



ASSESSMENT INSTRUCTION 51 of 2010

TO: DEPUTY DIRECTORS-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 R TO 11)
TEACHER UNIONS/TEACHER ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 29 OCTOBER 2010

<p style="text-align: center;">PROGRESSION/PROMOTION SCHEDULES REPORTS TO PARENTS</p>
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A. GENERAL INFORMATION.

1. 2010 progression/promotion schedules and Grade 9 report cards will be available for collection by District Offices from the Provincial Office on 05 November 2010 for immediate distribution to schools.
2. **The completion of these schedules and summary forms is mandatory for all schools.**
3. The schedules must be signed by the educators who prepare them as well as the Principal of the school and the Circuit Manager (EDO). The copy kept by the school must be an exact duplicate of the original schedule.
4. Assessment Instructions 13 of 2010, dated 23 February 2010, and 29 of 2010, dated 09 May 2010, contain the policy to be followed when progressing/promoting learners in Grades 1 to 11.
5. Schedules for all grades are to list **all learners in the grade in strict alphabetical order**. Class schedules are not permitted, i.e. Grade 11 A, Grade 11B, Grade 11 C, etc.

6. Schools submitting computerised schedules are to print the schedule on A3 paper. The type face used for the marks on this schedule may not be smaller in size than 11 point.
7. If the school uses a computerised progression schedule kindly note that the end result, RP; NRP; NRC, for Grades 1 to 8, must be **completed by hand** during the progression meeting of the relevant schooling phase. The principle of progression is that the learner has satisfactorily achieved the outcomes of the learning areas offered in the grade, and will cope in the next grade. Progression is not based on set criteria and therefore a computer programme cannot be used to progress learners.
8. Computerised schedules for Grades 9 to 11 may show the final result, RP, NRP and NRC, in print as there are set criteria for promotion.
9. When completing the schedules for Grades 1 to 6 the descriptors 1 – 4 must be used.
10. When completing the schedules for Grades 7 to 11, a percentage (mark out of 100) must be used.
11. Please note that no learner in any grade may be given an overall aggregate.
12. Kindly note that the promotion schedule format available on SASAMS may be used, provided that:
 - Schools submitting these schedules print the schedule on A3 paper.
 - The type face used for the marks on this schedule may not be smaller in size than 11 point.
 - The order of subjects on all schedules must be:

HOME LANG	1 ST ADD LANG	MATH	MATH LIT	LIFE ORIENTATION	ALL OTHER SUBJECTS IN STRICT ALPHABETICAL ORDER. (This includes a third language offering).
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13. The attached summary sheet is to be completed and stapled to the schedules of the school.

B. REPORTING TO PARENTS

14. **Schools are to ensure that the report cards sent to parents have exactly the same marks as the progression/promotion schedules signed by the EDO and submitted to the Department.**
15. Schools are to ensure that the report card issued by the school has a unique feature that is not easily altered or copied. The use of fraudulent reports by learners to gain admission to schools in 2010 increased by 300%.
16. When completing the reports for Grades 1 to 6 the descriptors 1 – 4 must be used.
17. When completing the reports for Grades 7 to 11, a percentage (mark out of 100) must be used as well as descriptors 1 – 7.
18. Please note that no learner in any grade may be given an overall aggregate.

C. FET PHASE (GRADES 10 & 11)

19. The promotion schedules for Grades 10 and 11 are quality assured by the Assessment & Examinations Directorate. It is imperative therefore that the promotion requirements be applied strictly and that no learner who has not met these requirements be allowed to proceed to the next grade.
20. Learners who do not appear on a Grade 11 promotion schedule cannot be registered for Grade 12 National Senior Certificate (NSC).
21. Principals are to be aware that some learners who fail to meet the promotion requirements for Grade 11 will attempt to change schools and enter Grade 12, often with a fraudulent report card. This practice is to be discouraged. The National Senior Certificate is a three-year qualification and ideally all three years (Grades 10 – 12) should be completed in one school.
22. The Eastern Cape Department of Education will take disciplinary action against officials who do not quality assure the schedules and reports cards and then seek to have alterations made to these documents when errors are discovered during quality assurance processes.

D. DUE DATES

23. All progression/promotion schedules for Grades 1 to 11 must be lodged with the Education Development Officers (EDO) by **Wednesday 08 December 2010.**

24. The schedules must be lodged by the EDOs with District Examinations by **Friday 10 December 2010.**
25. The schedules must be lodged by District Directors with the Directorate Assessment and Examinations by **Tuesday 14 December 2010.**
26. **No public school may close for 2010 without having submitted an accurate progression/promotion schedule showing the progression/promotion of all learners in Grades 1 to Grade 11 in terms of policy.** (Government Gazette No 29467 dated 11 December 2006 – *National Protocol for Assessment Grades R-12*)
27. **No independent school that is registered to offer Grades 1 to 12 under the Eastern Cape Department of Education may close for 2010 without having submitted an accurate promotion schedule showing the promotion of all learners in Grades 10 and 11 in terms of policy.** (Government Gazette No 29467 dated 11 December 2006 – *National Protocol for Assessment Grades R-12*)

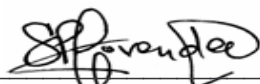
ENQUIRIES

28. All enquiries should be directed to the relevant District EDO or to the following Provincial officials: P. Edley (043) 604 7708/083 760 4462 or to N. Mbeleki (043) 604 7788.

CONCLUSION

The quality assurance of all progression/promotion schedules has highlighted a serious problem in the application of the progression/promotion policy and the recording of data on both the schedules and the report cards. It is anticipated that all officials will apply themselves diligently to these important year-end processes. In particular, District Directors and School Principals are kindly requested to devise strategies, inclusive of establishing quality assurance teams, to ensure the accuracy of schedules before signature and submission.

The co-operation of EDOs, Principals and teachers is both expected and appreciated in the best interest of all learners in the Province of the Eastern Cape.



S. P. GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT



PROGRESSION/PROMOTION SCHEDULE SUMMARY

This form must be attached to the Progression/Promotion schedules submitted to the District Office. Due date at District 10 December 2010.

District Name										EMIS Number:			
School Name													
	Registered Grades (Mark with X)	FEMALE LEARNERS				MALE LEARNERS				TOTAL LEARNERS			
		Number	RP	NRP	Condoned	Number	RP	NRP	Condoned	Number	RP	NRP	Condoned
Grade 1													
Grade 2													
Grade 3													
Grade 4													
Grade 5													
Grade 6													
Grade 7													
Grade 8													
Grade 9													
Grade 10													
Grade 11													
PRINCIPAL:						DISTRICT EXAMS:							
NAME:						NAME:							
SIGNATURE:						SIGNATURE:							
DATE:						DATE:							
SCHOOL STAMP:						DISTRICT STAMP:							