

Assessment and Examinations Directorate \* P. O Box 4571 King William's Town \* 5600 \* REPUBLIC OF SOUTH AFRICA \* REFERENCE: 13/P Enquiries: Mrs. P. M. Edley Tel: +27 (0)43 604 7708 \* Fax 0866330345 Website: ecprov.gov.za \* Email: <u>pat.meyer@</u>edu.ecprov.gov.za

## ASSESSMENT INSTRUCTION 46 of 2009

TO: DEPUTY DIRECTORS-GENERAL CHIEF DIRECTORS DIRECTORS AND DISTRICT DIRECTORS CHIEF EDUCATION SPECIALISTS DEPUTY CHIEF EDUCATION SPECIALISTS AND SENIOR EDUCATION SPECIALISTS PRINCIPALS OF SCHOOLS WITH GRADE 9TO 12 TEACHER ORGANISATIONS SCHOOL GOVERNING BODIES

DATE: 05 OCTOBER 2009

## **REGISTRATION OF NEW EXAMINATION CENTRES FOR GRADES 9 TO 12 IN 2010**

- In accordance with the regulations pertaining to the Conduct, Administration and Management of Assessment for the National Senior Certificate (NSC), Government Gazette, Number 31337 dated 29 August 2008, all schools intending to offer examinations in Grades 10, 11 and 12 must register in the year preceding these examinations.
- The Eastern Cape Department of Education requires all schools that have registered learners in Grade 9 to obtain an examination centre registration number. This facilitates the supply of Standardised Assessment Tasks (SAT) and External Assessment Tasks (EAT).
- The required centre registration forms are attached. The relevant form should be completed by any school with learners in Grade 9, 10, 11 and 12 <u>that are not currently registered as examination centres.</u>
- The National Senior Certificate is a three year qualification and therefore a school cannot register Grades 10, 11 and 12 as new grades in one year.

- This form is to be returned to the District Office by 30 October 2009. The District will complete the relevant parts in the form as required and return to Head Office by 04 November 2009.
- 6. Schools that are not registered as examination centres will not be supplied with examination material. Kindly give this matter your urgent attention.
- 7. <u>Kindly note: This registration process applies to new schools only</u> <u>and not schools that registered in 2008/2009</u>

The co-operation of Principals is both expected and appreciated in the interests of administering an efficient Examination system in 2010.

CHIEF DIRECTOR CURRICULUM MANAGEMENT S. P. GOVENDER

	NEXURE ASSESSMENT INSTRUCTION 46 OF 2009 ECED/EXAMS/GRD12(
:	Province of the EASTERN CAPE EDUCATION
	Grade 12 Examination Centre Registration October/November 2010 Examination
	Closing Date: 04 November 2009
	ere applicable, use an "X", otherwise use BLOCK LETTERS
	Was the Examination Centre used during the November 2009 Grade 12 Examinations Yes No I fyes complete paragraphs (a) and (b) below
a)	Grade 12 Examination Centre Number used in 2009
c)	EMIS Number used in 2009 (Call 043-735 1820 to obtain EMIS No.
	Type of Centre 🗌 Public 🛄 Private 🔲 Special School 🗍 Independent School
	Official Name of Examination Centre
	Physical Address of Examination Centre 5. Postal Address of Examination Centre
	Area Code Postal Code
ı	Tele. No. of Examination Centre
	Fax. No. of Examination Centre
	E-mail Address of Principal
	Surname of Principal
).	Home Tele. No. of Principal
	Cell. No. of Principal
	Cell. No. Alternate Contact
	Magisterial District where Examination Centre is situated District Office Administration Centre
	No. of Grade 11 Learners at the Examination Centre this Year
	No. of Grade 10 Learners at the Examination Centre this Year
	Language of Learning and Teaching at Centre (A=Afrikaans / E=English / D=Afrikaans and English
	Previously Disadvantaged Centre Yes No
	Signature of Principal/Official in Charge
Su	urname and Initials of above (Block Letters) Official Stamp
	Date

