



Province of the  
**EASTERN CAPE**  
DEPARTMENT OF EDUCATION

Assessment and Examinations Directorate \* P. O Box 4571 King William's Town \* 5800 \*  
REPUBLIC OF SOUTH AFRICA \* REFERENCE: 13/P  
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### **ASSESSMENT INSTRUCTION 08 of 2009**

**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 2009**

<b>REGISTRATION OF LEARNERS: GRADES 1, 9, 10, 11 AND 12</b>
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The progression schedules submitted to the Department at the end of each year contain valuable information for teaching, learning and assessment. These schedules are captured each year.

Some of the benefits of this process are:

- Planning to populate progression schedules for schools thus easing the administrative burden on teachers at the end of a year;
- Analysing assessment in each learning area so as to feed back into the teaching, learning and assessment loop in a productive manner;
- Ensuring that learners move with their age cohort and that they receive the necessary support when repeating a grade.

#### **ANNUAL LEARNER REGISTRATIONS**

As the system has a new intake of Grade 1 learners each year, it is necessary that these learners are registered with the Assessment and Examinations Directorate each year.

Grade 9 learners are relatively migratory and must be registered for the General Education Certificate.

Grade 10 learners must be registered each year as they start the three year cycle that constitutes the National Senior Certificate qualification.

#### **COMPLETION OF REGISTRATION FORMS**

Principals are required to manage the process of completing the attached forms for relevant learners in the school.

- These forms are to be completed in full and returned to the Examinations Unit at the District Office by no later than **Friday 13 February 2009**.
- Principals are urged to meet due dates. The Assessment and Examinations Directorate is not unreasonable when setting due dates.
- The lack of reliable statistics impacts on service delivery to schools.

#### **GRADE 1 (ANNEXURE 1)**

- The white summary form is to be completed indicating all the names of learners and their birth certificate numbers.
- This form is to be completed with all Grade 1 learners listed A to Z and not per class.
- If relevant, the reason for not supplying a birth certificate number must be provided.
- The birth certificate number required is a 13 (thirteen digit) number supplied by the Department of Home Affairs.
- According to the South African Schools' Act, the provision of a birth certificate is mandatory when enrolling a Grade 1 learner.

#### **GRADE 9 (ANNEXURE 2)**

- The yellow summary form is to be completed indicating all the names of learners, their birth certificate/ID numbers and the languages that they offer.
- The summary form is to be completed with all Grade 9 learners listed A to Z and not per class.

#### **GRADE 9 (ANNEXURE 3)**

- The yellow summary form is to be completed indicating the statistics per language version and per Learning Area. This may be done on computer, but kindly print out on yellow A4 paper as per the set out in the original.
- 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.
- If the school does not have a change in these statistics of more than 5 learners it will be unnecessary to update the statistics during the year as 5 extra copies of all examination material are packed per school.
- If the statistics change by more than 5 during the year, a new summary form must be submitted.

#### **GRADE 10 REGISTRATION FORMS (ANNEXURE 4A)**

- Pink Grade 10 registration forms are to be completed for each Grade 10 learner in the school. These are available from the District Office Examinations Unit.
- This process must be controlled by a member of the school's SMT in the interests of accuracy.

**GRADE 10 (ANNEXURE 4B)**

- The pink summary form is to be completed with the statistics required. This may be done on computer, but kindly print out on pink A4 paper and set out as the original.

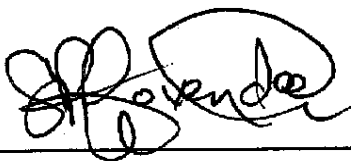
**GRADE 11 (ANNEXURE 5)**

- The green summary form is to be completed indicating the statistics per language and per subject. This may be done on computer, but kindly use green A4 paper and set out as the original.
- Note that Afrikaans subject names are provided and statistics must be indicated next to the Afrikaans name of the subject if required.
- If the school does not have a change in these statistics of more than 5 it will be unnecessary to update the statistics during the year as 5 extra copies of examination material is packed per school.
- If the statistics change by more than 5 during the year, a new summary form must be submitted.

**GRADE 12 (ANNEXURE 6)**

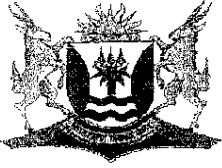
- The blue summary form is to be completed indicating the statistics per language and per subject. This may be done on computer, but kindly print out on blue A4 paper and set out as the original.
- Note that Afrikaans subject names are provided and statistics must be indicated next to the Afrikaans name of the subject if required.
- If the school does not have a change in these statistics of more than 5 it will be unnecessary to update the statistics during the year as 5 extra copies of examination material is packed per school.
- If the statistics change by more than 5 during the year, a new summary form must be submitted.

