



Assessment and Examinations Directorate

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ASSESSMENT INSTRUCTION 48 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: 27 AUGUST 2012

**2012 ANNUAL NATIONAL ASSESSMENT(ANA)
TEST ADMINISTRATION PROCESSES**

1. BACKGROUND

- 1.1 ANA Circular 06 of 2012 has been received from the Department of Basic Education with reference to the test administration processes for the ANNUAL NATIONAL ASSESSMENTS (ANA).
- 1.2 The administration of ANA in grades 1-6 and 9 is scheduled to take place from 18-21 September 2012 in all public schools and state-funded Independent schools, as well as Independent schools that intend to apply for state subsidy.
- 1.3 Provincial teams will train monitors and school principals. The Test Administration Manual attached will be used for this purpose.

1.4 School principals will train all invigilators and SMT members at school.

2. TEST ADMINISTRATION MANUAL

- 2.1 Each school should receive a test administration manual and each invigilator should receive a one page Guideline Document on test administration processes. Find attached a copy of the Test Administration Manual (ANNEXURE 1) and the Teachers Guideline Document on Test Administration (one page). (ANNEXURE 2)
- 2.2 Each Distribution Point will receive an emergency pack containing hard copies of all the tests in line with the language provision of the province. This will be provided during the delivery of test materials and will be used to deal with any shortages that may arise at the school.
- 2.3 Test materials for public schools should be collected from District offices/nodal points by schools from 14 September 2012. The sealed tests should be kept in a safe and secure environment until the test administration date. The tests should be opened in front of all invigilators, on the day of writing, and handed over to the invigilators according to the classes assigned to them.
- 2.4 All mark sheets must be completed accurately and forwarded to district offices and eventually to the appointed service provider for capturing.

3. STATE FUNDED INDEPENDENT SCHOOLS

- 3.1 Test materials for state-funded independent schools should be kept at the District and given to the nominated Chief Invigilator who will bring them to the school on each day of test writing.
- 3.2 The Chief Invigilator will collect the scripts immediately after the test writing and deliver them to the district ANA coordinator for marking at the central venue.
- 3.3 DBE will provide tests for one grade only, either Grade 3 or 6. Whichever is the higher, for both language and mathematics.
- 3.4 Should an independent school decide to administer ANA test in other grades, a copy of the test can be obtained from the district concerned and the school shall be responsible for all the costs.
- 3.5 The test must be administered on or after the date shown on the ANA 2012 time table.

4. ENQUIRIES

- 4.1 DBE: contact Dr RR Poliah. Chief Director: National Assessment and Public Examinations on 012 357 3900 or email: Poliah.R@dbe.gov.za



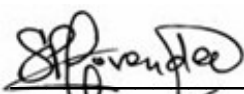
4.2 Province: contact one of the following officials listed below:

NAME	CONTACT NUMBER	E MAIL ADDRESS
H. Du Plessis	043 604 7739	Lodie.duplessis@edu.ecprov.gov.za
Y. Ntlabati	043 604 7793	Yolisa.ntlabati@edu.ecprov.gov.za
P. Mngcele	043 604 7705	Pumla.mngcele@edu.ecprov.gov.za
L. Sebone	043 604 7707	Lesedi.sebone@edu.ecprov.gov.za
P. Edley	043 604 7709	Pat.edley@edu.ecprov.gov.za

4.3 District: Contact either the ANA Co-Ordinator or the DCES: Examinations

5. CONCLUSION

Your support in preparing for and administering ANA 2012 effectively is greatly appreciated.



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