



ASSESSMENT INSTRUCTION 39 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 ALL PUBLIC AND INDEPENDENT SCHOOLS:
GRADES 9 - 12
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 13 AUGUST 2009

CONDUCT AND ADMINISTRATION OF 2009 EXAMINATIONS:

- GRADE 12 TRIALS
- GRADE 11 FINAL
- GRADE 9 EXTERNAL ASSESSMENT TASKS (EAT)

1. The purpose of this Assessment Instruction is to highlight matters relevant to the conduct and administration of the Grade 12 Trial and Grade 11 final examinations as well as the Grade 9 External Assessment Tasks (EAT).
2. **These examinations are compulsory for all schools with learners in Grades 12, 11 and 9.**
3. In Grade 12 it forms an important part of school-based assessment (SBA) while in Grades 11 and 9 it is part of the promotion mark.
4. All examinations are to be conducted in accordance with the rules and regulations governing public examinations.
5. Any irregularities must be reported to the District Office immediately and followed up with a written report.

A. GRADE 12 TRIALS EXAMINATION

6. The Grade 12 Trial examination will be held from 28 August 2009 to 23 September 2009.
7. If there are subject clashes on the time table, the isolation policy must be followed and the District Office must be informed in writing.
8. All examinations are to be marked internally by subject teachers.
9. It is expected that the month of October 2009 will be used for revision and remediation.

QUESTION PAPERS NOT SUPPLIED BY PROVINCE FOR THE GRADE 12 TRIAL EXAMINATION

10. Assessment Instruction 02 of 2009 has reference.
11. Schools are reminded that no question papers will be supplied for:
 - Non-official languages
 - Agricultural Management Practices
 - Agricultural Technology

COMPUTER APPLICATIONS TECHNOLOGY (CAT) AND INFORMATION TECHNOLOGY (IT)

12. The practical examinations for Computer Applications Technology (CAT) and Information Technology (IT) were done on 6 and 7 August 2009.
13. All schools that have learners offering CAT are to submit the CD, on which the Grade 12 learners' practical examination was written to the District Office by **Friday 28 August 2009**.
14. The CD is to be clearly marked with the name and examination centre number of the school. This work must have been marked internally before being submitted to the District Office.
15. The attached ANNEXURE is to be completed and submitted with the CD.

DESIGN AND VISUAL ARTS

16. The Province prepared practical examinations for Design and Visual Arts.
17. As learners offering these two subjects have to complete Section A of the final practical examination between 17 August 2009 and 30 September 2009, it has been decided not to distribute these Trial question papers for the practical examination.
18. Copies of these papers will be issued in the first term of 2010 for use as an exemplar.
19. The theory papers for the Trial examination for Visual Art and Design will be supplied by the Province.

GEOGRAPHY MAP WORK (PAPER 2)

20. After much deliberation it has been decided that schools will receive the map relevant to the Trial question paper.
21. It must be noted however that schools are provided with maps with the final Grade 12 examination and with the Grade 9 SAT. It is expected that these maps be carefully stored for future use in teaching, learning and assessment.
22. These maps and topographical photographs are expensive to print and your co-operation in storing these resources for future Grade 12 Trial and Grade 11 final examinations is expected.

MUSIC

23. Each school offering NCS Music will receive a CD.
24. This CD will be packed separately from the question paper for Paper 2.
25. Schools are to collect this CD from the District Office one week before this examination.
26. The CD is to be tested using the equipment to be used in the Trial examination. Kindly test all of the sound tracks. If the CD is faulty, please inform the District Office immediately. The CD will be replaced.
27. It is recommended that the Music teacher operates the sound equipment as specific tracks may have to be repeated during the examination.

B. GRADE 11 FINAL EXAMINATION

28. The Grade 11 final examination will be held from Monday 2 November 2009 to Monday 30 November 2009.
29. All examinations are to be marked internally by subject teachers.
30. The practical examinations for Computer Applications Technology (CAT) and Information Technology (IT) are to be done on Thursday 22 October 2009 and Friday 23 October 2009 respectively.
31. If there are subject clashes on the time table, the isolation policy must be followed and the District Office must be informed in writing.
32. It is expected that the month of October 2009 will be used for revision and remediation and that no study leave will be permitted for Grade 11 learners.

QUESTION PAPERS NOT SUPPLIED BY PROVINCE FOR THE GRADE 11 FINAL EXAMINATION

33. Assessment Instruction 02 of 2009 has reference.
34. Schools are reminded that no question papers will be supplied for:
 - Non-official languages
 - Agricultural Management Practices
 - Agricultural Technology
 - Language Paper 2 – Literature
 - Visual Arts and Design Practical Examinations

C. GRADE 9 EXTERNAL ASSESSMENT TASKS (EAT)

35. The Grade 9 EAT will be held from Monday 16 November 2009 to Monday 30 November 2009.
36. All EATs are to be marked internally by subject teachers.
37. If there are subject clashes on the time table, the isolation policy must be followed and the District Office must be informed in writing.
38. It is expected that the month of October 2009 will be used for teaching, learning and assessment and that no study leave will be permitted for Grade 9 learners.
39. No map will be supplied for the Social Sciences EAT as this map was distributed with the SAT. ONLY Schools that did not register with the Provincial Examinations Directorate for SATS must report any non-supply of maps to the District Office.

Principals, as Chief Invigilators, are expected to oversee these public examinations in the school and to follow all rules and regulations governing public examinations. All invigilators are to be trained and no examination papers may be marked while invigilating an examination session. Parents are to be informed that it is the policy of the Department not to permit study leave or accept the unexplained absenteeism of learners during the examination period. The co-operation of Principals, teachers, learners, School Governing Bodies (SGB) and parents/guardians is expected and appreciated.



S. P. GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT