



ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 01 of 2016

**TO: DEPUTY DIRECTOR-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS
(GRADES 10-12)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 04 JANUARY 2016

PROVINCIAL ASSESSMENT INSTRUCTIONS

The Department of Education communicates matters of policy, procedures, regulations, information and news to District Offices and schools by means of Circulars and Assessment Instructions, issued by the relevant Directorate in the Department and signed by the Superintendent-General.

Both Circulars and Assessment Instructions convey information that is mandatory and must be implemented in all respects. This is not optional and all Districts and schools in the Province are reminded of this. Many of these instructions come directly from the National Department of Basic Education (DBE) and are then re-issued officially by the Provincial Head Office of the Education Department.

All Assessment and Examination issues from Grades R to 12 are communicated through Assessment Instructions. Kindly note that as per the delegation granted by the Acting Superintendent-General, the Assessment Instructions will be signed by



the Deputy Director- General: Institutional Operations Management (I.O.M) Mr. R. Tywakadi.

District officials must ensure that Assessment Instructions received from Head Office are distributed to schools without any delay, given their importance. School Managers are expected to file a copy of each Assessment Instruction in their offices and ensure that each teacher has access to its contents. For each Assessment Instruction a circulation list must be filed indicating the signature of individual teachers and date received. District Directors are expected to follow the same procedure for officials.

The commitment and co-operation of all stakeholders in implementing the directives of Provincial Assessment Instructions is both anticipated and appreciated.



MR. R. TYWAKADI
DEPUTY DIRECTOR -GENERAL: I.O.M.

04-01-2016

DATE

