

Assessment and Examinations Directorate

Bundy Park, Private Bag 4571, King William's Town, 5600

REPUBLIC OF SOUTH AFRICA, Website: www.ecdoe.gov.za

E-mail: nomvuyo.mbeleki@edu.ecprov.gov.za

Ref. No. 13/P

Tel.: (043) 604 7788

Enquiries: Ms. N. Mbeleki

Fax: (043) 604 7786

ASSESSMENT INSTRUCTION 42 OF 2012

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 SCHOOLS OFFERING GRADES 7 - 8
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 27 JULY 2012

REGISTRATION OF LEARNERS GRADE 7 & 8

1. BACKGROUND

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

2. PURPOSE OF LEARNER REGISTRATION

- 2.1 Planning to populate progression schedules for schools thus easing the administrative burden on teachers at the end of a year;
- 2.2 Analysing assessment in each subject so as to feed back into the teaching, learning and assessment loop in a productive manner;
- 2.3 Ensuring that learners move with their age cohort and that they receive the necessary support when repeating a grade.

3. ANNUAL LEARNER REGISTRATIONS

As Assessment and Examinations has undertaken a registration process for Grades 1 to 6 & 9 (for Annual National Assessments) and Grades 10 to 12 (for National Senior Certificate), it is necessary that the learners in Grades 7 and 8 are also registered.

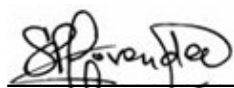
4. COMPLETION OF REGISTRATION FORMS

- 4.1 The process of learner registration must be strictly managed by the Principal, or his/her delegated official, to ensure accuracy of the information submitted as the lack of reliable statistics impacts on service delivery to schools.
- 4.2 These forms are to be completed in full and returned to the Examinations Unit at the District Office by no later than **Friday 10 August 2012.**
- 4.3 Principals are urged to meet due dates. The meeting of the set due date is mandatory for all schools.
- 4.4 Districts are to submit completed forms to the District Co-Ordination Unit in Assessment & Examinations Directorate by no later than **Friday 17 August 2012.**

5. GRADE 7 & 8 (ANNEXURE 1)

- 5.1 The white summary form is to be completed indicating all the names of learners and their ID numbers (This is the same number as the one on the birth certificate.).
- 5.2 Grades 7 and 8 are to be listed on different forms.
- 5.3 This form is to be completed with all Grade 7 & 8 learners listed A to Z for the entire grade and not per class.
- 5.4 If relevant, the reason for not supplying a birth certificate number must be provided.
- 5.5 The birth certificate number required is a 13 (thirteen digit) number supplied by the Department of Home Affairs.
- 5.6 According to the South African Schools' Act, the provision of a birth certificate is mandatory when enrolling a Grade 1 learner.
- 5.7 The summary form is to be completed with the statistics required. This may be done on computer by schools that have such facilities, but kindly print out on A4 paper and set out as the original.
- 5.8 This form has to be signed and an original imprint of the school stamp included.

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



S. P. GOVENDER
(A) DEPUTY DIRECTOR-GENERAL: TLS



**Province of the Eastern Cape
Department of Education
Assessment and Examinations Directorate
2012 LEARNER REGISTRATION**

SUMMARY FORM

USE THIS PAGE AS PAGE 1 NAMES TO BE ENTERED A TO Z PER GRADE

SCHOOL		DISTRICT	
GRADE		CIRCUIT	
EMIS NO.		NAME OF PRINCIPAL	
CONTACT PERSON		TELEPHONE NO	
	SURNAME & ONE NAME	BIRTH CERT/ ID NO	REASON FOR NO ID
1			
2			
3			
4			
5			
6			
7			
8			
9			

USE THIS PAGE AS MANY TIMES AS REQUIRED (PAGES 2, 3, 4 ETC).

[illegible]

USE THIS PAGE AS THE LAST PAGE

NAME OF SCHOOL		GRADE		TOTAL
EMIS NO		MALE	FEMALE	
TOTAL NO OF LEARNERS IN GRADE				
NO OF CLASSES IN THIS GRADE IN THE SCHOOL				
AVERAGE NO OF LEARNERS PER GRADE IN 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 IN GRADE WITH SPECIAL NEEDS				
NO OF IMMIGRANT LEARNERS IN GRADE				
HOME LANGUAGE	NO. OF LEARNERS	1ST ADDITIONAL LANGUAGE		NO. OF LEARNERS
ENGLISH		ENGLISH		
AFRIKAANS		AFRIKAANS		
		ISIXHOSA		



Province of the EASTERN CAPE
DEPARTMENT OF EDUCATION

DECLARATION

NAME OF DISTRICT												
NAME OF SCHOOL												
EMIS NO.												
GRADE												
NAME OF PRINCIPAL												
CONTACT NO OF PRINCIPAL	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											

GRADE 7 & 8 LEARNER REGISTRATION

I declare the following:

1. I have overseen the process of the registration of the learners in this grade.
2. I declare that all the learners indicated on these forms are enrolled at the School.

FULL NAME OF PRINCIPAL

SIGNATURE OF PRINCIPAL

DATE

**SCHOOL
STAMP**

