



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 16 OF 2011

TO: DEPUTY DIRECTOR-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS (EDO)
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADES 3, 6 & 9)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 21 FEBRUARY 2011

COMMON TESTS FOR GRADES 3, 6 AND 9

TABLE OF CONTENTS

| | | |
|----|----------------------------------|---|
| 1 | BACKGROUND | 2 |
| 2 | GRADE 3, 6 & 9 COMMON TESTS | 2 |
| 4 | INFORMATION ON COMMON TESTS | 2 |
| 5 | REGISTRATION OF LEARNERS | 3 |
| 6 | COMPLETION OF REGISTRATION FORMS | 3 |
| 7 | LEARNING AREAS TO BE EXAMINED | 3 |
| 9 | GRADE 9 | 4 |
| 10 | MARK ALLOCATION FOR COMMON TESTS | 4 |
| 11 | CONCLUSION | 5 |

1. BACKGROUND

In 2010, successful common tests were administered by the Province for all Grade 3, 6, & 9 learners. These tests will be administered again in 2011.

2. GRADE 3, 6 & 9 COMMON TESTS

The purpose of this Assessment Instruction is to outline procedures to be followed to achieve this activity.

3. INFORMATION ON COMMON TESTS

- These will take place between 26 May 2011 and 06 June 2011.
- A time table for these tests is given below. The Learning Areas/Learning Programmes will be written on the date and at the time indicated. No extra time may be given and no deviation from the timetable is permitted.

EXAMINATION TIMETABLE COMMON TESTS GRADE 3, 6 & 9

| Date | Time | Grade | Learning Area Description |
|----------------------|---------------|-------|---------------------------|
| Thursday 26/05/11 | 09.00 – 11.00 | 3,6,9 | Literacy /Language |
| Friday 27/5/11 | 09.00 – 11.00 | 3,6,9 | Numeracy /Mathematics |
| | | | |

- Learners with special needs must have a concession granted in terms of regulations by the Directorate Assessment & Examinations. (Assessment Instruction 9 of 2011, dated 6 January 2011 has reference. Closing date 31 January 2011.) Direct any enquiries for late submission to Mr. V. Joseph varkeychan.joseph@edu.ecprov.gov.za Tel 0436047810.
- The tests will take place under controlled conditions with learners having no access to support material, or assistance from fellow pupils or teachers.
- Question papers are being set, edited and moderated and will be adapted for learners with special needs.
- A question paper will be printed for every Grade 3, 6 and 9 learner for Numeracy /Mathematics; Home Language (mother tongue) in the Foundation Phase and the Language of Teaching & Learning (LOLT) in the Intermediate and Senior Phases (See point 7).
- A marking memorandum will be supplied for use by teachers.



- The results of these common tests must be submitted to the District for analysis and remediation if required.
- Pace setters were distributed in 2010 and remain the same in 2011.

5. REGISTRATION OF LEARNERS

- The registration schedules for Grades 3, 6 and 9 are attached to this Assessment Instruction and must be returned to the District Office by no later than **Friday 18 March 2011**.
- The District Office is to return these registration forms to the Provincial office by no later than Friday 25 March 2011.
- Only learners actually registered at the school must be indicated on these registration forms and a birth certificate number must be supplied.

6. COMPLETION OF REGISTRATION FORMS

Principals are required to manage the process of completing the attached forms for Grade 3, Grade 6 and Grade 9 learners in the school.

- All forms are to be completed in full.
- The summary forms are to be completed indicating the names of all learners and their birth certificate numbers. ANNEXURE A, B & C.
- This form is to be completed with all learners listed alphabetically (A to Z) and NOT PER CLASS.
- Where appropriate, the reason for not supplying a birth certificate number must be provided as a birth certificate is an official requirement for school admission.
- The birth certificate number required is a 13 (thirteen digit) number supplied by the Department of Home Affairs.

GRADE 3/6/9 (ANNEXURE D/E/F)

- The summary form for each grade is to be completed indicating the statistics per language version and per Learning Area/Learning Programme. This may be done on computer.
- Note that the Afrikaans names of Learning Areas are provided and statistics must be indicated next to the Afrikaans name of the Learning area if required.

7. LEARNING AREAS/LEARNING PROGRAMMES TO BE TESTED

| GRADE 3 | GRADE 6 | GRADE 9 |
|-----------------|-----------------|-----------------|
| Literacy (HOME) | Language (LOLT) | Language (LOLT) |
| Numeracy (HOME) | Mathematics | Mathematics |



8. GRADE 9 TESTS JUNE AND NOVEMBER

Tests will be supplied for Grade 9 twice, once in June and once in November 2011. All Learning Areas will be supplied in November 2011.

9. MARK ALLOCATION FOR COMMON EXAMINATIONS

FOUNDATION PHASE (Grade 3)

The Grade 3 Common Exam for June will replace the last of the Formal Assessment Tasks for Term 2. Total Marks allocated for the 3 Learning Programmes are as follows:

- Literacy: 25
- Numeracy: 30

INTERMEDIATE PHASE (Grade 6)

All Learning Areas shall be 50 marks.