The co-operation of Principals and teachers in this important exercise is appreciated.



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S.P. GOVENDER  
CHIEF DIRECTOR: CURRICULUM MANAGEMENT



Province of the Eastern Cape  
 Department of Education  
 Assessment and Examinations Directorate

**ANNEXURE 1**

**2009 GRADE 1 LEARNER REGISTRATION  
 SUMMARY FORM**

**USE THIS PAGE AS PAGE 1**

**SCHOOL / CENTRE NAME:** \_\_\_\_\_ **DISTRICT:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **TELEPHONE NO:** \_\_\_\_\_

	<b>SURNAME &amp; NAME</b>	<b>BIRTH CERTIFICATE NO</b>	<b>REASON (IF NO BIRTH CERT NO SUPPLIED)</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			



**USE THIS PAGE AS THE LAST PAGE**

TOTALS	NUMBER
TOTAL NO OF LEARNERS IN GRADE 1	
NO OF GRADE 1 CLASSES	
AVERAGE NO OF LEARNERS PER CLASS	
NO OF LEARNERS IN GRADE FOR 1 <sup>ST</sup> YEAR	
NO OF LEARNERS IN GRADE FOR 2 <sup>ND</sup> YEAR	
NO OF LEARNERS IN GRADE FOR 3 <sup>RD</sup> YEAR	
NO OF LEARNERS WHO COMPLETED GRADE R	
NO OF LEARNERS IN GRADE WITH SPECIAL NEEDS	
NO OF IMMIGRANT LEARNERS IN GRADE	

NAMES OF GRADE 1 EDUCATORS (USE ADDITIONAL SHEET IF NECESSARY)

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_  
 5. \_\_\_\_\_ 6. \_\_\_\_\_

NAME OF PRINCIPAL: \_\_\_\_\_

SIGNATURE OF PRINCIPAL: \_\_\_\_\_

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

NAME OF EXAMINATIONS OFFICIAL: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

CHECKED BY:

NAME OF OFFICIAL: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_







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 <sup>ST</sup> YEAR	
NO OF LEARNERS IN GRADE FOR 2 <sup>ND</sup> YEAR	
NO OF LEARNERS IN GRADE FOR 3 <sup>RD</sup> 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)**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 3. \_\_\_\_\_ 4. \_\_\_\_\_  
 5. \_\_\_\_\_ 6. \_\_\_\_\_

NAME OF PRINCIPAL: \_\_\_\_\_

SIGNATURE OF PRINCIPAL: \_\_\_\_\_

DATE: \_\_\_\_\_

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DATE: \_\_\_\_\_

CHECKED BY:  
 NAME OF OFFICIAL: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

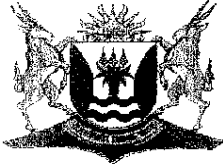
SUBMISSION TO PROVINCIAL OFFICE  
 NAME OF EXAMINATIONS OFFICIAL: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_\_

CHECKED BY:  
 NAME OF OFFICIAL: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## ANNEXURE 3



Province of the Eastern Cape  
Department of Education  
Assessment and Examinations Directorate  
**2009 GRADE 9 LEARNING PROGRAMMES  
REGISTRATION  
STATISTICS FORM**

SCHOOL / CENTRE NAME: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

LANGUAGE OF TEACHING AND LEARNING \_\_\_\_\_

LEARNING AREA	NO OF LEARNERS
<b>LANGUAGES</b>	
<b>AFRIKAANS HOME LANGUAGE</b>	
<b>AFRIKAANS 1<sup>ST</sup> ADDITIONAL LANGUAGE</b>	
<b>AFRIKAANS 2<sup>ND</sup> ADDITIONAL LANGUAGE</b>	
<b>ENGLISH HOME LANGUAGE</b>	
<b>ENGLISH 1<sup>ST</sup> ADDITIONAL LANGUAGE</b>	
<b>ISIXHOSA HOME LANGUAGE</b>	
<b>ISIXHOSA 1<sup>ST</sup> ADDITIONAL LANGUAGE</b>	
<b>ISIXHOSA 2<sup>ND</sup> ADDITIONAL LANGUAGE</b>	
<b>SESO THO HOME LANGUAGE</b>	
<b>MATHEMATICS</b>	
<b>WISKUNDE</b>	
<b>SOCIAL SCIENCES</b>	
<b>SOSIALE WETENSKAPPE</b>	
<b>ECONOMIC AND MANAGEMENT SCIENCES</b>	
<b>EKONOMIESE BESTUURSWETENSKAPPE</b>	
<b>NATURAL SCIENCES</b>	
<b>NATUURWETENSKAPPE</b>	
<b>LIFE ORIENTATION</b>	
<b>LEWENSORIENTERING</b>	
<b>TECHNOLOGY</b>	
<b>TEGNOLOGIE</b>	
<b>ARTS AND CULTURE</b>	
<b>KUNS EN KULTUUR</b>	



