



ASSESSMENT AND EXAMINATIONS DIRECTORATE

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REPUBLIC OF SOUTH AFRICA * REFERENCE 13/P

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ASSESSMENT INSTRUCTION 27 OF 2010

**TO: DEPUTY DIRECTOR-GENERAL
CHIEF FINANCIAL OFFICER
CHIEF DIRECTORS
DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS:
GRADES 1 - 9
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 26 APRIL 2010

**COMMON TESTS FOR GRADES 3, 6 AND 9
HELP GUIDE FOR SCHOOLS AND DISTRICTS**

The Directorate Assessment & Examinations has developed a Help Guide to assist all Principals in administering the forthcoming Common Tests for Grades 3, 6 & 9.

It is noted that administering common tests is new to many primary schools and the Help Guide is aimed at making the process as simple as possible, while adhering to rules and regulations governing test processes.

It is envisaged that this Assessment Instruction will assist teachers, Heads of Departments (HOD), School Management Teams (SMT), Principals and District Officials in managing the Common Tests in Grades 3, 6 & 9 in a uniform manner.

As security and confidentiality of assessment instruments is of paramount importance in achieving valid and meaningful results, Principals are requested to ensure that, by all

means, the question papers are to be kept secure and unopened until the date and time indicated on the time table. The Provincial Department has decided, after due consideration of security and confidentiality issues, that all Learning Programmes/Areas will be provided to schools in sufficient numbers to give each learner a question paper.

All Teachers of Grade 3, 6 & 9 and Subject Advisors will benefit from the attachments to this Assessment Instruction. Kindly disseminate the information as soon as possible.

There will be a follow up Assessment Instruction dealing with the marking and reporting on the results of the Common Tests.

The co-operation of all stakeholders in ensuring the success of this priority in the Provincial “MASTER PLAN FOR TOTAL LEARNER PERFORMANCE AND SCHOOL MANAGEMENT IMPROVEMENT”, is both anticipated and appreciated.

MR SP GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT