

Province of the EASTERN CAPE DEPARTMENT OF EDUCATION

Assessment and Examinations Directorate * P. O Box 4571 King William's Town * 5800 * REPUBLIC OF SOUTH AFRICA * REFERENCE: 13/P Enquiries: Mrs. P. M. Edley Tel: +27 (0)43 804 7708 * Fax 0866330345 Website: ecprov.gov.za * Email: pat.meyer@edu.ecprov.gov.za

ASSESSMENT INSTRUCTION 08 of 2009

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 PUBLIC AND INDEPENDENT SCHOOLS (GRADES R-12)

TEACHER UNIONS / ORGANISATIONS

SCHOOL GOVERNING BODIES

DATE:

06 JANUARY 2009

REGISTRATION OF LEARNERS: GRADES 1, 9, 10, 11 AND 12

The progression schedules submitted to the Department at the end of each year contain valuable information for teaching, learning and assessment. These schedules are captured each year. Some of the benefits of this process are:

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

ANNUAL LEARNER REGISTRATIONS

As the system has a new intake of Grade 1 learners each year, it is necessary that these learners are registered with the Assessment and Examinations Directorate each year.

Grade 9 learners are relatively migratory and must be registered for the General Education Certificate.

Grade 10 learners must be registered each year as they start the three year cycle that constitutes the National Senior Certificate qualification.

COMPLETION OF REGISTRATION FORMS

Principals are required to manage the process of completing the attached forms for relevant learners 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 <u>Friday 13 February 2009</u>.
- Principals are urged to meet due dates. The Assessment and Examinations Directorate is not unreasonable when setting due dates.
- The lack of reliable statistics impacts on service delivery to schools.

GRADE 1 (ANNEXURE 1)

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

GRADE 9 (ANNEXURE 2)

- The yellow summary form is to be completed indicating all the names of learners, their birth certificate/ID numbers and the languages that they offer.
- The summary form is to be completed with all Grade 9 learners listed A to Z and not per class.

GRADE 9 (ANNEXURE 3)

- The yellow summary form is to be completed indicating the statistics per language version and per Learning Area. This may be done on computer, but kindly print out on yellow A4 paper as per the set out in the original.
- Note that the Afrikaans names of Learning Areas are provided and statistics must be indicated next to the Afrikaans name of the Learning area if required.
- If the school does not have a change in these statistics of more than 5 learners it will be unnecessary to update the statistics during the year as 5 extra copies of all examination material are packed per school.
- If the statistics change by more than 5 during the year, a new summary form must be submitted.

GRADE 10 REGISTRATION FORMS (ANNEXURE 4A)

- Pink Grade 10 registration forms are to be completed for each Grade 10 learner in the school. These are available from the District Office Examinations Unit.
- This process must be controlled by a member of the school's SMT in the interests of accuracy.

GRADE 10 (ANNEXURE 4B)

• The pink summary form is to be completed with the statistics required. This may be done on computer, but kindly print out on pink A4 paper and set out as the original.

GRADE 11 (ANNEXURE 5)

- The green summary form is to be completed indicating the statistics per language and per subject. This may be done on computer, but kindly use green A4 paper and set out as the original.
- Note that Afrikaans subject names are provided and statistics must be indicated next to the Afrikaans name of the subject if required.
- If the school does not have a change in these statistics of more than 5 it will be unnecessary to update the statistics during the year as 5 extra copies of examination material is packed per school.
- If the statistics change by more than 5 during the year, a new summary form must be submitted.

GRADE 12 (ANNEXURE 6)

- The blue summary form is to be completed indicating the statistics per language and per subject. This may be done on computer, but kindly print out on blue A4 paper and set out as the original.
- Note that Afrikaans subject names are provided and statistics must be indicated next to the Afrikaans name of the subject if required.
- If the school does not have a change in these statistics of more than 5 it will be unnecessary to update the statistics during the year as 5 extra copies of examination material is packed per school.
- If the statistics change by more than 5 during the year, a new summary form must be submitted.

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

S.P. GOVENDER

CHIEF DIRECTOR: CURRICULUM MANAGEMENT



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

ANNEXURE 1

2009 GRADE 1 LEARNER REGISTRATION SUMMARY FORM

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	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 1ST 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	
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DATE:	
SUBMISSION TO PROVINCIAL OFFICE	
NAME OF EXAMINATIONS OFFICIAL:	SIGNATURE
DATE:	
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DATE:	

ANNEXURE 2



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

2009 GRADE 9 LEARNER REGISTRATION SUMMARY FORM

USE THIS PAGE AS PAGE 1

SCHOOL / CENTRE NAME:	DISTRICT	*

TELEPHONE NO: **CONTACT PERSON:** LANGUAGE OFFERED BY LEARNER INDICATE WITH X **BIRTH CERTIFICATE** KEY AFRIKAAN/ENGLISH/SESOTHO/ISIXHOSA HOME AFRIKAANS ENGLISH SESOTHO ISIXHOSA 157 ADD OR IDENTITY DOCUMENT NO **SURNAME & NAME OF LEARNER** X S Х E E 1 н $H \mid H \mid B$ 4 1 1 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

