



Assessment and Examinations Directorate

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ASSESSMENT INSTRUCTION 40 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: 26 JUNE 2012

**2012 ANNUAL NATIONAL ASSESSMENT (ANA) GRADES 1 – 6 & 9
CORRECTION OF PRELIMINARY SCHEDULES**

A. BACKGROUND

1. Attached are the preliminary schedules of Grade 1-6 & 9 Annual National Assessment (ANA) registrations supplied by schools.
2. The entries must now be verified and corrected for the finalisation of learner registration in Grades 1 – 6 & 9.
3. Changes must be made next to the relevant information and clearly indicate corrections on the schedule in RED ink.
4. Three annexures are attached to this Assessment Instruction.
 - 4.1 Annexure 1 – ANA Learner Registration Schedule. It is to be used to register any learner who does not appear on the preliminary schedule. A separate Learner Registration schedule is to be used for each grade.

4.2 Annexure 2 – Names of Learners removed from the preliminary schedule.

Should it be necessary to cross out any names on the preliminary schedule, this form is to be completed in full.

4.3 Annexure 3 – A Declaration Form to be signed by the Principal. This form is confirmation that the Principal has overseen the process of checking the preliminary schedules and that these schedules reflect the learner enrollment at the school.

B. VERIFICATION PROCEDURE

5. The following details on the preliminary schedule require scrutiny and verification so that learner registration will be error-free for the Annual National Assessments (ANA) to be written in September 2012.

5.1 Name of the learner – Surname and First Names

Correct spelling and same order as Birth Certificate/ ID document.

5.2 Birth Certificate/ID Number. This number is compulsory for ALL learners admitted to schools in South Africa.

5.3 Date of Birth

5.4 Gender

5.5 HOME LANGUAGE - Afrikaans and dual-medium schools must pay close attention to this information.

5.6 If a concession is required kindly assure that all relevant documentation as evidence of immigrant status or medical condition is supplied.

5.7 Learners in Grade 9 are to sign that their entry is correct in all respects.

C. PROCEDURE FOR DEALING WITH OMITTED AND NEW LEARNERS.

DO NOT WRITE THE NAMES OF OMITTED OR NEW LEARNERS ON THE PRELIMINARY SCHEDULE. Annexure 1 must be used to submit the details of learners not on the preliminary schedule.

6. If a learner has been omitted from the preliminary schedule, the following steps should be taken.

6.1 If a learner / learners do not appear on the preliminary schedule, even though they appeared on the registration schedule that was sent to the District Office, it is because of an error made by the school in supplying information. In most cases this is the non-supply of (Birth certificate) ID numbers. However, errors such as omitting Gender and/or Race, incorrect or no breakdown into classes and the non- supply of Teacher codes will also have impacted on the capture of

the learners. The details of the omitted learner/s should be indicated on Annexure 1.

6.2 New learners to the school will also not appear on the preliminary schedule.

Indicate the details of new learners on Annexure 1.

6.3 A separate Learner Registration schedule is to be used for each grade.

D. REMOVING THE NAMES OF LEARNERS FROM THE PRELIMINARY SCHEDULES.

7. If a learner has left the school, a red line must be drawn through the details of the learner on the preliminary schedule.
8. Full details of the learner must be given by completing Annexure 2. The reason for leaving the school and the name of the school to which they have moved or the Province to which they have relocated should be given.

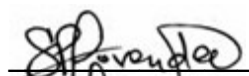
E. DECLARATION BY THE SCHOOL PRINCIPAL (ANNEXURE 3)

9. Principals must monitor the process of correcting the preliminary schedules and declare the correctness of entries by signing and stamping the schedule.
10. Principals are to complete the declaration form attached and return it with the preliminary schedule. (Annexure 3)
11. Correct registration of learners will mean a correct supply of Annual National Assessment question papers.

F. SUBMISSION OF CORRECTED PRELIMINARY SCHEDULES TO DISTRICT OFFICES

12. ANA registration schedules, concession documents (if applicable) information of learners removed from schedules and declaration forms must be firmly attached to the corrected preliminary schedules.
13. The schedules must be returned to the District Office by no later than Friday 27 July 2012.
14. Districts to return corrected schedules to Head Office by no later than Wednesday 1 August 2012.
15. All enquiries should be directed to the District Examinations Section in the first instance or e-mailed to yolisa.ntlabati@edu.ecprov.gov.za.

The co-operation of Principals is both expected and appreciated in the interests of a trouble-free ANA process.



S. P. GOVENDER
(A) DEPUTY DIRECTOR-GENERAL: TLS