**D. Subjects and Codes**

SUBJECT		E	A
Afrikaans Home Language	AFRHL		
Afrikaans First Additional Language	AFRFA		
English Home Language	ENGHL		
English First Additional Language	ENGFA		
IsiXhosa Home Language	XHOHL		
IsiXhosa First Additional Language	XHOFA		
IsiZulu Home Language	ZULHL		
Sesotho Home Language	SESHL		
Mathematical Literacy	MLIT		
Mathematics	MATH		
Life Orientation	LIFE		
Agricultural Management Practices	AGRM		
Agricultural Science	AGRS		
Agricultural Technology	AGRT		
Dance Studies	DNCE		
Design	DSGN		
Dramatic Arts	DRMA		
Music	MUSC		
Visual Arts	VSLA		
Accounting	ACCN		
Business Studies	BSTD		
Economics	ECON		
Afrikaans Second Additional Language	AFRSA		
IsiXhosa Second Additional Language	XHOSA		
Civil Technology	CVLT		
Electrical Technology	ELTT		
Mechanical Technology	MCHT		
Engineering Graphics and Design	GRDES		
Geography	GEOG		
History	HIST		
Religion Studies	RLGS		
Computer Applications Technology	CATN		
Information Technology	INFT		
Life Sciences	LFSC		
Physical Sciences	PHSC		
Consumer Studies	CNST		
Hospitality Studies	HOSP		
Tourism	TRSM		
Arabic Second Additional Language	ARBSA		
French Second Additional Language	FRHSA		
German Second Additional Language	GRMSA		

Candidates Signature

Date

Parent/Guardian Surname &amp; Initials (Please Print)

Date

Parent/Guardian Signature

I certify that this candidate satisfies attendance, conduct and assessment requirements to be admitted to the examination and that the details above are correct in all aspects

Teacher Responsible Surname &amp; Initials (Please Print)

Date

Teacher Signature

Principal Surname &amp; Initials (Please Print)

Date

Principal Signature



Province of the Eastern Cape  
Department of Education  
Assessment and Examinations Directorate

ANNEXURE 4B

### 2009 GRADE 10 SUBJECT REGISTRATION

SCHOOL / CENTRE NAME: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

#### LANGUAGE OF TEACHING AND LEARNING

VAK	ANTAL	SUBJECT	NO
WISKUNDE		MATHEMATICS	
WISKUNDE GELETERDHEID		MATHEMATICAL LITERACY	
LANDBOU BESTUURSPRAKTYKE		AGRICULTURAL MANAGEMENT PRACTICES	
LANDBOUWETENSKAPPE		AGRICULTURAL SCIENCE	
LANDBOUTEGNOLOGIE		AGRICULTURAL TECHNOLOGY	
DANSSTUDIES		DANCE STUDIES	
ONTWERP		DESIGN	
DRAMATIESE KUNSTE		DRAMATIC ARTS	
MUSIEK		MUSIC	
VISUELEKUNS		VISUAL ARTS	
REKENINGKUNDE		ACCOUNTING	
BESIGHEIDSTUDIES		BUSINESS STUDIES	
EKONOMIE		ECONOMICS	
SMIELE TEGNOLOGIE		CIVIL TECHNOLOGY	
ELEKTRIESE TEGNOLOGIE		ELECTRICAL TECHNOLOGY	
MEGANIESE TEGNOLOGIE		MECHANICAL TECHNOLOGY	
INGENIEURSGRAFIKA		ENGINEERING GRAPHICS AND DESIGN	
GEOGRAFIE		GEOGRAPHY	
GESKIEDENIS		HISTORY	
RELIGIESTUDIES		RELIGION STUDIES	
REKENAARTOEPASSINGSTEGNOLOGIE		COMPUTER APPLICATIONS TECHNOLOGY	
INLIGTINGSTEGNOLOGIE		INFORMATION TECHNOLOGY	
LEWENSWETENSKAPPE		LIFE SCIENCES	
FISIESE WETENSKAPPE		PHYSICAL SCIENCES	
VERBRUIKERSTUDIES		CONSUMER STUDIES	
GASVRYHEIDSTUDIES		HOSPITALITY STUDIES	
TOERISME		TOURISM	
<b>LANGUAGES</b>		<b>LANGUAGES</b>	
<b>HOME LANGUAGES</b>		<b>SECOND ADDITIONALE LANGUAGES</b>	
AFRIKAANS		AFRIKAANS SECOND ADDITIONAL LANGUAGE	
ENGLISH		ISIXHOSA SECOND ADDITIONAL LANGUAGE	
ISIXHOSA			
SESOTHO		<b>NON-OFFICIAL LANGUAGES</b>	
<b>FIRST ADDITIONAL</b>		ARABIC	
AFRIKAANS		OTHER:	
ENGLISH			
ISIXHOSA			

