



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

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Assessment and Examinations Directorate \* P. O Box 4571 King William's Town \* 5600 \*  
REPUBLIC OF SOUTH AFRICA \* REFERENCE: 13/P  
Enquiries: Mrs. P. M. Edley Tel: +27 (0)43 604 7708 \* Fax 0866330345  
Website: [ecprov.gov.za](http://ecprov.gov.za) \* Email: [pat.meyer@edu.ecprov.gov.za](mailto:pat.meyer@edu.ecprov.gov.za)

**ASSESSMENT INSTRUCTION 17 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 ALL SCHOOLS  
TEACHER ORGANISATIONS

**DATE:** 12 MAY 2008

<p><b>SUBMISSION OF TERM MARKS GRADE 1 TO GRADE 12</b></p>
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**1. TERM 1 MARKS**

The first term of 2008 has been completed and reports have been sent to parents as required by The Protocol of Recording and Reporting. All schools are required to submit to the District Office, a copy of these marks for Term 1.

These marks are to be submitted to the CIRCUIT MANAGER in the District Office immediately. The CIRCUIT MANAGER will submit all these marks to the office of the Chief Director in the cluster. As this submission of Term 1 marks is now overdue, kindly note that all marks must be with the Chief Director of the Cluster by no later than **Friday 23 May 2008.**

**2. TERM 2 MARKS**

The 2<sup>nd</sup> term ends on Friday 27 June 2008 when reports will again be sent to parents. All schools are required to submit to the District office, a copy of these marks.

These marks are to be submitted to the CIRCUIT MANAGER in the District Office no later than **Friday 18 July 2008.** The CIRCUIT MANAGER will submit all these marks to the office of the Chief Director in the cluster no later than **Friday 25 July 2008.**

### **3. TERM 3 MARKS**

The 3rd term ends on Friday 26 September 2008 when reports will again, be sent to parents. The Grade 11 and 12 report is also required by Higher Education Institutions for learners applying for further study. All schools are required to submit to the District office, a copy of these marks.

These marks are to be submitted to the CIRCUIT MANAGER in the District Office no later than **Friday 26 September 2008.** The CIRCUIT MANAGER will submit all these marks to the office of the Chief Director in the cluster no later than **Friday 10 October 2008.**

### **4. GENERAL INFORMATION**

- All schools shall submit marks for learners in Grade 1 to Grade 12. There will be no exception.
- Marks will be submitted on the record sheets presently used at the school.
- **Schools will not be reminded** and the dates for submission of marks will, in future, be part of the yearly calendar of events of the Department.
- Schools that fail to submit marks according to deadlines will be deemed not to have prepared any marks and reports for parents and will be dealt with accordingly.
- Schools that experience a problem with deadline dates must write to the District Director and explain the problem and state the date on which the marks will be submitted.
- Relevant District officials are expected to exercise oversight of the submission of marks.

**5. TERM 4 MARKS**

The marks for term 4 will be included in the progression/promotion mark that is recorded and submitted on progression/promotion schedules supplied by the Department. These schedules, for Grade R to Grade 11, are to be submitted to the CIRCUIT MANAGER in the District Office no later than **Wednesday 10 December 2008**. The CIRCUIT MANAGER will submit all these progression/promotion schedules to the Examination office in the District no later than **Friday 12 December 2008**. The schedules will be submitted to the Directorate Assessment and Examinations for capture and storage by no later than **Friday 19 December 2008**.

A separate Assessment Instruction concerning Progression/Promotion of learners will be released shortly.

Principals are required to bring the contents of this circular to the attention of all staff and to meet the deadlines given herein. Further enquiries may be directed to the Circuit Manager.

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