



Province of the  
**EASTERN CAPE**  
EDUCATION

**ASSESSMENT AND EXAMINATIONS DIRECTORATE**

Bundy Park, Private Bag 4571, King William's Town, 5600  
REPUBLIC OF SOUTH AFRICA, Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)  
E-mail: [nomvuyo.mbeleki@edu.ecprov.gov.za](mailto:nomvuyo.mbeleki@edu.ecprov.gov.za)

Ref. No. 13/P Tel.: 0838466512  
Enquiries: Ms N. Mbeleki Fax: 0866 035 085

**ASSESSMENT INSTRUCTION 01 OF 2018**

**TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
EDUCATION DEVELOPMENT OFFICERS  
DEPUTY CHIEF EDUCATION SPECIALISTS  
SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF SCHOOLS  
TEACHER UNIONS/ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 2 JANUARY 2018**

**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 matters from Grades 1 to 12 are communicated through Assessment Instructions. Kindly note that as per the delegation granted by the Superintendent-General, the Assessment Instructions will be signed by the Acting Deputy Director-General: Education, Planning Evaluation and Monitoring (E.P.E.M), Ms P. Vinjevoold.

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 completed indicating the signature of individual teachers and date received.