The Grade 6 Common Exam for June will replace the Test indicated as the Formal Assessment Task for Term 2.

SENIOR PHASE (Grade 9)

All Learning Areas shall be 100 marks.

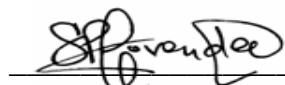
The Grade 9 Common Exam for June will replace the Test indicated as the Formal Assessment Task for Term 2.

10. 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.

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

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



S.P. GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT

| TOTALS | NUMBER |
|--|--------|
| TOTAL NO OF LEARNERS IN GRADE 3 | |
| NO OF GRADE 3 CLASSES | |
| AVERAGE NO OF LEARNERS PER CLASS | |
| NO OF LEARNERS IN GRADE FOR 1 ST YEAR | |
| NO OF LEARNERS IN GRADE FOR 2 ND YEAR | |
| NO OF LEARNERS IN GRADE WITH SPECIAL NEEDS | |
| NO OF IMMIGRANT LEARNERS IN GRADE | |

NAMES OF GRADE 3 EDUCATORS (USE ADDITIONAL SHEET IF NECESSARY)

| | |
|--|--|
| | |
| | |
| | |

NAME AND SIGNATURE OF PRINCIPAL; _____

FOR OFFICE USE ONLY:

RECEIVED AT DISTRICT OFFICE BY:

NAME OF EXAMINATIONS OFFICIAL: _____

SIGNATURE _____ DATE: _____

CHECKED BY:

NAME OF OFFICIAL: _____

SIGNATURE: _____ DATE: _____

SUBMISSION TO PROVINCIAL OFFICE





Province of the Eastern Cape
 Department of Education
GRADE 6 LEARNERS

ANNEXURE B

USE THIS PAGE AS PAGE 1

LEARNERS TO BE LISTED A TO Z AND NOT PER CLASS

| SCHOOL / CENTRE NAME | | DISTRICT | | | | | | | | | | | | |
|----------------------|----------------|-----------------------|---|---|---|---|---|---|---|----|----|---------|----|--|
| EMIS NO | | | | | | | | | | | | | | |
| CONTACT PERSON | | | | | | | | | | | | TEL. NO | | |
| 1 | SURNAME & NAME | BIRTH CERTIFICATE NO. | | | | | | | | | | | | REASON (IF NO BIRTH CERT NO. SUPPLIED) |
| | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 3 | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | |



USE THIS PAGE AS THE LAST PAGE

| TOTALS | NUMBER |
|--|--------|
| TOTAL NO OF LEARNERS IN GRADE 6 | |
| NO OF GRADE 6 CLASSES | |
| AVERAGE NO OF LEARNERS PER CLASS | |
| NO OF LEARNERS IN GRADE FOR 1 ST YEAR | |
| NO OF LEARNERS IN GRADE FOR 2 ND YEAR | |
| NO OF LEARNERS IN GRADE WITH SPECIAL NEEDS | |
| NO OF IMMIGRANT LEARNERS IN GRADE | |

NAMES OF GRADE 6 EDUCATORS (USE ADDITIONAL SHEET IF NECESSARY)

| | |
|--|--|
| | |
| | |
| | |

NAME AND SIGNATURE OF PRINCIPAL; _____

FOR OFFICE USE ONLY:

RECEIVED AT DISTRICT OFFICE BY:

NAME OF EXAMINATIONS OFFICIAL: _____

SIGNATURE _____ DATE: _____

CHECKED BY:

NAME OF OFFICIAL: _____

SIGNATURE: _____ DATE: _____

SUBMISSION TO PROVINCIAL OFFICE





Province of the Eastern Cape
 Department of Education
 GRADE 9

ANNEXURE C

USE THIS PAGE AS PAGE 1

| SCHOOL / CENTRE NAME | | DISTRICT | | | | | | | | |
|----------------------|---------------------------|--|---|--------|--------|--------|--------|--------|--------|--------|
| EMIS NO | | EXAMINATION NO | | | | | | | | |
| CONTACT PERSON | | TEL. NO | | | | | | | | |
| | SURNAME & NAME OF LEARNER | BIRTH CERTIFICATE IDENTITY DOCUMENT NO | LANGUAGE OFFERED BY LEARNER INDICATE WITH X | | | | | | | |
| | | | KEY | | | | | | | |
| | | | A H | E H | S H | X H | A 1 | E 1 | S 1 | X 1 |
| 1 | | | | | | | | | | |
| 2 | | | | | | | | | | |
| 3 | | | | | | | | | | |
| 4 | | | | | | | | | | |
| 5 | | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
| 10 | | | | | | | | | | |
| 11 | | | | | | | | | | |
| 12 | | | | | | | | | | |
| 13 | | | | | | | | | | |
| 14 | | | | | | | | | | |



| TOTALS | NUMBER |
|--|--------|
| TOTAL NO OF LEARNERS IN GRADE 9 | |
| NO OF GRADE 9 CLASSES | |
| AVERAGE NO OF LEARNERS PER CLASS | |
| NO OF LEARNERS IN GRADE FOR 1 ST YEAR | |
| NO OF LEARNERS IN GRADE FOR 2 ND YEAR | |
| NO OF LEARNERS IN GRADE WITH SPECIAL NEEDS | |
| NO OF IMMIGRANT LEARNERS IN GRADE | |

