**

- The DBE together with provincial education departments have agreed to send this form to all LSEN schools for the collection of school statistics in the abovementioned grades for verification purposes.
- All LSEN schools with grades 1 – 6 & 9 must complete the form in full and append the principal's signature and school stamp.
- The form is in three sections namely, Section A for the Blind; Section B for Partially Sighted and Section C for the Deaf and for CD requests.

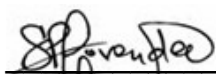
- The 9 digits of the EMIS number must be completed.
- In each grade in the Foundation phase, the school must give the total number of learners according to their Mother Tongue and the type of Braille requested.
- In the Intermediate and Senior phases, the school must supply the total number of learners in the grade who are learning in English or Afrikaans against the type of Braille requested by the school.
- For the Mathematics test, there is only one paper - an English and an Afrikaans version. The information supplied in Language will be used.
- School, District and Provincial officials must ensure that this verification form is correctly and accurately completed by all LSEN inclusive 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 having Learners with Special Education Needs are to submit the Verification form 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 LSEN school has complied.  
The District office is to submit these forms to the ANA Co-ordinator 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.




---

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