



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

Assessment and Examinations Directorate \* P. O Box 4571 King William's Town \* 5600 \*  
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**ASSESSMENT INSTRUCTION 03 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: 05 JANUARY 2009**

**2009 ASSESSMENT AND EXAMINATIONS DISTRICT  
ROADSHOW**

**BACKGROUND**

The Assessment and Examinations Directorate convenes meetings with Principals in all Districts of the Eastern Cape once or twice a year. These meetings have been successful as a vehicle for the dissemination of policies, both new and old, training principals in dealing with new procedures such as the completion of computerised mark sheets, discussions concerning challenges experienced by schools in carrying out assessment policies and many other important topics. These meetings have become known as an "Assessment and Examinations Roadshow".

**TARGET GROUP**

- Principals of all public schools in the Districts. This is compulsory for all Principals personally and is not a responsibility that should be delegated. Principals may, however, bring members of staff with them.
- Principals of independent schools that are registered to offer the 2009 National Senior Certificate Examination and Grade 9 external assessment. This is compulsory for all Principals who may not send representatives. Principals may, however, bring members of staff with them.
- The CES, DCES and SES Examinations and all EDOs from District Offices are required to attend.

## MATERIAL REQUIRED AT ROADSHOW MEETINGS

Most of the material that will be discussed on the Roadshow is handed out at these meetings. However, it is advisable for Principals to bring with them copies of policies or Assessment Instructions from which questions may arise.


## ANNEXURES ATTACHED

- ANNEXURE 1: The draft programme.
- ANNEXURE 2: The final schedule for the road show. Principals are to be invited to attend the meeting closest to their schools, even if this meeting is in another District.

## CONTRIBUTION BY THE DISTRICT

1. Inter-District liaison where two Districts are indicated on the same day, to finalise the venue for the meeting.  
Please ensure that the venue arranged by the District offers the following facilities:
  - Sufficient seating for all delegates
  - A screen and electricity for a data projector and computer.
  - The necessary adaptors for computer, data projector and sound system.
  - Sound system, if necessary.
2. Send out an invitation to the target group at least two weeks prior to the given date.  
Please ensure that the invitation states the following:
  - Venue with address
  - Date of meeting (as per Annexure 2)
  - Time of meeting (all meetings to commence at 10h00 and end by 16h00)
  - The maximum number of teachers from each school that may accompany the Principal
  - Whether lunch or tea will be provided or that officials carry their own.
3. Arrange for an official in the District to welcome the Principals and the officials from the Province and District.

The co-operation of Principals and District officials in the organisation of these important meetings is appreciated,



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



**ANNEXURE 1  
ASSESSMENT  
INSTRUCTION  
03 OF 2009**

**Province of the Eastern Cape  
Department of Education  
Assessment and Examinations Directorate  
2009 ROADSHOW DRAFT PROGRAMME**

<b>1</b>	<b>WELCOME &amp; OPENING REMARKS</b>	<b>DISTRICT</b>
<b>2</b>	<b>INTRODUCTION OF PROVINCIAL DELEGATION PURPOSE OF ROADSHOW</b>	<b>PROVINCE</b>
<b>3</b>	<b>2009 REGISTRATIONS OF LEARNERS</b>	<b>PROVINCE</b>
<b>4</b>	<b>2009 GRADE 9 CTA PROCEDURES</b>	<b>PROVINCE</b>
<b>5</b>	<b>2008 NATIONAL SENIOR CERTIFICATE – IRREGULARITES</b>	<b>PROVINCE</b>
<b>6</b>	<b>2008 GRADE 12 EXAMINATION REPORTS</b>	<b>PROVINCE</b>
<b>7</b>	<b>SBA – MONITORING AND VERIFICATION</b>	<b>PROVINCE</b>
<b>8</b>	<b>2009 PROGRESSION/PROMOTION REQUIREMENTS</b>	<b>PROVINCE</b>
<b>9</b>	<b>DISTRICT EXAMINATION ADMINISTRATION PROCEDURES</b>	<b>DISTRICT DCES EXAMINATIONS</b>
<b>10</b>	<b>DISTRICT CURRICULUM ADMINISTRATION PROCEDURES</b>	<b>DISTRICT CES CURRICULUM</b>
<b>11</b>	<b>QUESTIONS FOR CLARITY</b>	<b>TEAM</b>
<b>12</b>	<b>CLOSING</b>	<b>DISTRICT</b>



## ANNEXURE 2 ASSESSMENT INSTRUCTION 03 OF 2009

## SCHEDULE OF DATES OF 2009 ROADSHOW

	DATE	DISTRICT
1/2	MONDAY 09 FEB	PORT ELIZABETH/ UITENHAGE
3/4	TUESDAY 10 FEB	GRAAFF-REINET/ CRADOCK
5	WEDNESDAY 11 FEB	STERKSPRUIT
6/7	THURSDAY 12 FEB	QUEENSTOWN/ LADY FRERE
8/9	FRIDAY 13 FEB	EAST LONDON/ KING WILLIAMS TOWN
10	MONDAY 16 FEB	BUTTERWORTH
11	TUESDAY 17 FEB	MT. FLETCHER
12	WEDNESDAY 18 FEB	MALUTI
13	THURSDAY 19 FEB	MBIZANA
14	FRIDAY 20 FEB	MT. FRERE
15/16	MONDAY 23 FEB	MTHATHA / LIBODE
17	TUESDAY 24 FEB	LUSIKISIKI
18	WEDNESDAY 25 FEB	NGCOBO
19	THURSDAY 26 FEB	COFIMVABA
20	FRIDAY 27 FEB	QUMBU
21/22	MONDAY 2 MAR	GRAHAMSTOWN/ FORT BEAUFORT
23	TUESDAY 3 MAR	DUTYWA