NAMES OF GRADE 9 EDUCATORS (USE ADDITIONAL SHEET IF NECESSARY)

| | |
|--|--|
| | |
| | |
| | |

NAME OF PRINCIPAL; _____

SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY:

RECEIVED AT DISTRICT OFFICE BY:

NAME OF EXAMINATIONS OFFICIAL: _____

SIGNATURE _____ DATE: _____

CHECKED BY:

NAME OF OFFICIAL: _____

SIGNATURE: _____ DATE: _____

SUBMISSION TO PROVINCIAL OFFICE





ANNEXURE D

Province of the Eastern Cape

Department of Education

2011 GRADE 3 LEARNING PROGRAMMES REGISTRATION

STATISTICS FORM

| | | | |
|--|--|-----------------------|--|
| SCHOOL / CENTRE NAME | | DISTRICT: | |
| CONTACT PERSON | | TELEPHONE NO | |
| EMIS NO | | | |
| LANGUAGE OF TEACHING AND LEARNING | | | |
| LEARNING PROGRAMME | | NO OF LEARNERS | |
| LITERACY | | | |
| AFRIKAANS HOME LANGUAGE | | | |
| ENGLISH HOME LANGUAGE | | | |
| ISIXHOSA HOME LANGUAGE | | | |
| SESOTHO HOME LANGUAGE | | | |
| | | | |
| NUMERACY | | | |
| LIFE SKILLS | | | |





Province of the Eastern Cape

ANNEXURE E

Department of Education

2011 GRADE 6 LEARNING AREAS REGISTRATION

STATISTICS FORM

| | | | |
|---|-----------------------|---------------------------------------|-----------------------|
| SCHOOL / CENTRE NAME | | DISTRICT: | |
| CONTACT PERSON | | TELEPHONE NO | |
| EMIS NO | | | |
| LANGUAGE OF TEACHING AND LEARNING | | | |
| LEARNING AREA | | | NO OF LEARNERS |
| AFRIKAANS HOME LANGUAGE | | | |
| AFRIKAANS 1ST ADDITIONAL LANGUAGE | | | |
| ENGLISH HOME LANGUAGE | | | |
| ENGLISH 1ST ADDITIONAL LANGUAGE | | | |
| ISIXHOSA HOME LANGUAGE | | | |
| ISIXHOSA 1ST ADDITIONAL LANGUAGE | | | |
| SESOTHO HOME LANGUAGE | | | |
| | NO OF LEARNERS | | NO OF LEARNERS |
| MATHEMATICS | | WISKUNDE | |
| SOCIAL SCIENCES | | SOSIALE WETENSKAPPE | |
| NATURAL SCIENCES | | NATUURWETENSKAPPE | |
| LIFE ORIENTATION | | LEWENSORIENTERING | |
| ECONOMIC & MANAGEMENT SCIENCES | | EKONOMIESE BESTUURSWETENSKAPPE | |
| TECHNOLOGY | | TEGNOLOGIE | |
| ARTS AND CULTURE | | KUNS EN KULTUUR | |





Province of the Eastern Cape

ANNEXURE F

Department of Education

2011 GRADE 9 LEARNING AREAS REGISTRATION

STATISTICS FORM

| | | | |
|---|-----------------------|---------------------------------------|-----------------------|
| SCHOOL / CENTRE NAME | | DISTRICT: | |
| CONTACT PERSON | | TELEPHONE NO | |
| EMIS NO | | | |
| LANGUAGE OF TEACHING AND LEARNING | | | |
| LEARNING AREA | | | NO OF LEARNERS |
| AFRIKAANS HOME LANGUAGE | | | |
| AFRIKAANS 1 ST ADDITIONAL LANGUAGE | | | |
| ENGLISH HOME LANGUAGE | | | |
| ENGLISH 1 ST ADDITIONAL LANGUAGE | | | |
| ISIXHOSA HOME LANGUAGE | | | |
| ISIXHOSA 1 ST ADDITIONAL LANGUAGE | | | |
| SESO THO HOME LANGUAGE | | | |
| | NO OF LEARNERS | | NO OF LEARNERS |
| MATHEMATICS | | WISKUNDE | |
| SOCIAL SCIENCES | | SOSIALE WETENSKAPPE | |
| NATURAL SCIENCES | | NATUURWETENSKAPPE | |
| LIFE ORIENTATION | | LEWENSORIENTERING | |
| ECONOMIC AND MANAGEMENT SCIENCES | | EKONOMIESE BESTUURSWETENSKAPPE | |
| TECHNOLOGY | | TEGNOLOGIE | |
| ARTS AND CULTURE | | KUNS EN KULTUUR | |

