



Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

ASSESSMENT AND EXAMINATIONS DIRECTORATE

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

REPUBLIC OF SOUTH AFRICA * REFERENCE 13/P

Enquiries: Mrs. P. M. Edley Tel: +27 (0)43 604 7708 Cell 083 760 4462 * Fax 043 604 7786

Website: ecprov.gov.za * Email: pat.edley@edu.ecprov.gov.za

ASSESSMENT INSTRUCTION 30 OF 2010

**TO: DEPUTY DIRECTOR-GENERAL
CHIEF DIRECTORS
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 1 – 9
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 17 MAY 2010

<p align="center">2010 COMMON TESTS FOR GRADES 3, 6 AND 9: MARKING, MODERATION, RECORDING AND REPORTING GUIDELINES</p>

A BACKGROUND

1. The provincial tests for Grades 3, 6 and 9 flow from the mandate of the Office of the Presidency and are linked to the Annual National Assessments (ANA) conducted by the National Department of Basic Education.
2. The Assessment Instructions issued in 2010 and relating to Common Tests should be operationalised in keeping with the National directives outlined in number 1 above:
 - Assessment Instruction 12 of 2010 dated 23 February 2010
 - Assessment Instruction 27 of 2010 dated 26 April 2010
 - Assessment Instruction 30 of 2010 dated 19 May 2010.
3. This Assessment Instruction is intended to provide direction and clarity with regard to the marking, moderation, recording and reporting aspects of the Common Tests.

B. MARKING

1. Marking shall be done by the teachers and internal school moderation procedures shall apply.
2. The provincial marking memorandum, which shall be released to schools by District Offices immediately after the paper has been written, must be used in awarding marks to learners,
3. The question paper and marking memorandum is intended to standardise teaching, learning and assessment across the province.
4. Despite the diversity in teaching approaches, styles and methodology, it is anticipated that classroom activities would have been aligned to the pacesetters provided.
5. In the process of marking and moderation, it must be ensured that no learners are prejudiced. All enquires in this regard should be directed to the CES: Curriculum in District Offices who have been briefed on how to respond to such queries.

C. MANAGEMENT PLAN: MARKING, MODERATION, RECORDING AND REPORTING OF JUNE COMMON TESTS.

1. The Management Plan to be followed for marking, moderation, recording and reporting on the common tests are outlined below:

ACTIVITY	TIME FRAMEJUNE 2010	RESPONSIBILITY
Marking / moderation of common tests.	All marking/moderation to be completed by 6 June 2010	Teachers SMT
Collection of marking memoranda from District offices and nodal points	After completion of each test session each day.	Principal/Delegated official
Completion of analysis of all common test results	Ongoing per Learning programme/Area. To be completed by 7 June 2010	Principals SMT Teachers
Submission of analysis of marks by schools to District Offices	8 June 2010	Principals
Compilation of District common test analysis	11 June 2010	District Director
Submission of District common test analysis to Cluster Chief Directors	14 June 2010	District Director
Presentation of common test results to Top Management	18 June 2010	Cluster Chief Directors

D. COMPLETION OF ANALYSIS RESULT FORMS BY SCHOOLS

1. The analysis forms provided must be submitted to the District Office no later than **Monday 7 June 2010.**
2. The school principal must complete the attached **Analysis Sheet** for:
 - Grade 3 Learners (Annexure 1).
 - Grade 6 Learners (Annexure 2).
 - Grade 9 Learners (Annexure 3).
3. Only the results of the common tests are to appear on the Analysis Sheet.
4. A conversion table has been supplied on the back of Annexure 1 for Grade 3 to convert marks to the Level Descriptors for analysis purposes.
Grade 6 marks are out of 50 and will be doubled to 100 for the purpose of analysis.
Grade 9 marks are out of 100 and no conversion is necessary for the purpose of analysis.

E. COMPLETION OF ANALYSIS RESULT FORMS BY DISTRICTS

1. District Directors are to ensure that all marks for the common tests are received from schools. District officials are required to follow-up and ensure full compliance by all schools by 09 June 2010.
2. No school is permitted to close for the 2nd term unless Common Test marks have been submitted to the District Office.
3. The Districts are to analyse the results of all the schools in the District. This shall be done on the forms provided as Annexures 4, 5 and 6 with this Assessment Instruction.
4. This District analysis is to be submitted to the office of the Cluster Chief Director no later than **14 June 2010.**

F. CONCLUSION

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.

The co-operation of all stakeholders in ensuring the success of this initiative is both anticipated and appreciated.

S.P. GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT

FOUNDATION PHASE RATING CODES AS PER ASSESSMENT POLICY PRESCRIPTS

Rating Scale	Description of Competence
4	Outstanding/Excellent Achievement
3	Satisfactory Achievement
2	Partial Achievement
1	Not Achieved

TRANSLATION OF MARKS INTO CODES

LITERACY (25)	
Marks obtained	Level codes
0-8	1
9-12	2
13-17	3
18-25	4

NUMERACY (30)	
Marks obtained	Level codes
0-10	1
11-14	2
15-20	3
21-30	4

LIFESKILLS (20)	
Marks obtained	Level codes
0-5	1
6-10	2
11-15	3
16-20	4



DISTRICT ANALYSIS SHEET
JUNE COMMON TESTS GRADE 3

SUBMIT TO CLUSTER CHIEF DIRECTOR BY NO LATER THAN 14 JUNE 2010

DISTRICT		COMPILER	
DISTRICT DIRECTOR		CONTACT NUMBER	

Learning Area	Registered	Wrote	No of Learners per Rating Code			
			4	3	2	1
LITERACY						
AFRIKAANS						
ENGLISH						
ISIXHOSA						
SESOTHO						
NUMERACY						
AFRIKAANS						
ENGLISH						
ISIXHOSA						
SESOTHO						
LIFE SKILLS						
AFRIKAANS						
ENGLISH						
ISIXHOSA						
SESOTHO						

The above information has been checked and verified by the Examination Section in the District

..... Name Head Exam Section (Please Print) Signature Date

..... Name CES Curriculum / MANGO (Please Print) Signature Date

..... Name District Director (Please Print) Signature Date

DISTRICT STAMP



DISTRICT ANALYSIS SHEET
JUNE COMMON TESTS GRADE 9

SUBMIT TO CLUSTER CHIEF DIRECTOR BY NO LATER THAN 14 JUNE 2010

DISTRICT		COMPILER	
DISTRICT DIRECTOR		CONTACT NUMBER	

Learning Area	Registered	Wrote	No of Learners per Rating Code							
			7	6	5	4	3	2	1	
AFRIKAANS 1ST ADD LANGUAGE										
AFRIKAANS HOME LANGUAGE										
ENGLISH 1ST ADD LANGUAGE										
ENGLISH HOME LANGUAGE										
ISIXHOSA 1ST ADD LANGUAGE										
ISIXHOSA HOME LANGUAGE										
SESOTHO HOME LANGUAGE										
MATHEMATICS										
NATURAL SCIENCES										
TECHNOLOGY										
ECONOMIC & MANAGEMENT SCIENCES										
ARTS AND CULTURE										
LIFE ORIENTATION										
SOCIAL SCIENCES										

The above information has been checked and verified by the Examination Section in the District

Name Head Exam Section (Please Print) Signature Date

Name CES Curriculum / MANGO (Please Print) Signature Date

Name District Director (Please Print) Signature Date

