



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 11 of 2008

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
DEPUTY-CHIEF EDUCATION SPECIALISTS AND SENIOR
EDUCATION SPECIALISTS
PRINCIPALS OF SCHOOLS WITH GRADE 1
TEACHER ORGANISATIONS**

DATE: 05 MAY 2008

<p>2008 REGISTRATION OF GRADE 1 LEARNERS</p>

The progression schedules submitted to the Department at the end of each year contain valuable information for teaching, learning and assessment. These schedules will be captured each year as from 2008.

Some of the benefits of this process will be:

- Populated progression schedules for schools thus easing the administrative burden on teachers at the end of a year;
- Analysing the 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 receive the necessary support when repeating a grade.

It is therefore necessary that Grade 1 learners are registered with the Assessment and Examinations Directorate each year. Principals are required to manage the process of completing the attached form for each Grade 1 learner 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 5 June 2008.**

- The summary form is also to be completed indicating all the names of learners and their birth certificate numbers.
- The summary 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.

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

S.P. GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT



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

**2008 GRADE 1 LEARNER REGISTRATION
SUMMARY FORM**

USE THIS PAGE AS PAGE 1

SCHOOL / CENTRE NAME: _____

CONTACT PERSON: _____

TELEPHONE NO: _____

DISTRICT: _____

	SURNAME & NAME	BIRTH CERTIFICATE NO	REASON <i>(IF NO BIRTH CERT NO SUPPLIED)</i>
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 ST YEAR	
NO OF LEARNERS IN GRADE FOR 2 ND YEAR	
NO OF LEARNERS IN GRADE FOR 3 RD 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: _____



**Province of the Eastern Cape
Department of Education
Assessment & Examinations Directorate
2008 GRADE 1 LEARNER REGISTRATION FORM**

1. School Name:																			
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EMIS NUMBER																			
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2. District																			
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3. Language of learning and teaching at school	<input style="width: 50px; height: 20px;" type="text"/>	A = Afrikaans E = English P = Sepedi T = Xitsonga W = Setswana Z = IsiZulu	C = Siswati N = IsiNdebele O = Sesotho V = Tshivenda X = IsiXhosa	4. Mother tongue of learner	<input style="width: 50px; height: 20px;" type="text"/>	A = Afrikaans E = English P = Sepedi T = Xitsonga W = Setswana Z = IsiZulu	C = Siswate N = IsiNdebele O = Sesotho V = Tshivenda X = IsiXhosa O = _____
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5. Surname																			
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6. First Name(s) As per birth certificate																			
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7. Date of Birth	Y	Y	Y	Y	M	M	D	D	Compulsory field
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8. Birth certificate No																				Compulsory field
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9. Race		B = Black W = White A = Asian I = Indian C = Coloured O = Other	10. Gender		M = Male F = Female
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10. Barriers to Learning; IF (O) PLEASE SPECIFY:										
Blind (Bl)		Deaf (D)		Other (O)		None (N)		Immigrant		Y=Yes / N= No

11. No of years in grade:		1st year		2nd year		3 rd year
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Parent / Guardian 's Name & Initials (please print)	Parent / Guardian's Signature
	Date
Principals Name & Initials (Please Print)	Principals Signature
	Date
SCHOOL STAMP	Name of official responsible for completing this form.