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### ASSESSMENT INSTRUCTION 23 OF 2013

**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 1 – 6 AND 9  
TEACHER UNIONS / ORGANISATIONS  
SCHOOL GOVERNING BODIES

**DATE:** 15 APRIL 2013

**2013 ANNUAL NATIONAL ASSESSMENT (ANA)  
GRADES 1 – 6 & 9  
PROCEDURE FOR THE ANA LEARNER VERIFICATION PROCESS IN ORDINARY  
SCHOOLS AS WELL AS IN SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATION  
NEEDS (LSEN)**

#### 1. BACKGROUND

The improvement of the quality and levels of education outcomes in the schooling system is a top priority of both Government and the Department of Basic Education (DBE). The extent to which these outcomes are achieved will be monitored through the administration of the Annual National Assessment (ANA). Annual National Assessment is an assessment tool supporting Action Plan 2014, towards the realization of the Schooling 2025.

The purpose of ANA is to make a decisive contribution towards better learning in schools. Under-performance in schools, especially schools serving the disadvantaged communities, is a widely acknowledged problem. Several interventions by Government and other organisations are currently in place to promote quality schooling. The administration of ANA in September 2013, will

serve as a critical instrument with which to monitor the degree to which national workbooks, Curriculum Assessment Policy Statements (CAPS) and initiatives targeting specific areas of weakness for schools, teachers and learners in Languages and Mathematics, have had an impact on learning.

The attached School Printing Requirements for ANA 2013 that the Eastern Cape has received from the Department of Basic Education (DBE) has reference (Refer: Annexure 1).

## 2. COMPLETION OF THE SCHOOL PRINTING REQUIREMENTS FOR ANA 2013

- The DBE together with Provincial Education Departments have agreed to send the attached forms to all schools for collection of statistics in the abovementioned grades for verification purposes.
- All schools with grades 1 – 6 & 9 must complete the School Printing Requirements form for ANA 2013 in full and append the principal's signature and school stamp.
- The 9 digits of the EMIS number must be completed.
- In each grade in the Foundation Phase, the school must give the total number of learners doing both Mathematics and Language in their LOLT only.
- In the Intermediate and Senior Phases, the school must supply the total number of learners in the grade who are learning in English or Afrikaans. There are schools that are offering tuition in both English and Afrikaans. For example, if the school's LOLT is both English and Afrikaans – there will be a total for grade 4 learners learning in English and also for those learning in Afrikaans.
- Subsequently, the learners are going to write one Language paper and one Mathematics paper. In the Intermediate and Senior Phases, if the learners are taught at Home language level English or Afrikaans they will write English HL or Afrikaans HL and those taught at FAL level are to write English FAL or Afrikaans FAL. Therefore, when completing the form the school must indicate requirements for either HL or FAL.
- For the Mathematics test, there are English and Afrikaans versions. The total number of learners as per the LOLT must be supplied.
- It is essential that the information provided is correct to ensure that the print requirements for each school are accurate.
- School, District and Provincial officials must ensure that this verification form is correctly and accurately completed for all public and state funded independent schools.
- This information will be used in verifying the captured data in SA-SAMS.





### 3. COMPLETION OF THE FOUR PAGE LSEN FORM

- The DBE together with Provincial Education Departments have agreed to send this form to all public ordinary and LSEN schools for the collection of school statistics in the abovementioned grades for verification purposes.
- All LSEN schools with grades 1 – 6 & 9 must complete the form in full and append the principal's signature and school stamp.
- The form is in four sections namely, Section 1 for the Blind; Section 2 for Partially Sighted, Section 3 for audio-tapes and Section 4 for Hearing Impaired requests.
- In each grade in the Foundation Phase, the school must provide the total number of learners according to their Mother Tongue and the type of Braille requested.
- In the Intermediate and Senior Phases, the school must supply the total number of learners in the grade who are learning in English or Afrikaans against the type of Braille requested by the school.
- For the Mathematics test, there are English and Afrikaans versions. The information supplied in Language will be used for printing purposes.
- School, District and Provincial officials must ensure that this LSEN verification form is correctly and accurately completed by all LSEN schools, as well as public and state funded independent schools.
- This information will be used in verifying the captured data from registration schedules.

### 4. DUE DATES FOR SUBMISSION

- All schools are to submit the School Printing Requirements for ANA 2013 and LSEN form to the Examination Section of the District Office no later than **Thursday, 25 April 2013.**
- The District office personnel must carefully verify the information on the forms to confirm that all schools have complied. The signature of the district official will confirm that the information has been quality assured.
- The Provincial office has received an EXCEL sheet from the DBE for capturing the school information and the District office Examination personnel will capture the school information. The process must be completed and submitted to the Provincial office electronically with original copies of verification forms on or before **Monday, 29 April 2013.**
- The Provincial office will collate the information and send it to the DBE office on or before **Tuesday, 30 April 2013.**
- The printing of the 2013 ANA test papers is scheduled to start on **Thursday, 2 May 2013.**
- For any enquiries kindly contact the Provincial ANA Coordinator, **Mrs Y. Ntlabati.** Contact details are [yolisa.ntlabati@edu.ecprov.gov.za](mailto:yolisa.ntlabati@edu.ecprov.gov.za) and telephone number 043 6047720 and 0820835483.