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National Guidelines for the Registration of an Examination Centre:						
Every Examination Centre must <b>first</b> be registered as an Educational Institution with the Department of Education. Is the proposed venue conducive to the writing of examinations? Is the proposed venue situated in an area where the candidates will not be distracted by external factors, e.g. Railwa Station, busy roads, factories, heavy industries, etc.?						
					Has the proposed venue: a) sufficient space and appropriate furniture t b) proper lighting & ventilation? c) adequate drinking water facilities? d) adequate toilet facilities? e) clearance in terms of local health and fire s f) a secure room for safe-keeping of examinar	services by-laws?
					Are there suitably qualified teaching staff and are there members of the o	community who can be trained as invigilators
In case of private centres, are there guarantees to cover charges relating	g to electricity, water, rates, taxes, rental, etc.					
Proposed Venue visited by an Official frame District Office Car	0//					
Proposed Venue visited by an Official from: District Office Provincial						
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(b) The Proposed Examination Centre, detailed overleaf, meets the criteria	as outlined above.					
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Signature: Head of Office  Surname & Initials (Block Letters)  Date  Provincial Office (Directorate: Learner Assessment)  Approved  Not Approved  f Approved, Examination Centre No. Issued:  Signature of Director: Assessment and Examinations	Official Stamp					

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ECED/EXAMS/GRD11(1)	

	Grade 11 Examination Centre Registration October/November 2010 Examination
>>>	>>>>> Closing Date: 04 November 2009
Whe	e applicable, use an "X", otherwise use BLOCK LETTERS
1.	Was the Examination Centre used during the November 2009 Grade 12 Examinations       Yes       No         If Yes complete paragraphs (a) and (b) below
a)	Grade 12 Examination Centre Number used in 2009
b)	EMIS Number used in 2009 (Call 043-735 1820 to obtain EMIS
2.	Type of Centre 🗌 Public 🗋 Private 🔲 Special School 🗌 Independent School
3.	Official Name of Examination Centre
4.	Physical Address of Examination Centre 5. Postal Address of Examination Centre
	Area Code Postal Code
	Tele. No. of Examination Centre
	Fax. No. of Examination Centre
	E-mail Address of Principal
	Surname of Principal Initials of Principal
0.	Home Tele. No. of Principal
1.	Cell. No. of Principal
2.	Alternate Contact Surname
3.	
4.	Magisterial District where Examination Centre is situated
5.	District Office Administration Centre
6.	Surname of Education Development Officer
o. 7.	No. of Grade 11 Learners at the Examination Centre this Year
8.	No. of Grade 10 Learners at the Examination Centre this Year
9.	Language of Learning and Teaching at Centre (A=Afrikaans / E=English / D=Afrikaans and English
0.	Previously Disadvantaged Centre Yes No
	Signature of Principal/Official in Charge
	urname and Initials of above (Block Letters) Official Stamp

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1.	Was the Examination Centre used dur		Grade 09 Examinations Yes 🗌 No 🗌
(2)	If Yes complete paragraphs (a) and (b) belo Grade 09 Examination Centre Number	,	
(a) (b)	EMIS Number used in 2009		
(D) 2.			(Call 043-735 1820 to obtain EMIS No.
2. 3.	Type of Centre Dublic Private		
3. 4.	Physical Address of Examination	on Contro	
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Į	Area Code		Postal Code
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).	Surname of Principal		Initials of Principal
0.	Home Tele. No. of Principal		
1.	Cell. No. of Principal		
2.	Alternate Contact Surname		Initials of Alternate Contact
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	Magisterial District where Examination (	Centre is situated	
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(Block Letters)		
Provincial Office (Directorate: Learner Assessment)         Approved       Not Approved         If Approved, Examination Centre No. Issued:       Image: Control of		
Provincial Office (Directorate: Learner Assessment)         Approved       Not Approved         If Approved, Examination Centre No. Issued:       Image: Control of		
Approved Not Approved I If Approved, Examination Centre No. Issued: Official Stamp Signature of Director: Assessment and Examinations Surname & Initials of Director (Block Letters)	Date	
If Approved, Examination Centre No. Issued:          Signature of Director: Assessment and Examinations         Official Stamp         Surname & Initials of Director         (Block Letters)	Provincial Office (Directorate: Learner Assessment)	
Signature of Director: Assessment and Examinations Official Stamp Surname & Initials of Director (Block Letters)	Approved 🗌 Not Approved 🗌	
Official Stamp Surname & Initials of Director (Block Letters)	If Approved, Examination Centre No. Issued:	
Official Stamp Surname & Initials of Director (Block Letters)		
(Block Letters)	Signature of Director: Assessment and Examinations	Official Stamp
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