



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 Education Offices Managers
Circuit Coordinators
Local Education Offices Curriculum Coordinators
School Principals and Teachers
School, LEO, District and Provincial SA-SAMS Administrators
Teacher Unions

ASSESSMENT INSTRUCTION NO. 01 OF 2024

SUBJECT: REPORTING ON LEARNER PERFORMANCE FOR 2024

1. INTRODUCTION


Results provide the necessary data that does not only inform learners about their performance, but, also used to guide intervention or support activities that enhance preparations for end of the year assessment.

Kindly find attached (TIME FRAMES FOR RECORDING AND REPORTING LEARNER PERFORMANCE) 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 and support.

TO BE NOTED:

- ✓ **Timeous submission and availing of data is the responsibility of the Principals and all SA-SAMS officials.**
- ✓ It is important to stick to the specified dates.
- ✓ All officials at all levels, are to submit according to the specified dates, the Teachers to the AAs, the Principal and AA to the District SA-SAMS officials and finally the District officials 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.
- ✓ **It is mandatory to fully and fruitfully engage learners until they sit for examinations/tests.**
- ✓ **All schools must administer assessment according to the Timeframes given in this Assessment Instruction, not earlier or later.**

Kind regards


Dr S.H Mvula
Acting Superintendent General

29/01/24
Date





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TIME FRAMES FOR RECORDING AND REPORTING - 2024

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 PoA	20 March 2024	20 March 2024	28 March 2024	05 April 2024
	Intermediate Phase	As determined by the PoA				
	Senior Phase	As determined by the PoA				
TERM 2	FET	As determined by the PoA	14 June 2024	14 June 2024	21 June 2024	01 July 2024
	Foundation Phase	As determined by the PoA				
	Intermediate Phase	As determined by the PoA				
TERM 3	Senior Phase	23 May 2024	20 September 2024	20 September 2024	26 September 2024	03 October 2024
	FET	01 June 2024				
	Foundation Phase	As determined by the PoA				
TERM 4	Intermediate Phase	As determined by the PoA	11 December 2024	11 December 2024	06 January 2025	13 January 2025
	Senior Phase	As determined by the PoA				
	FET (Gr 10 – 11)	As determined by the PoA				
TERM 4	Gr 12 Prep Exam	28 August 2024	02 December 2024	02 December 2024	02 December 2024	02 December 2024
	Foundation Phase	As determined by the PoA				
	Intermediate Phase	20 November 2024				
TERM 4	Senior Phase	18 November 2024	02 December 2024	02 December 2024	02 December 2024	02 December 2024
	FET (Gr 10 – 11)	04 November 2024				

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.

