



**DIRECTORATE: CURRICULUM ECD & GET PROGRAMMES**

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**ASSESSMENT INSTRUCTION 43 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 ALL PUBLIC AND INDEPENDENT SCHOOLS: GRADES 1-6  
TEACHER UNIONS / ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 09 SEPTEMBER 2009**

**IMPLEMENTATION OF ANNUAL NATIONAL ASSESSMENTS  
IN THE FOUNDATION AND INTERMEDIATE PHASES (GRADES 1-6)**

**1. BACKGROUND:**

The Department of Basic Education has prioritised the improvement of learner performance in Literacy/ Languages and Numeracy/ Mathematics for both Foundation and Intermediate Phases. Poor performance was exposed nationally by various tests administered to all learners in both phases. During 2008 schools administered ANNUAL NATIONAL ASSESSMENTS to all the learners in grades 1 to 6 according to directives from the National Department of Education and there is an intention to do the same in 2009.

**2. PLAN FOR ANNUAL NATIONAL ASSESSMENTS IN 2009**

In a memorandum from the National Department of Basic Education entitled "**PLAN FOR THE 2009 ANNUAL NATIONAL ASSESSMENT**" received on 26 August 2009 the procedures for the Annual National Assessments are outlined. The contents of the memorandum are repeated below in italics:

- 2.1** *"In November 2008 we administered annual national assessments for literacy / languages and numeracy / mathematics on grades 1-6 for the first time. The assessments will continue for the duration of the foundations for learning campaign until 2011.*
- 2.2** *The assessments for 2009 are scheduled for 2-6 November. With effect from November 2009, the tests will form part of continuous assessment and will, therefore influence decisions on learner progression. They will form one of the tasks that learners complete during the fourth term of the year. This makes them mandatory.*

**2.3 The DoE will distribute one set of tests with memoranda, in both hard copies and a CD, to each school through district offices from August to September 2009. Schools will have to make copies for their learners. It would be appreciated if districts could assist schools that may not have the necessary resources and equipment for making copies.”**

### **3. PROCEDURES, ROLES AND RESPONSIBILITIES:**

In order to ensure that the assessments are conducted effectively the following procedures will be followed and the responsibilities and responsibilities listed should be adhered to:

- 3.1 The National Department of Basic Education will supply schools with a master copy which they are expected to duplicate at school level.
- 3.2 As per the national mandate, Districts are required to assist schools that do not have adequate resources.
- 3.3 Learners must do the activities either on the Question Paper or in their activity Books.
- 3.4 Teachers are responsible for marking learners' work using the marking instruments provided.
- 3.5 Teachers are required to record marks using the recording sheets provided by the National Department of Basic Education.
- 3.6 School Management Teams, supported by Subject Advisors, are required to moderate the tasks.
- 3.7 District and Head Office Curriculum Personnel are required to monitor the various levels of implementation.
- 3.8 Schools are required to submit the mark sheets to the district office for the purpose of progression (Resulting).
- 3.9 Schools are required to store the scripts until they are collected by the National Department of Basic Education.
- 3.10 Progression schedules for Grades 1 to 6 must be submitted to the relevant offices by the due dates set out below:
  - 3.10.1 All progression schedules must be lodged by school principals with the EDOs by **Wednesday 09 December 2009.**
  - 3.10.2 The schedules must be lodged by District Directors with the Office of the Chief Cluster Directors by **Friday 11 December 2009.**
  - 3.10.3 The schedules must be lodged by District Coordination Offices with the Directorate Assessment and Examinations by **Friday 18 December 2009.**

### **4. CONCLUSION**

The procedures and responsibilities outlined in this Assessment Instruction with regard to the Annual National Assessments in 2009 are mandatory and must be applied as stated. All office and school-based personnel, especially school principals and EDOs, are expected to ensure compliance with the directives contained herein.



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**S. P. GOVENDER**  
**CHIEF DIRECTOR: CURRICULUM MANAGEMENT**