TOTALS		NUMBER
TOTAL NO OF LEARNERS IN GRADE 10		
NO OF GRADE 10 CLASSES		
AVERAGE NO OF LEARNERS PER CLASS		
NO OF LEARNERS IN GRADE FOR 1 <sup>ST</sup> YEAR		
NO OF LEARNERS IN GRADE FOR 2 <sup>ND</sup> YEAR		
NO OF LEARNERS IN GRADE FOR 3 <sup>RD</sup> YEAR		
NO OF LEARNERS IN GRADE WITH SPECIAL NEEDS		
NO OF IMMIGRANT LEARNERS IN GRADE		

**NAMES OF GRADE 10 EDUCATORS (USE ADDITIONAL SHEET IF NECESSARY)**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

NAME OF PRINCIPAL: \_\_\_\_\_

SIGNATURE OF PRINCIPAL: \_\_\_\_\_

DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY:**  
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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  
Assessment and Examinations Directorate  
**2009 GRADE 11 SUBJECT REGISTRATION**

ANNEXURE 5

SCHOOL / CENTRE NAME: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

**LANGUAGE OF TEACHING AND LEARNING**

VAK	ANTAL	SUBJECT	NO
WISKUNDE		MATHEMATICS	
WISKUNDE GELETERDHEID		MATHEMATICAL LITERACY	
LANDBOU BESTUURSPRAKTYKE		AGRICULTURAL MANAGEMENT PRACTICES	
LANDBOUWETENSKAPPE		AGRICULTURAL SCIENCE	
LANDBOUTEGNOLOGIE		AGRICULTURAL TECHNOLOGY	
DANSSTUDIES		DANCE STUDIES	
ONTWERP		DESIGN	
DRAMATIESE KUNSTE		DRAMATIC ARTS	
MUSIEK		MUSIC	
VISUELEKUNS		VISUAL ARTS	
REKENINGKUNDE		ACCOUNTING	
BESIGHEIDSTUDIES		BUSINESS STUDIES	
EKONOMIE		ECONOMICS	
SIVIELE TEGNOLOGIE		CIVIL TECHNOLOGY	
ELEKTRIESE TEGNOLOGIE		ELECTRICAL TECHNOLOGY	
MEGANIESE TEGNOLOGIE		MECHANICAL TECHNOLOGY	
INGENIEURSGRAFIKA		ENGINEERING GRAPHICS AND DESIGN	
GEOGRAFIE		GEOGRAPHY	
GESKIEDENIS		HISTORY	
RELIGIESTUDIES		RELIGION STUDIES	
REKENAARTOEPASSINGSTEGNOLOGIE		COMPUTER APPLICATIONS TECHNOLOGY	
INLIGTINGSTEGNOLOGIE		INFORMATION TECHNOLOGY	
LEWENSWETENSKAPPE		LIFE SCIENCES	
FISIESE WETENSKAPPE		PHYSICAL SCIENCES	
VERBRUIKERSTUDIES		CONSUMER STUDIES	
GASVRYHEIDSTUDIES		HOSPITALITY STUDIES	
TOERISME		TOURISM	
<b>LANGUAGES</b>		<b>LANGUAGES</b>	
<b>HOME LANGUAGES</b>		<b>SECOND ADDITIONALE LANGUAGES</b>	
AFRIKAANS		AFRIKAANS SECOND ADDITIONAL LANGUAGE	
ENGLISH		ISIXHOSA SECOND ADDITIONAL LANGUAGE	
ISIXHOSA			
SESO THO		<b>NON-OFFICIAL LANGUAGES</b>	
<b>FIRST ADDITIONAL</b>		ARABIC	
AFRIKAANS		OTHER:	
ENGLISH			
ISIXHOSA			