ASSESSMENT INSTRUCTION 33 OF 2020

TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
CIRCUIT MANAGERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ALL SCHOOLS WITH GRADE 12
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 28 SEPTEMBER 2020

MANAGEMENT PLAN: GRADE 12 TRIAL EXAMINATION RESULTS ANALYSIS
2020

1. Assessment Instruction 24 of 2020 was issued on the 04 August 2020 to all schools with the Grade 12 Trial Examinations Timetables.

2. The Trial Examination is a compulsory requirement for the Grade 12 SBA and provide an opportunity for the learners to sit for a formal examination like the NSC November examinations.

3. The starting date for the Trial Examination was the 14 September 2020 and the examinations conclude on the 07 October 2020.

4. The Computer Applications Technology (CAT) and Information Technology (IT) Paper 1 Practical Examinations were written on 09 and 10 September 2020 respectively.

5. The Annual Teaching Plan (ATPs) for Grade were not revised but the School Based Assessment (SBA) requirements were revised due to the spread of Covid-19 and the subsequent national lockdown. The Trial Examinations form part of the required SBA.

6. The results of the trial examination will be used to take informed decision for the targeted Last Push programme.
7. This Assessment Instruction provides a framework on how to manage the Grade 12 Trial Examination and Term 3 results analysis for 2020.

8. The table below provides the activities to be undertaken, the due dates and the responsibilities of key role players in the process:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>COMPLETION DATE</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Marking of scripts</td>
<td>Within 3 days of writing a subject</td>
<td>Subject Teachers</td>
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<tr>
<td>2. Completion of marking of all subjects</td>
<td>13 October 2020</td>
<td>Principal and SMT</td>
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<td>3. Completion of Promotion schedule</td>
<td>14 October 2020</td>
<td>Principal and SMT</td>
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<tr>
<td>4. Submission of Schedules to Circuit Managers</td>
<td>15 -16 October 2020</td>
<td>Principal and SMT</td>
</tr>
<tr>
<td>5. Quality Assurance of Schedules</td>
<td>15 -16 October 2020</td>
<td>Circuit Managers</td>
</tr>
<tr>
<td>6. Uploading of Schedules to SASAMS</td>
<td>15 – 16 October 2020</td>
<td>EMIS in Districts</td>
</tr>
<tr>
<td>7. Issuing of Report cards to learners</td>
<td>17 October 2020</td>
<td>Principal and SMT</td>
</tr>
<tr>
<td>8. Analysis of results</td>
<td>20 - 23 October 2020</td>
<td>Districts and Head Office</td>
</tr>
<tr>
<td>9. Release of results analysis</td>
<td>24 October 2020</td>
<td>Districts and Head Office</td>
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</tbody>
</table>

9. Strict compliance to the framework will assist the schools, Districts and Provincial office to make informed intervention to support learners to achieve the desired outcome in the NSC November/December examinations.

10. Subject Planners are required to mediate this Instruction to all Subject Advisors and Subject Advisors will mediate the Instruction to all Grade 12 subject teachers and HODs.

MR R TWYAKADI
DDG: CURRICULUM MANAGEMENT AND DELIVERY

DATE 27/09/2020

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Eastern Cape Provincial Assessment Instruction