**NB: REMINDER ON REGISTRATION ON SA-SAMS**

Schools are reminded to continue registering in SA-SAMS as per Head of the Department's instruction on Circular dated 28 November 2012 issued by EMIS. Non-compliance to this instruction will have a detrimental effect to ANA project as data will be needed for printing and packing purposes.

**5. CONCLUSION**

The co-operation and participation of all Principals of schools offering Grades 1 – 6 and 9, as well as District officials in this verification process, will ensure a zero-defect administration of the Annual National Assessments (ANA) in 2013.



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**S. P. GOVENDER**  
**ACTING DEPUTY DIRECTOR-GENERAL: TEACHING AND LEARNING SERVICES**





**SCHOOL PRINTING REQUIREMENTS FOR ANA 2013**

- For ANA 2013 each learner has to take a Language and Mathematics test.
- The test must be taken in the LOLT of the learner.
- The level of the Language test must be the same as the level at which the Language is studied (HL or FAL).

**Number of test papers required by this school for ANA 2013**

School name: \_\_\_\_\_

School district: \_\_\_\_\_

9 digit school EMIS No.:

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

Please fill in the number of test papers required by your school in the appropriate tables.

**Foundation Phase:**

| Language of test | Grade 1 |      | Grade 2 |      | Grade 3 |      |
|------------------|---------|------|---------|------|---------|------|
|                  | Lang    | Math | Lang    | Math | Lang    | Math |
| Afrikaans        |         |      |         |      |         |      |
| English          |         |      |         |      |         |      |
| IsiNdebele       |         |      |         |      |         |      |
| IsiXhosa         |         |      |         |      |         |      |
| IsiZulu          |         |      |         |      |         |      |
| Sesotho          |         |      |         |      |         |      |
| Setswana         |         |      |         |      |         |      |
| SiPedi           |         |      |         |      |         |      |
| Siswati          |         |      |         |      |         |      |
| Tshivenda        |         |      |         |      |         |      |
| Xitsonga         |         |      |         |      |         |      |

**Language requirements for Grades 4, 5, 6 and 9:**

| Language of test | Grade 4 |     | Grade 5 |     | Grade 6 |     | Grade 9 |     |
|------------------|---------|-----|---------|-----|---------|-----|---------|-----|
|                  | HL      | FAL | HL      | FAL | HL      | FAL | HL      | FAL |
| English          |         |     |         |     |         |     |         |     |
| Afrikaans        |         |     |         |     |         |     |         |     |

**Mathematics requirements for Grades 4, 5, 6 and 9:**

| Language of test | Grade 4 | Grade 5 | Grade 6 | Grade 9 |
|------------------|---------|---------|---------|---------|
| English          |         |         |         |         |
| Afrikaans        |         |         |         |         |

The number of test papers shown above will be adequate for this school.

Principal Name: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

District Official: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



DEPARTMENT OF BASIC EDUCATION

ANNUAL NATIONAL ASSESSMENT 2013: DATA COLLECTION TEMPLATE FOR LEARNERS WITH SPECIAL EDUCATION NEEDS

Province: ..... School Name: ..... Telephone number: .....

Number of test papers required for learners in various LSEN categories for printing

1. Papers to be printed in Braille: Mathematics and Language

1.1 Foundation Phase

| Grade | English    |              | Afrikaans  |              | IsiXhosa   |              | Sesotho    |              |
|-------|------------|--------------|------------|--------------|------------|--------------|------------|--------------|
|       | Contracted | Uncontracted | Contracted | Uncontracted | Contracted | Uncontracted | Contracted | Uncontracted |
| 1     |            |              |            |              |            |              |            |              |
| 2     |            |              |            |              |            |              |            |              |
| 3     |            |              |            |              |            |              |            |              |

1.2 Intermediate and Senior Phase:

| Language  | Braille type | Grade 4 |     | Grade 5 |     | Grade 6 |     | Grade 9 |     |
|-----------|--------------|---------|-----|---------|-----|---------|-----|---------|-----|
|           |              | HL      | FAL | HL      | FAL | HL      | FAL | HL      | FAL |
| English   | Uncontracted |         |     |         |     |         |     |         |     |
|           | Contracted   |         |     |         |     |         |     |         |     |
| Afrikaans | Uncontracted |         |     |         |     |         |     |         |     |
|           | Contracted   |         |     |         |     |         |     |         |     |

2. Papers to be printed in large font size: Mathematics and Language

2.1 Foundation Phase:

| Language  | Grade 1 |           | Grade 2 |           | Grade 3 |           |
|-----------|---------|-----------|---------|-----------|---------|-----------|
|           | Number  | Font size | Number  | Font size | Number  | Font size |
| Afrikaans |         |           |         |           |         |           |
| English   |         |           |         |           |         |           |
| IsiXhosa  |         |           |         |           |         |           |
| Sesotho   |         |           |         |           |         |           |