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	TOTALS	NUMBER
	TOTAL NO OF LEARNERS IN GRADE 9	
	NO OF GRADE 9 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 3RD YEAR	
	NO OF LEARNERS IN GRADE WITH SPECIAL NEEDS	
	NO OF IMMIGRANT LEARNERS IN GRADE	
	NAMES OF GRADE 9 EDUCATORS (USE ADDITIONAL SHEET IF NECE	ESSARY)
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	NAME OF PRINCIPAL;	
	SIGNATURE OF PRINCIPAL:	· · · · · · · · · · · · · · · · · · ·
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ANNEXURE 3



Province of the Eastern Cape Department of Education Assessment and Examinations Directorate 2009 GRADE 9 LEARNING PROGRAMMES REGISTRATION

STATISTICS FORM

SCHOOL / CENTRE NAME:	DISTRICT:	
CONTACT PERSON:	TELEPHONE NO:	<u> </u>
LANGUAGE OF TEACHING AND LEARNING		
LEARNING AREA		NO OF LEARNERS
LANGUAGES		
AFRIKAANS HOME I ANGUAGE		
AFRIKAANS 1 ST ADDITIONAL LANGUAGE AFRIKAANS 2 ND ADDITIONAL LANGUAGE		
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ISIXHOSA 2ND ADDITIONAL LANGUAGE		
SESOTHO HOME LANGUAGE		
MATHEMATICS WISKUNDE		
SOCIAL SCIENCES SOSIALE WETENSKAPPE		
ECONOMIC AND MANAGEMENT SCIENCES EKONOMIESE BESTUURSWETENSKAPPE		
NATURAL SCIENCES		
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LIFE ORIENTATION LEWENSORIENTERING		
TECHNOLOGY TEGNOLOGIE		
ARTS AND CULTURE		
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ANNEXURE 4A



Province of the EASTERN CAPE
Department of Education

ECDE/NSC/LR01

DIRECTORATE: ASSESSMENT AND EXAMINATIONS

NATIONAL SENIOR CERTIFICATE GRADE 10

Learner Registration Form

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D. Subjects and Codes

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Afrikaans Home Language	AFRFA		
Afrikaans First Additional Language	ENGHL	The second secon	
English Home Language	ENGFA		
English First Additional Language			
IsiXhosa Home Language	XHOHL		
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IsiZulu Home Language	ZULHL	A CONTRACTOR OF THE CONTRACTOR	
Sesotho Home Language	SESHL		
Mathematical Literacy	MLIT		
Mathematics	MATH		
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Life Orientation	LIFE		
Agricultural Management Practices	AGRM		
Agricultural Management Practices	AGRS		
Agricultural Science	AGRT		
Agricultural Technology	AGRI		
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Dance Studies	DNCE		
Design	DSGN		
Dramatic Arts	DRMA		
Music	MUSC		
Visual Arts	VSLA		
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Accounting	ACCN		
Business Studies	BSTD		
Economics	ECON		
Afrikaans Second Additional Language	AFRSA		
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Civil Technology	CVLT		
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Computer Applications Technology	CATN		
Information Technology	INFT		
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Consumer Studies	CNST		
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Province of the Eastern Cape Department of Education Assessment and Examinations Directorate

ANNEXURE 4B

2009 GRADE 10 SUBJECT REGISTRATION

SCHOOL / CENTRE NAME:	DISTRICT:
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CONTACT PERSON:	TELEPHONE NO:

