



## ASSESSMENT & EXAMINATIONS

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### ASSESSMENT INSTRUCTION 16 OF 2016

**TO:** DEPUTY DIRECTORS-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 3, 6 AND 9)  
TEACHER UNIONS / ORGANISATIONS  
SCHOOL GOVERNING BODIES

**DATE:** 31 MARCH 2016

### PROVINCIAL COMMON TESTS: GRADES 3, 6 AND 9

#### 1. BACKGROUND

One of the key output goals in the long term plan of the Department of Basic Education (DBE) is to ensure that Literacy and Numeracy levels of all South African children compare favourably with those of developing countries

The Assessment and Examinations Directorate has set Provincial tests for Grades 3, 6 and 9 that will be written by all registered schools in the Province in 2016. The Provincial Common Tests are intended to gauge the performance of learners and provide the necessary support to achieve the desired outcomes and set targets.

#### 2. PROCESS TO BE FOLLOWED

2.1 Schools that are offering Grades 3, 6 and 9 are advised to use Curriculum and Assessment Policy Statement (CAPS), which clearly outlines the content to be taught and assessed.

2.2 Schools that are offering **Grade 3** are informed of the following directives with regard to the School Based Assessment (SBA) requirements for Term 4.



- **LANGUAGES:** Term 4:
  - **Home Language:** There are 2 prescribed Formal Assessment Tasks (FATS) for Grade 3 in Term 4. The Provincial Common Test will **replace** the **written** aspects of the **second** Formal Assessment Tasks, which are the **Phonic, Writing and Handwriting** components of the prescribed FATS, in addition, the remaining components of **Listening and Speaking** and **Reading** must **still** be assessed as part of the FATS for Term 4.
  - **First Additional Language (FAL):** There is 1 prescribed Formal Assessment Task (FAT) for Grade 3 in Term 4. The Provincial Common Test will **replace** the **written** aspects of the Formal Assessment Task, which are the **Phonic, Writing and Language Usage** components of the prescribed FAT, in addition, the remaining components of **Listening and Speaking** and **Reading** must **still** be assessed as part of the FAT 1 for Term 4.
  
- **MATHEMATICS:** Term 4
  - There are 2 prescribed Formal Assessment Tasks (FATS) for Grade 3 in Term 4. The Provincial Common Test will replace the **second** prescribed Formal Assessment Tasks (FATS) entirely which will include all the content areas for Mathematics. There will be **no** second Formal Assessment Tasks (FATS) for Term 4.
  
- **LIFE SKILLS:** Term 4
  - As there will no Provincial Common Test for Life Skills, teachers are to assess the learners as per the prescribed policy requirement, that of **one** Formal Assessment Task (FAT) per term for Life Skills which must include all the study areas.

### 3. RESPONSIBILITIES

#### 3.1 Province

The Province will ensure that the following is adhered to:

- The issuing of the Assessment Instruction to all 23 districts on the Provincial Common Tests and the Timetable;
- The registration of all the learners;
- The printing and distribution of the test papers and memoranda to all 23 districts;
- The monitoring of the administration of the Provincial Common Test;
- The monitoring of the collection of learner scripts and the analysis of results from all 23 districts.



### **3.2 District**

The Districts will ensure that the following is adhered to:

- the issuing of the Assessment Instruction to all schools on the Provincial Common Tests and the timetable;
- the distribution of the test papers and memoranda to all schools;
- the collection of learners' scripts and the analysis of results from all schools in the District.

### **3.3 School**

The schools will ensure that the following is adhered to:

- receive the Assessment Instructions dealing with Provincial Common Tests and the timetable;
- receive test papers as reflected on the timetable for each learner and memoranda for teachers;
- ensure that learners write tests on the recommended dates as stipulated that will be contained in the final timetable;
- mark the learner scripts and submit the analysis of results to the District Curriculum office.

## **4. PROMOTION OF LEARNERS**

Provincial Common Tests form part of Formal Assessment and as such, they must be marked and formally recorded by the teacher for promotion purposes.

## **5. CONCLUSION**

All schools must note that the Provincial Common Tests is compulsory as it will form part of the program of assessment as well as ensuring that learners gain the necessary confidence to participate with success throughout the schooling system.

  
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**R. TYWAKADI**  
**DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL OPERATIONS MANAGEMENT**

