

**Assessment and Examinations Directorate**

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**ASSESSMENT INSTRUCTION 59 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: 16 NOVEMBER 2012**

**2012 ANNUAL NATIONAL ASSESSMENT(ANA)  
MOPPING-UP PROCESSES**

**1. BACKGROUND**

- 1.1 The administration of the Annual National Assessment (ANA) in grades 1-6 and 9 took place from 18-21 September 2012 in public schools and state-funded Independent schools.
- 1.2 A Test Administration Manual for ANA, detailing all procedures and processes in the administration of ANA was issued by the Department of Basic Education (DBE) in September 2012 and issued to every school as an annexure to Assessment Instruction 48 of 2012.
- 1.3 All mark sheets should have been completed accurately and forwarded to district offices by 28 September 2012, before the closure of schools for the Spring break.

## 2. SCHOOLS THAT DID NOT WRITE THE ANNUAL NATIONAL ASSESSMENT

- 2.1 The writing of ANA was not optional and ALL schools with learners in Grades 1-6 & 9 should have done the assessments in a Language and Mathematics.
- 2.2 Schools that did not write ANA have to report to the District Office with a written explanation, signed by the Principal, the Chairman of the SGB and the EDO giving reasons why the learners did not write ANA. This report to be submitted to the District Office by 30 November 2012. (**Annexure 1**).

**2.3 A preliminary audit of mark sheets has indicated that out of 5255 schools expected to administer ANA, there are only 124 schools that have not submitted mark sheets.**

**ANA is to be written by all the learners in these schools in Grades 1-6 and 9 and marked by the teachers no later than 28 November 2012. The marks are to be submitted to the District Office on 30 November 2012.**

## 3. REPORTING TO PARENTS

- 3.1 The Department thanks all the schools that have already reported the results obtained in the Annual National Assessments (ANA) to parents.
- 3.2 All schools that have not done this are to do so immediately and by no later than 30 November 2012.
- 3.3 A report card is attached to this Assessment Instruction as an example of a format that can be used; however, schools may use their own reporting mechanism as long as it is clear and easy to understand. (**Annexure 2**).
- 3.4 The report must indicate the mark obtained by the learner as well as a comment on the performance of the learner.

## 4. THE USE OF ANA RESULTS BY THE TEACHERS

- 4.1 The ANA results provide teachers with essential data about the baseline literacy/language numeracy/mathematics capabilities of learners at the beginning of each grade and thereby help them make informed decisions when planning the year's programme;

- 4.2 Inform individual teachers about how close or far they are to or from realising the target goals they seek to attain through their teaching, and inspire them to realign their teaching strategies towards accomplishing such goals.
- 4.3 Teachers are to use the ANA results of the class that they teach to identify class weaknesses and common errors. These sections are to be taught again, before the end of this year, or remedial programmes should be put in place.
- 4.4 School Management Teams are expected to ensure that the school analysis informs the development of an ANA(Literacy/Numeracy) Improvement Plan for 2013.

## 5. ENQUIRIES

- 5.1 Province: contact one of the following officials listed below for any further clarity:

NAME	CONTACT NUMBER	E MAIL ADDRESS
H. Du Plessis	043 604 7739	Lodie.duplessis@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

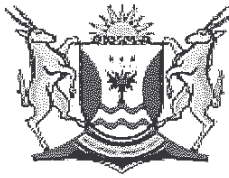
- 5.2 District: Contact either the ANA Co-ordinator or the DCES: Examinations.

## 6. CONCLUSION

The compliance by 98% of the schools in the Province is highly commended and appreciated. It is expected that the finalisation of the Annual National Assessments (ANA) will be done in the 124(2%) schools that did not comply. There will be intensive monitoring of these schools in 2013 and non-compliance by any school will not be tolerated.



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

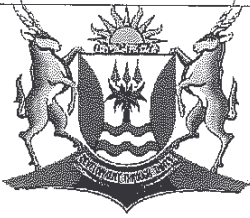


**REPORT BY SCHOOL THAT DID NOT WRITE THE ANNUAL  
NATIONAL ASSESSMENT (ANA)**

SCHOOL								
DISTRICT								
NAME OF PRINCIPAL								
NAME OF CHAIRMAN OF SGB								
NAME OF EDO								
CONTACT DETAILS	PRINCIPAL							
	CHAIR SGB							
	EDO							
GRADES		1	2	3	4	5	6	9
NO OF LEARNERS								
<b>Report</b>								
<b>PTO</b>								







Province of the  
**EASTERN CAPE**  
Department of Education

ANNEXURE 2  
ASSESSMENT INSTRUCTION  
59 OF 2012

**SCHOOL**

**DISTRICT**

***ANA 2012 PROGRESS REPORT***

**LEARNER**

**GRADE**

1

2

3

4

5

6

9

**CLASS**

**SUBJECT**

**MARK**

**GRADE AVERAGE**

**MATHEMATICS**

**LANGUAGE**

**AFRIKAANS**

**ENGLISH**

**ISIXHOSA**

**SESOTHO**

**COMMENT**

**SIGNATURE - CLASS TEACHER**

**SIGNATURE - PRINCIPAL**

**DATE**

