

Assessment and Examination Directorate
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REPUBLIC OF SOUTH AFRICA,
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MEMORANDUM

TO : DEPUTY DIRECTORS – GENERAL
CHIEF FINANCIAL OFFICER
CHIEF DIRECTORS
HEAD OFFICE & DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF & SENIOR EDUCATION SPECIALISTS
DISTRICT ANA & EMIS COORDINATORS
PRINCIPALS OF ALL SCHOOLS OFFERING GRADES 1 - 9
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

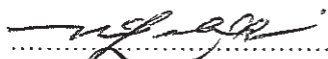
DATE : 10 MARCH 2015

**VERIFICATION PROCEDURES FOR OBTAINING PRINT
STATISTICS FOR ANNUAL NATIONAL ASSESSMENT (ANA) 2015**

1. The Eastern Cape Department of Education (ECDoE) is currently in the process of uploading SASAMS databases for Annual National Assessment (ANA) Learner Registration data.
2. In order to verify this data, the Department of Basic Education (DBE), together with the ECDoE requires each school principal to complete the attached form (**Annexure A**) with reference to his/her school in order to ensure that appropriate test materials are prepared for the school.
3. The ANA tests that a learner should write are determined by the following:
 - a) Each learner has to write a Language and Mathematics test.
 - b) The test will be provided in the Language of Learning and Teaching (LOLT) of the learner.
 - c) The level of the Language Test must be the same as the level (Home Language or First Additional Language) at which that Language is studied at school.

4. The number of learners requiring the various test papers should be indicated for each grade, subject and language.
5. It is essential that the information provided is correct to ensure that the print requirements for each school are accurate. This will facilitate each learner receiving the correct test papers.
6. Each school must submit the form to the District office by 20 March 2015.
7. District officials are required to verify the information on the form, capture the individual school information on a composite EXCEL spreadsheet that will be provided by the Provincial Head office.
8. The consolidated school information must be sent to the DBE on or before 30 March 2015.
9. The DBE will quality assure the submitted statistics and provide the Provincial ANA coordinator with a feedback file for verification. The Provincial ANA coordinator will provide the DBE with final verified statistics by 10 April 2015.
10. The printing of the 2015 ANA tests are scheduled to start on the 08 May 2015.
11. For any enquiries, please contact the following officials:

Surname & Initial(s)	Designation	Contact Number
Lehlakane N.C. (Ms) [ANA Programme Manager]	Acting Director: Assessment & Examinations	043 604 7701 / 09
Seboni L. N. (Ms)	ANA System Administrator: Assessment & Examinations	043 604 7707



MS N. C. LEHLAKANE
ACTING DIRECTOR – ASSESSMENT AND EXAMINATIONS





PRINT STATISTICS FOR ANA 2015

- For ANA each learner has to take a Language and Mathematics test.
- The test must be taken in the LOLT of the learner.
- The level of the Language test must be the same as the level at which the Language is studied (HL or FAL).

Number of test papers required by this school for ANA 2015

School Name: _____ School District: _____

9 digit school EMIS No. :

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Please fill in the number of test papers required by your school in the appropriate boxes.

Foundation Phase:

	Grade 1		Grade 2		Grade 3	
Language	Lang	Math	Lang	Math	Lang	Math
Afrikaans						
English						
IsiXhosa						
Sesotho						

Intermediate Phase:

	Grade 4			Grade 5			Grade 6		
Language	HL	FAL	Maths	HL	FAL	Maths	HL	FAL	Maths
English									
Afrikaans									

Senior Phase:

	Grade 7			Grade 8			Grade 9		
Language	HL	FAL	Maths	HL	FAL	Maths	HL	FAL	Maths
English									
Afrikaans									

The number of test papers shown above will be adequate for this school.

Principal Name: _____

Principal Signature: _____

Date: _____

School Stamp

