



Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

Assessment and Examinations Directorate * P. O Box 4571 King William's Town * 5600 *
REPUBLIC OF SOUTH AFRICA * REFERENCE: 13/P
Enquiries: Mrs P. Edley: Tel: + 27(0) 43 604 7708 * Fax 086 6330 345
Website: ecprov.gov.za * Email:pat.meyer@edu.ecprov.gov.za

ASSESSMENT INSTRUCTION 24 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 2 - 3)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 06 APRIL 2009

REGISTRATION OF LEARNERS: GRADES 2 AND 3

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/ Learning Programme so as to feed back into the teaching, learning and assessment loop for improvement purposes;
- Facilitate the movement of learners with their age cohort and encourage support of learners when repeating a grade.

ANNUAL LEARNER REGISTRATIONS

As indicated during the 2009 February/March Assessment Road Shows held with District Officials and Principals, all schools offering the Foundation Phase will be issued with computerised progression schedules ('Lotto' type) at the end of the year on which the progression marks of the learners in Grades 1 to 3 will be entered. Grade 1 learners

were registered at the beginning of the year. Kindly find attached learner registration forms for Grade 2 (Annexure 1) and Grade 3 (Annexure 2).

COMPLETION OF REGISTRATION FORMS

Principals are required to manage the process of completing the attached forms for Grade 2 and Grade 3 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.**
- **This form is to be completed with all Grade 2 (Annexure 1) and Grade 3 (Annexure 2) learners listed alphabetically (A to Z) and NOT PER CLASS.**
- **Where appropriate, 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.**

SUBMISSION DATES

- **These forms are to be completed in full and returned to the Examinations Unit at the District Office by no later than Monday 4 May 2009.**
- **District Directors are requested to submit the completed forms to the office of the Cluster Chief Director by Wednesday 6 May 2009.**
- **Offices of Cluster Chief Directors are to submit to Provincial Examinations and Assessment Directorate by no later than Friday 8 May 2009.**

The involvement of Principals and teachers in this important exercise is mandatory.

**SP GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT**