



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 9 TO 12
TEACHER ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 05 OCTOBER 2009

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

1. 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.
2. 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).
3. 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 **that are not currently registered as examination centres.**
4. 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.**

5. 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. **Kindly note: This registration process applies to new schools only and not schools that registered in 2008/2009**

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



Province of the **EASTERN CAPE** EDUCATION

Grade 12 Examination Centre Registration
October/November 2010 Examination

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Closing Date: 04 November 2009

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Where 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 No.)
2. Type of Centre Public Private Special School Independent School
3. Official Name of Examination Centre
4. Physical Address of Examination Centre

 Area Code
5. Postal Address of Examination Centre

 Postal Code
6. Tele. No. of Examination Centre
7. Fax. No. of Examination Centre
8. E-mail Address of Principal
9. Surname of Principal Initials of Principal
10. Home Tele. No. of Principal
11. Cell. No. of Principal
12. Alternate Contact Surname Initials of Alternate Contact
13. Cell. No. Alternate Contact
14. Magisterial District where Examination Centre is situated
15. District Office Administration Centre
16. Surname of Education Development Officer Initials Development Officer
17. No. of Grade 11 Learners at the Examination Centre this Year
18. No. of Grade 10 Learners at the Examination Centre this Year
19. Language of Learning and Teaching at Centre (A=Afrikaans / E=English / D=Afrikaans and English)
20. Previously Disadvantaged Centre Yes No

.....
Signature of Principal/Official in Charge

.....
Surname and Initials of above (Block Letters)

.....
Date

Official Stamp

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National Guidelines for the Registration of an Examination Centre:

Every Examination Centre must **first** 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. Railway Station, busy roads, factories, heavy industries, etc.?

Has the proposed venue:

- a) sufficient space and appropriate furniture to seat all the candidates?
- b) proper lighting & ventilation?
- c) adequate drinking water facilities?
- d) adequate toilet facilities?
- e) clearance in terms of local health and fire services by-laws?
- f) a secure room for safe-keeping of examination material?

Are there suitably qualified teaching staff and are there members of the community who can be trained as invigilators?

In case of private centres, are there guarantees to cover charges relating to electricity, water, rates, taxes, rental, etc.?

Proposed Venue visited by an Official from: District Office Provincial Office

District Office

(a)

Recommendation: _____

(b) The Proposed Examination Centre, detailed overleaf, meets the criteria as outlined above.

Signature: Head of Office

Surname & Initials
(Block Letters)

Date

Official Stamp

Provincial Office (Directorate: Learner Assessment)

Approved

Not Approved

If Approved, Examination Centre No. Issued:

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Signature of Director: Assessment and Examinations

Surname & Initials of Director
(Block Letters)

Date

Official Stamp

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Province of the **EASTERN CAPE** EDUCATION

**Grade 11 Examination Centre Registration
October/November 2010 Examination**

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Closing Date: 04 November 2009

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Where 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 No.)
2. Type of Centre Public Private Special School Independent School
3. Official Name of Examination Centre
4. Physical Address of Examination Centre

Area Code
5. Postal Address of Examination Centre

Postal Code
6. Tele. No. of Examination Centre
7. Fax No. of Examination Centre
8. E-mail Address of Principal
9. Surname of Principal Initials of Principal
10. Home Tele. No. of Principal
11. Cell. No. of Principal
12. Alternate Contact Surname Initials of Alternate Contact
13. Cell. No. Alternate Contact
14. Magisterial District where Examination Centre is situated
15. District Office Administration Centre
16. Surname of Education Development Officer Initials Development Officer
17. No. of Grade 11 Learners at the Examination Centre this Year
18. No. of Grade 10 Learners at the Examination Centre this Year
19. Language of Learning and Teaching at Centre (A=Afrikaans / E=English / D=Afrikaans and English)
20. Previously Disadvantaged Centre Yes No

.....
Signature of Principal/Official in Charge

.....
Surname and Initials of above (Block Letters)

.....
Date

Official Stamp

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National Guidelines for the Registration of an Examination Centre:

Every Examination Centre must **first** 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. Railway Station, busy roads, factories, heavy industries, etc.?

- Has the proposed venue:
- a) sufficient space and appropriate furniture to seat all the candidates?
 - b) proper lighting & ventilation?
 - c) adequate drinking water facilities?
 - d) adequate toilet facilities?
 - e) clearance in terms of local health and fire services by-laws?
 - f) a secure room for safe-keeping of examination material?

Are there suitably qualified teaching staff and are there members of the community who can be trained as invigilators?

In case of private centres, are there guarantees to cover charges relating to electricity, water, rates, taxes, rental, etc.?

Proposed Venue visited by an Official from: District Office Provincial Office

District Office

(a)

Recommendation: _____

(b) The Proposed Examination Centre, detailed overleaf, meets the criteria as outlined above.

Signature: Head of Office

Surname & Initials
(Block Letters)

Date

Official Stamp

Provincial Office (Directorate: Learner Assessment)

Approved Not Approved

If Approved, Examination Centre No. Issued:

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Signature of Director: Assessment and Examinations

Surname & Initials of Director
(Block Letters)

Date

Official Stamp

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Province of the **EASTERN CAPE** EDUCATION

**Grade 09 Examination Centre Registration
October/November 2010 Examination**

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Closing Date: 04 November 2009

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Where applicable, use an "X", otherwise use BLOCK LETTERS

1. Was the Examination Centre used during the November 2009 Grade 09 Examinations Yes No
If Yes complete paragraphs (a) and (b) below
- (a) Grade 09 Examination Centre Number used in 2009
- (b) EMIS Number used in 2009 (Call 043-735 1820 to obtain EMIS No.)
2. Type of Centre Public Private Special School Independent School
3. Official Name of Examination Centre
4. Physical Address of Examination Centre

Area Code
5. Postal Address of Examination Centre

Postal Code
6. Tele. No. of Examination Centre
7. Fax. No. of Examination Centre
8. E-mail Address of Principal
9. Surname of Principal Initials of Principal
10. Home Tele. No. of Principal
11. Cell. No. of Principal
12. Alternate Contact Surname Initials of Alternate Contact
13. Cell. No. Alternate Contact
14. Magisterial District where Examination Centre is situated
15. District Office Administration Centre
16. Surname of Education Development Officer Initials Development Officer
17. No. of Grade 11 Learners at the Examination Centre this Year
18. No. of Grade 10 Learners at the Examination Centre this Year
19. Language of Learning and Teaching at Centre (A=Afrikaans / E=English / D=Afrikaans and English)
20. Previously Disadvantaged Centre Yes No

.....
Signature of Principal/Official in Charge

.....
Surname and Initials of above (Block Letters)

.....
Date

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National Guidelines for the Registration of an Examination Centre:

Every Examination Centre must **first** 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. Railway Station, busy roads, factories, heavy industries, etc.?

- Has the proposed venue:
- a) sufficient space and appropriate furniture to seat all the candidates?
 - b) proper lighting & ventilation?
 - c) adequate drinking water facilities?
 - d) adequate toilet facilities?
 - e) clearance in terms of local health and fire services by-laws?
 - f) a secure room for safe-keeping of examination material?

Are there suitably qualified teaching staff and are there members of the community who can be trained as invigilators?

In case of private centres, are there guarantees to cover charges relating to electricity, water, rates, taxes, rental, etc.?

Proposed Venue visited by an Official from: District Office Provincial Office

District Office

(a)

Recommendation: _____

(b) The Proposed Examination Centre, detailed overleaf, meets the criteria as outlined above.

Signature: Head of Office

Surname & Initials
(Block Letters)

Date

Official Stamp

Provincial Office (Directorate: Learner Assessment)

Approved Not Approved

If Approved, Examination Centre No. Issued:

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Signature of Director: Assessment and Examinations

Surname & Initials of Director
(Block Letters)

Date

Official Stamp

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