2.2 Intermediate and Senior Phase

| Language  | Grade 4   |     | Grade 5 |     | Grade 6 |     | Grade 9 |     |
|-----------|-----------|-----|---------|-----|---------|-----|---------|-----|
|           | HL        | FAL | HL      | FAL | HL      | FAL | HL      | FAL |
| English   | Number    |     |         |     |         |     |         |     |
|           | Font size |     |         |     |         |     |         |     |
| Afrikaans | Number    |     |         |     |         |     |         |     |
|           | Font size |     |         |     |         |     |         |     |

3. Number of audio- tapes: Mathematics and Language

3.1 Foundation Phase:

| Language  | Grade 1         | Grade 2         | Grade 3         |
|-----------|-----------------|-----------------|-----------------|
|           | Number of tapes | Number of tapes | Number of tapes |
| Afrikaans |                 |                 |                 |
| English   |                 |                 |                 |
| IsiXhosa  |                 |                 |                 |
| Sesotho   |                 |                 |                 |



3.2 Intermediate and Senior Phase:

| Language  | Grade 4 |     |       | Grade 5 |     |       | Grade 6 |     |       | Grade 9 |     |       |
|-----------|---------|-----|-------|---------|-----|-------|---------|-----|-------|---------|-----|-------|
|           | HL      | FAL | MATHS | HL      | FAL | MATHS | HL      | FAL | MATHS | HL      | FAL | MATHS |
| English   |         |     |       |         |     |       |         |     |       |         |     |       |
| Afrikaans |         |     |       |         |     |       |         |     |       |         |     |       |

4. Number of Hearing Impaired learners: Mathematics and Language

4.1 Foundation Phase:

| Language  | Grade 1          |  | Grade 2          |  | Grade 3          |  |
|-----------|------------------|--|------------------|--|------------------|--|
|           | Number of papers |  | Number of papers |  | Number of papers |  |
| Afrikaans |                  |  |                  |  |                  |  |
| English   |                  |  |                  |  |                  |  |
| IsiXhosa  |                  |  |                  |  |                  |  |
| Sesotho   |                  |  |                  |  |                  |  |

4.2 Intermediate and Senior Phase:

| Language  | Grade 4 |     |       | Grade 5 |     |       | Grade 6 |     |       | Grade 9 |     |       |
|-----------|---------|-----|-------|---------|-----|-------|---------|-----|-------|---------|-----|-------|
|           | HL      | FAL | MATHS | HL      | FAL | MATHS | HL      | FAL | MATHS | HL      | FAL | MATHS |
| English   |         |     |       |         |     |       |         |     |       |         |     |       |
| Afrikaans |         |     |       |         |     |       |         |     |       |         |     |       |



### SCHOOL PRINTING REQUIREMENTS FOR ANA 2013

- For ANA 2013 each learner has to take a Language and Mathematics test.
- The test must be taken in the LOLT of the learner.
- The level of the Language test must be the same as the level at which the Language is studied (HL or FAL).

#### Number of test papers required by this school for ANA 2013

School name: \_\_\_\_\_

School district: \_\_\_\_\_

9 digit school EMIS No.:

|  |  |  |  |  |  |  |  |  |  |
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|--|--|--|--|--|--|--|--|--|--|

Please fill in the number of test papers required by your school in the appropriate tables.

#### Foundation Phase:

| Language of test | Grade 1 |      | Grade 2 |      | Grade 3 |      |
|------------------|---------|------|---------|------|---------|------|
|                  | Lang    | Math | Lang    | Math | Lang    | Math |
| Afrikaans        |         |      |         |      |         |      |
| English          |         |      |         |      |         |      |
| IsiNdebele       |         |      |         |      |         |      |
| IsiXhosa         |         |      |         |      |         |      |
| IsiZulu          |         |      |         |      |         |      |
| Sesotho          |         |      |         |      |         |      |
| Setswana         |         |      |         |      |         |      |
| SiPedi           |         |      |         |      |         |      |
| Siswati          |         |      |         |      |         |      |
| Tshivenda        |         |      |         |      |         |      |
| Xitsonga         |         |      |         |      |         |      |

#### Language requirements for Grades 4, 5, 6 and 9:

| Language of test | Grade 4 |     | Grade 5 |     | Grade 6 |     | Grade 9 |     |
|------------------|---------|-----|---------|-----|---------|-----|---------|-----|
|                  | HL      | FAL | HL      | FAL | HL      | FAL | HL      | FAL |
| English          |         |     |         |     |         |     |         |     |
| Afrikaans        |         |     |         |     |         |     |         |     |

#### Mathematics requirements for Grades 4, 5, 6 and 9:

| Language of test | Grade 4 | Grade 5 | Grade 6 | Grade 9 |
|------------------|---------|---------|---------|---------|
| English          |         |         |         |         |
| Afrikaans        |         |         |         |         |

The number of test papers shown above will be adequate for this school.

Principal Name: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

District Official: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_