ONTACT PERSON:	<u>.,</u>	TELEPHONE NO:	· · · · · · · · · · · · · · · · · · ·
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		AGRICULTURAL MANAGEMENT PRACTICES	
LANDBOU BESTUURSPRAKTYKE			
LANDBOUWETENSKAPPE		AGRICULTURAL SCIENCE	-
LANDBOUTEGNOLOGIE		AGRICULTURAL TECHNOLOGY	
		DANCE OTHERS	_
DANSSTUDIES		DANCE STUDIES	_
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DRAMATIËSE KUNSTE		DRAMATIC ARTS	
MUSIEK		MUSIC	
VISUELEKUNS		VISUAL ARTS	_
		ACCOUNTING	
REKENINGKUNDE		BUSINESS STUDIES	
BESIGHEIDSTUDIES		ECONOMICS	
EKONOMIE		ECONOMICS	<u> </u>
ORACI E TECNOLOGIE		CIVIL TECHNOLOGY	
SIVIELE TEGNOLOGIE ELEKTRIESE TEGNOLOGIE		ELECTRICAL TECHNOLOGY	
		MECHANICAL TECHNOLOGY	
MEGANIESE TEGNÖLÖGIE INGENIEURSGRAFIKA		ENGINEERING GRAPHICS AND DESIGN	
INGENIEUROGRAFIKA		LITOINELITATION	
GEOGRAFIE		GEOGRAPHY	
GESKIEDENIS		HISTORY	
RELIGIESTUDIES		RELIGION STUDIES	
RELIGIESTOBIES			
REKENAARTOEPASSINGSTEGNOLOGIE		COMPUTER APPLICATIONS TECHNOLOGY	
INLIGTINGSTEGNOLOGIE		INFORMATION TECHNOLOGY	
LEWENSWETENSKAPPE		LIFE SCIENCES	
FISIESE WETENSKAPPE		PHYSICAL SCIENCES	
VERBRUIKERSTUDIES		CONSUMER STUDIES	
GASVRYHEIDSTUDIES		HOSPITALITY STUDIES	
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LANGUAGES		LANGUAGES	
HOME LANGUAGES		SECOND ADDITIONALE LANGUAGES	
AFRIKAANS		AFRIKAANS SECOND ADDITIONAL LANGUAGE	
ENGLISH		ISIXHOSA SECOND ADDITIONAL LANGUAGE	
ISIXHOSA			
SESOTHO		NON-OFFICIAL LANGUAGES	
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	TOTALS					
	TOTAL NO OF LEARNERS IN GRADE 10					
	NO OF GRADE 10 CLASSES					
	AVERAGE NO OF LEARNERS PER CLASS					
	NO OF LEARNERS IN GRADE FOR 1ST YEAR					
	NO OF LEARNERS IN GRADE FOR 2 ND YEAR					
	NO OF LEARNERS IN GRADE FOR 3RD YEAR					
	NO OF LEARNERS IN GRADE WITH SPECIAL NEEDS					
	NO OF IMMIGRANT LEARNERS IN GRADE					
	NAMES OF GRADE 10 EDUCATORS (USE ADDITIONAL SHEET IF NEC	CESSARY)				
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NAME OF PRINCIPAL;						
NAME OF FRINCIPAL,						
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AFRIKAANS SECOND ADDITIONAL LANGUAGE

ISIXHOSA SECOND ADDITIONAL LANGUAGE

NON-OFFICIAL LANGUAGES

ARABIC

OTHER:



HOME LANGUAGES

FIRST ADDITIONAL

AFRIKAANS

ENGLISH ISIXHOSA

\$ESOTHO

AFRIKAANS ENGLISH ISIXHOSA

ANNEXURE 5 Province of the Eastern Cape **Department of Education Assessment and Examinations Directorate** 2009 GRADE 11 SUBJECT REGISTRATION

ONTACT PERSON:		TELEPHONE NO:		
LANCHAGE OF TEACHING AND I FARNING				
VAK	ANTAL	SUBJECT	NO	
WISKUNDE		MATHEMATICS		
WISKUNDE GELETERDHEID		MATHEMATICAL LITERACY		
		AGRICULTURAL MANAGEMENT PRACTICES		
LANDBOU BESTUURSPRAKTYKE		AGRICULTURAL SCIENCE		
LANDBOUWETENSKAPPE		AGRICULTURAL SCIENCE AGRICULTURAL TECHNOLOGY		
LANDBOUTEGNOLOGIE		AGRICULTURAL TECHNOLOGY		
DANSSTUDIES		DANCE STUDIES		
ONTWERP	· · · · · · · · · · · · · · · · · · ·	DESIGN		
DRAMATIESE KUNSTE		DRAMATIC ARTS		
MUSIEK		MUSIC		
VISUELEKUNS		VISUAL ARTS	_	
		ACCOUNTING		
REKENINGKUNDE		BUSINESS STUDIES		
BESIGHEIDSTUDIES		ECONOMICS		
EKONOMIE		ECONOMICS		
SIVIELE TEGNOLOGIE		CIVIL TECHNOLOGY		
ELEKTRIESE TEGNOLOGIE		ELECTRICAL TECHNOLOGY		
MEGANIESE TEGNOLOGIE		MECHANICAL TECHNOLOGY		
INGENIEURSGRAFIKA		ENGINEERING GRAPHICS AND DESIGN		
		GEOGRAPHY		
GEOGRAFIE		HISTORY		
GESKIEDENIS		RELIGION STUDIES		
RELIGIESTUDIES		1,000,000		
REKENAARTOEPASSINGSTEGNOLOGIE		COMPUTER APPLICATIONS TECHNOLOGY		
INLIGTINGSTEGNOLOGIE		INFORMATION TECHNOLOGY		
		LIFE SCIENCES		
LEWENSWETENSKAPPE		PHYSICAL SCIENCES		
FISIESE WETENSKAPPE		FITTOIONE GOIERGEG		
VERBRUIKERSTUDIES		CONSUMER STUDIES		
GASVRYHEIDSTUDIES		HOSPITALITY STUDIES		
TOERISME		TOURISM		
LANGUAGES		LANGUAGES		
LANGUAGES		SECOND ADDITIONALE LANGUAGES		