



ASSESSMENT INSTRUCTION 39 of 2010

TO: **DEPUTY DIRECTORS-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 9 - 12
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: **28 JULY 2010**

<p style="text-align: center;">RE-REGISTRATION OF EXAMINATION CENTRES FOR GRADES 9 TO 12 IN 2011</p>

1. In accordance with the *Regulations pertaining to the Conduct, Administration and Management of Assessment of the National Senior Certificate*, all schools intending to offer examinations in Grades 10, 11 and 12 **for the first time**, must register in the year preceding these examinations. Thereafter examination centres must be re-registered every three (3) years.
2. The Department of Education in the Eastern Cape also requires all schools that have registered learners in Grade 9 to obtain an examination centre registration number. This facilitates the supply of final assessment instruments at the end of each year.
3. All Public schools are required to re-register as examination centres **every 3 years**.
4. All Independent schools and part-time centres are required to re-register as examination centres **every year**.

5. Independent centres are also required to register with UMALUSI. This registration number and copy of registration certificate is a pre-requisite before registering as an examination centre in the Province. Further information is available on the website of UMALUSI – www.umalusi.org.za and the following information is given on that website - Enquiries: Chaile Makaleng ; Tel.: 012 349 1510 X 216 Fax: 012 349 1511 ; Email: chaile@umalusi.org.za
6. Independent schools are urged to process this registration with UMALUSI immediately to ensure that the school may continue to administer examinations after 2011.
7. The required centre registration forms are attached. The relevant form should be completed by all schools with learners in Grade 9, 10, 11 and 12.
8. After the Assessment & Examinations Directorate has completed the necessary administration and monitoring, new registration certificates will be issued for the period 2012 – 2015.
9. This form is to be returned to the District Office by **Friday, 10 December 2010**. The District will complete the form as required and return to Head Office by **Friday 17 December 2010**.
10. Schools that are not registered as examination centres will not be supplied with examination material. Kindly give this matter your urgent attention.
11. This registration process applies to all schools that will administer examinations after 2011.
12. Principals are requested to give this process urgent attention to avoid being de-registered as an examination centre after 2011.

S. P. GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT