



OFFICE OF THE SUPERINTENDENT-GENERAL

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

ASSESSMENT INSTRUCTION NO. 02 OF 2023

SUBJECT: REPORTING ON LEARNER PERFORMANCE FOR 2023

1. INTRODUCTION

National Protocol on Assessment (NPA) requires that reporting of learner performance be done four times a year for all the grades, to allow learners, parents and other stakeholders to know how they have fared.

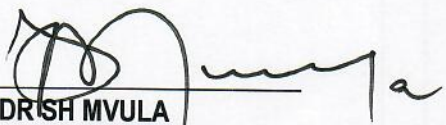
The results also provide the necessary data to be used for intervention activities that enhance preparations for end of the year assessment and to have credible results for all learners across the system.

Kindly find attached (TIME FRAMES FOR RECORDING AND REPORTING) and take note of all the submission dates and the dates for issuing of report cards to the learners and parents. It is critical that everyone observes and adheres to the dates, so that all processes post resulting run smoothly to enable proper planning.

TO BE NOTED:

- ✓ The dates below apply to the Term 1 processes only.
- ✓ It is important to stick to the specified dates.
- ✓ All officials at all levels, are to submit accordingly, the Teachers to the AAs, the Principal and AAs to the Local Municipality, the SA-SAMS officials to the District and finally the SA-SAMS officials at District level to the Provincial SA-SAMS Office.
- ✓ Teachers are encouraged to submit marks to the AAs immediately after marking, to avoid same time submission by all or most of them, leaving the AA with a lot of marks to capture in the system.

Kind regards.


DRISH MVULA
ACTING SUPERINTENDENT GENERAL

20/3/23.
DATE





education

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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

TIME FRAMES FOR RECORDING AND REPORTING

Phase	Beginning of Exam/Tests/School-Based Assessment	End of Exam/School-Based Assessment	Issue Report Cards	Submission of Data to Districts	Submission of Data to Province	Data available for Analysis
TERM 1	Foundation Phase	As determined by the ATP & PoA	18 April 2023	20 April 2023	26 April 2023	05 May 2023
	Intermediate Phase	As determined by the ATP & PoA				
	Senior Phase	As determined by the ATP & PoA				
	FET	As determined by the ATP & PoA				
TERM 2	Foundation Phase	As determined by the ATP & PoA	21 July 2023	24 July 2023	31 July 2023	07 August 2023
	Intermediate Phase	08 June 2023				
	Senior Phase	06 June 2023				
	FET	01 June 2023				
TERM 3	Foundation Phase	As determined by the ATP & PoA	29 Sept. 2023	03 October 2023	09 October 2023	13 October 2023
	Intermediate Phase	As determined by the ATP & PoA				
	Senior Phase	As determined by the ATP & PoA				
	FET (Gr 10 – 11)	As determined by the ATP & PoA				
	Gr 12 Prep Exam	28 August 2023				
	Foundation Phase	As determined by the ATP & PoA				
TERM 4	Intermediate Phase	22 November 2023	13 December 2023	13 December 2023	08 January 2024	15 January 2024
	Senior Phase	20 November 2023				
	FET(Gr 10 – 11)	06 November 2023				
	Foundation Phase	As determined by the ATP & PoA				

Days Needed to write Examination/Tests:-

Intermediate Phase: Maximum 9 Days
Senior Phase: Maximum 11 Days
FET Phase: Maximum 21 Days

- ✓ Double sessions can be scheduled to ensure a shorter period of examinations/tests, as is the practice with Grade 12 final examinations. Circumstances of schools will dictate when the tests will be written, but the number of days per Phase and the dates set as timeframes should be adhered to, as reflected in the table above.

