



Province of the
EASTERN CAPE
EDUCATION

ASSESSMENT & EXAMINATIONS

Bundy Park, Schornville, KWT, *Private Bag 4571* KWT * 5600
REPUBLIC OF SOUTH AFRICA, Website: www.ecdoe.gov.za
E-mail: pat.edley@edu.ecprov.gov.za

Ref. No. 13/P Tel.: (043) 604 7708/083 760 4462
Enquiries: Mrs P. M. Edley Fax: (043) 604 7786

ASSESSMENT INSTRUCTION 01 of 2011

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-12)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 06 JANUARY 2011

PROVINCIAL ASSESSMENT INSTRUCTIONS

The Department of Education communicates matters of policy, procedures, regulations, information and news to District Offices and schools by means of Circulars and Assessment Instructions, issued by the relevant Directorate in the Department and signed by the Head of Department Education.

Both Circulars and Assessment Instructions convey information that is mandatory and must be implemented in all respects. This is not optional and all Districts and schools in the Province are reminded of this. Many of these instructions come directly from the National Department and are then re-issued officially by the Provincial Head Office of the Education Department.

All Assessment and Examination issues from Grades R to 12 are communicated through Assessment Instructions. Kindly note that as per the delegation granted by the Superintendent-General in *Assessment Instruction 1 of 2008*, dated 18 January 2008, all Assessment Instructions will continue to be signed by the Chief Director: Curriculum Management, Mr. S. P. Govender.

District officials must ensure that Assessment Instructions received from Head Office are distributed to schools without any delay, given their importance. School Managers are expected to file a copy of each Assessment Instruction in their offices and to ensure that each teacher has access to its contents. For each Assessment Instruction a circulation list must be filed indicating the signature of individual teachers and date received. District Directors are expected to follow the same procedure for officials.

The commitment and co-operation of all stakeholders in implementing the directives of Provincial Assessment Instructions is both anticipated and appreciated.

S. P. GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT

