



## education

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# OFFICE OF THE SUPERINTENDENT-GENERAL

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To: Deputy Directors-General  
Chief Directors: District Coordination and Management  
Chief Director: Examinations and Assessment  
District Directors  
District CES: Professional Support  
Sub-District Managers  
Circuit Managers  
Sub-District FET Curriculum Coordinators  
Secondary School Principals  
School SA-SAMS Administrators  
Teacher Unions

## ASSESSMENT INSTRUCTION NO. 18 OF 2021

### SUBJECT: AMENDMENT - REPORTING ON LEARNER PERFORMANCE FOR 2021

Reference is hereby made with regard to Assessment Instruction No. 10 of 2021, on reporting learner performance.

Circumstances dictate that plans that were in place be altered a bit to accommodate some processes also critical in the system.

### TO BE NOTED

#### Before Test Administration

- All tests to be administered should have been pre-moderated at school level, some at sub-district or provincial level.
- Marking guidelines should be moderated with the tests.
- All tests should be aligned to the recommendations stemming from pre-moderation.
- Pre-moderation instruments must be kept safely as they are to be submitted with the final test for post moderation.
- The final tests should be neatly typed and kept safely until the administration date.

#### During Test Administration

- There must be a formal timetable for all the grades, except for the Foundation Phase grades.
- All classes of the same grade must write at the same time.



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- Where rotational attendance is practised, it is advisable that learners of the same grade attend on the same day and spread across classrooms to allow same time administration of tests.
- Invigilation must be done formally, by teachers who do not teach the subject written on the day of administration.

#### **After Administration of the test.**

- ✓ The invigilator must collect papers and submit them to the office of the principal.
- ✓ The subject teacher sign for receipt of the scripts from the principal.
- ✓ He/she must mark the scripts, enter the marks and submit to the HOD for post moderation.
- ✓ After moderation the teacher must implement the recommendations and finalise for

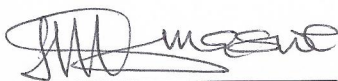
Post moderation of the tests will be done at provincial level.

A sample will be taken from the schools that were sampled for Pre-moderation and those that were not sampled.

#### **NOTE:**

The alteration is as follows:

- ✓ Gr 4 to 7 learners to write tests from **19/11 to 03/12/2021**.
- ✓ Gr 8 and 9 learners to write tests from **12/11 to 29/11/2021**.
- ✓ Gr 10 and 11 to write tests from **01/11 to 29/11/2021**.
- ✓ Schools to send data to the District **by 15 December 2021**.



Ms SM Semaswe  
Superintendent General



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