



Province of the
EASTERN CAPE
EDUCATION

CHIEF DIRECTORATE: CURRICULUM MANAGEMENT

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ASSESSMENT INSTRUCTION 08 OF 2014

TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF EDUCATION SPECIALISTS
SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS
(GRADES R-12)
SCHOOL MANAGEMENT TEAMS
TEACHERS
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 20 JANUARY 2014

CURRICULUM DELIVERY REPORTING TEMPLATES 2014

INTRODUCTION

As we move towards the start of the 2014 school year, all personnel at Provincial Office, District Offices and Schools are requested to use the attached reporting templates to submit the necessary information. Furthermore, this Assessment Instruction is intended to assist districts and schools in managing the curriculum activities and to strengthen curriculum implementation and delivery throughout the year.



A decision was taken at a Provincial Curriculum Co-ordination Committee (PCCC) meeting that the Provincial Education Department should provide all necessary reporting templates to all districts and schools in the province at the beginning of the academic year. This will ensure uniformity in the province with regard to regular monitoring, support and reporting.

CURRICULUM REPORTING TEMPLATES

Details of the attached templates, due dates for the submission of different reports and responsibilities are clearly outlined below:

REPORTING TEMPLATES FOR SCHOOLS

	TEMPLATES FOR SCHOOLS	RESPONSIBILITY	DUE DATE
1.	Promotion/Progression Schedules (Excel)	Schools/EDOs	Quarterly
1.1.	Grade R	Grade R Schools	Quarterly
1.2.	Grades 1-3	Grades 1-3 Schools	Quarterly
1.3.	Grades 4-6	Grades 4-6 Schools	Quarterly
1.4.	Grades 7-8	Grades 7-8 Schools	Quarterly
1.5.	Grade 9	Grade 9 Schools	Quarterly
1.6.	Grades 10-12	Grades 10-12 Schools	Quarterly
2.	Analysis of Results Grades R-12	Schools/EDOs	Quarterly
2.1.	Annexure A&B Grades 1-12(Excel)	Grades 1-2 Schools	Quarterly
2.2.	Annexure A&B Grades 1-3	Grade R Schools	Quarterly
2.3.	Annexure A&B Grades 4-6	Grades 1-3 Schools	Quarterly
2.4.	Annexure A&B Grades 7-9	Grades 4-6 Schools	Quarterly
2.5.	Annexure A&B Grades 10-12	Grades 10-12 Schools	Quarterly
3.	Summary of Progression/Promotion	Grades 1-12 Schools	Quarterly
4.	Report cards	Schools	Quarterly
4.1.	Grade R	Grade R Schools	Quarterly
4.2.	Grades 1-3	Grades 1-3 Schools	Quarterly
4.3.	Grades 4-6	Grades 4-6 Schools	Quarterly
4.4.	Grades 7-8	Grades 7-8 Schools	Quarterly
4.5.	Grade 9	Grade 9 Schools	Quarterly
4.6.	Grades 10-12	Grades 10-12 Schools	Quarterly
5.	School Data		
5.1.	Subjects Offered	Schools	January
5.2.	Teacher allocation per subject	Schools	January
5.3.	Learner enrolment per subject	Schools	30 January & 30 June
5.4.	Learner and teacher per subject	Schools	January
5.5.	Teacher Info	Schools	January



6.	Pledges	Schools	January
6.1.	Grade 12 Learner Pledge	Grade 12 Learners	January
6.2.	School Pledge	Schools	January
7.	Curriculum Content Coverage	Schools	Monthly & Quarterly
7.1.	Curriculum Content Coverage	Schools	Monthly
7.2.	Curriculum Content Coverage	Schools	Quarterly
8.	Assessment Tracking Grades 1-12	Schools	Quarterly
9.	e-Learning	Schools	Quarterly
10.	Library information	Schools	January
11.	Workbook delivery survey	Schools	January
12.	CAPS Policy document Audit	Schools	January
13.	ANA Results Template	Schools	September
14.	ANA Question by Question Analysis	Schools	September
15.	Workbook Utilization Report	Schools	Quarterly

REPORTING TEMPLATES FOR DISTRICTS

	TEMPLATES FOR DISTRICTS	RESPONSIBILITY	DUE DATE
1.	Pledges	Schools/districts/ Province	January
1.1.	District Pledge	District Directors	January
1.2.	Provincial Pledge	Provincial Curriculum Directors	January
2.	Curriculum Content Coverage	Districts	Monthly & Quarterly
2.1.	Curriculum Content Coverage	Districts	Monthly
2.2.	Curriculum Content Coverage	Districts	Quarterly
3.	Assessment Tracking Grades 1-12	Districts	Quarterly
4.	e-Learning	Districts	Quarterly
5.	Library information	Districts	January
6.	Evidence Based Report	Districts	Quarterly
7.	Curriculum Monthly Report	Districts	Monthly
8.	ANA Results Template	Districts	September
9.	ANA Question by Question Analysis	Districts	September
10.	Reading Report	Districts	Quarterly
11.	Workbook Utilization Report	Districts	Quarterly



CONCLUSION

All public and independent schools offering Grade R-12 must strictly adhere to the attached reporting templates and due dates. Head office, Districts and Schools should refer to the departmental Curriculum Website for the reporting templates in Word/Excel. The website can be accessed at the following addresses: www.eccurriculum.co.za or www.ecexams.co.za. All districts and schools will receive a Compact Disc (CD) containing all the templates as an attachment to this Circular. The co-operation of all Head Office, District Office personnel, School Principals, School Management Teams and Teachers are both anticipated and appreciated.

DEPUTY DIRECTOR-GENERAL: IOM
MR R TYWAKADI

