



ASSESSMENT AND EXAMINATIONS DIRECTORATE

* P. O Box 4571 King William's Town * 5600 *

REPUBLIC OF SOUTH AFRICA * REFERENCE 13/P

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ASSESSMENT INSTRUCTION 25 of 2010

**TO: DEPUTY DIRECTOR-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS
(GRADES 1-7)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 10 MARCH 2010

REGISTRATION OF LEARNERS: GRADE 1

1. BACKGROUND

The progression schedules submitted to the Department at the end of each year contain valuable information for teaching, learning and assessment. These schedules are captured each year.

2. PURPOSE OF LEARNER REGISTRATION

- Planning to populate progression schedules for schools thus easing the administrative burden on teachers at the end of a year;
- Analysing assessment in each learning area so as to feed back into the teaching, learning and assessment loop in a productive manner;
- Ensuring that learners move with their age cohort and that they receive the necessary support when repeating a grade.

3. ANNUAL LEARNER REGISTRATIONS

As the system has a new intake of Grade 1 learners each year, it is necessary that these learners are registered with the Assessment and Examinations Directorate each year.

4. COMPLETION OF REGISTRATION FORMS

- The process of learner registration must be strictly managed by the Principal, or his/her delegated official, to ensure accuracy of the information submitted.
- These forms are to be completed in full and returned to the Examinations Unit at the District Office by no later than **Friday 26 March 2010.**
- Principals are urged to meet due dates. The meeting of the set due date is mandatory for all schools.
- The lack of reliable statistics impacts on service delivery to schools.

5. GRADE 1 (ANNEXURE 1)

- The white summary form is to be completed indicating all the names of learners and their birth certificate numbers.
- This form is to be completed with all Grade 1 learners listed A to Z and not per class.
- If relevant, the reason for not supplying a birth certificate number must be provided.
- The birth certificate number required is a 13 (thirteen digit) number supplied by the Department of Home Affairs.
- According to the South African Schools' Act, the provision of a birth certificate is mandatory when enrolling a Grade 1 learner.
- The summary form is to be completed with the statistics required. This may be done on computer by the schools that have such facilities, but kindly print out on A4 paper and set out as the original. This form to be signed and include an original imprint of the school stamp.

The co-operation of Principals and teachers in this important exercise is appreciated.

S.P. GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT



Province of the Eastern Cape
 Department of Education
 Assessment and Examinations Directorate

ANNEXURE 1

**2010 GRADE 1 LEARNER REGISTRATION
 SUMMARY FORM**

USE THIS PAGE AS PAGE 1 NAMES TO BE ENTERED A TO Z AND NOT PER CLASS

SCHOOL _____										DISTRICT: _____									
EMIS NUMBER _____										NAME OF PRINCIPAL _____									
CONTACT PERSON: _____										TELEPHONE NO: _____									
	SURNAME & NAME	BIRTH CERTIFICATE NO										REASON <i>(IF NO BIRTH CERT NO SUPPLIED)</i>							
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			

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TOTALS	NUMBER
TOTAL NO OF LEARNERS IN GRADE 1	
NO OF GRADE 1 CLASSES	
AVERAGE NO OF LEARNERS PER CLASS	
NO OF LEARNERS IN GRADE FOR 1 ST YEAR	
NO OF LEARNERS IN GRADE FOR 2 ND YEAR	
NO OF LEARNERS IN GRADE FOR 3 RD YEAR	
NO OF LEARNERS WHO COMPLETED GRADE R	
NO OF LEARNERS IN GRADE WITH SPECIAL NEEDS	
NO OF IMMIGRANT LEARNERS IN GRADE	
<p>NAMES OF GRADE 1 EDUCATORS (USE ADDITIONAL SHEET IF NECESSARY)</p> <p>1. _____ 2. _____</p> <p>3. _____ 4. _____</p> <p>5. _____ 6. _____</p> <p>NAME OF PRINCIPAL: _____</p> <p>SIGNATURE OF PRINCIPAL: _____</p> <p>DATE: _____</p> <div data-bbox="1101 1073 1435 1255" style="border: 1px solid black; width: fit-content; margin: 20px auto; padding: 10px; text-align: center;"> <p>School Stamp</p> </div>	

FOR OFFICE USE ONLY:	
RECEIVED AT DISTRICT OFFICE BY:	
NAME OF EXAMINATIONS OFFICIAL: _____	SIGNATURE _____
DATE: _____	
CHECKED BY:	
NAME OF OFFICIAL: _____	SIGNATURE: _____
DATE: _____	
CAPTURED AT DISTRICT OFFICE BY:	
NAME OF CAPTURER: _____	SIGNATURE _____
DATE _____	