



Province of the  
**EASTERN CAPE**  
EDUCATION

Tele-collaborative Learning and Technology Education

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**ASSESSMENT INSTRUCTION 24 OF 2016**

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

**DATE:** 25 APRIL 2016

**ONLINE REPORTING ON GRADE 12 CURRICULUM COVERAGE: 2016**

Monitoring of education is the responsibility of the Department of Education at all management levels: province, districts and schools.

In order to improve the existing monitoring systems in the Eastern Cape an online reporting system has been developed, because 99,7% of all schools are already submitting SASAMS data electronically.

Therefore an online reporting system will simplify the administrative process and to speed up the availability of information regarding Grade 12 Curriculum Coverage in the Eastern Cape.

It is expected from principals of all public and independent schools that offer Grade 12 to report weekly on the progress with respect to Grade 12 Curriculum Coverage.

The following is expected of the above-mentioned principals:

1. **Every Friday morning:** To obtain from all Subject Heads of all Grade 12 subjects the current status of Curriculum Coverage in the school. They should give an indication per subject whether they are *On target* or *1* or *2* or *3* or *4 weeks behind* the teaching schedule in the CAPS documents.
2. **Every Friday before 13:00:** To go to <https://goo.gl/OtHByA> and fill out the online form.
3. See **Annexure A** for detailed guidelines on how to fill out the form.

**MR R. TYWAKADI**  
**DDG: INSTITUTIONAL OPERATIONS MANAGEMENT**



**STEP-BY-STEP GUIDELINES REGARDING THE ONLINE REPORTING TEMPLATE**

1. Use a computer or mobile device (tablet or smartphone) to fill out this form.
2. Connect to the Internet.
3. Go to the following web address: <https://goo.gl/OtHByA>
4. The following will appear:

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**Gr 12 Curriculum Coverage**

It is expected from all high school principals to indicate the curriculum coverage in all subjects offered by the school every week. This online report is due every Friday by 13:00.

5. The first task is to choose the district in which the school is situated. All the districts are listed and all that is required, is to click the small circle next to the name of the relevant district.

**District \***

Choose from the list below the district in which the school is situated.

Butterworth

Cofimvaba

Cradock

6. Answer the questions that follow in the spaces provided below the questions.

**School \***

What is the name of the school?

Your answer \_\_\_\_\_

**Principal \***

What is the name of the principal/acting principal?

Your answer \_\_\_\_\_

**Cellphone \***

What is the cellphone number of the principal?

Your answer

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**Email Address \***

What is the email address of the principal?

Your answer

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7. Indicate the week which is covered by the report. Click the small circle next to the relevant week.

**Week \***

Indicate which week is covered by this report

- Week 1: 25-29 April 2016
- Week 2: 2-6 May 2016
- Week 3: 9-13 May 2016

8. Indicate the status of Grade 12 Curriculum Coverage for the subjects offered at the school. In the online table all subjects are listed. Click the applicable circle next to each relevant subject. It will reflect whether the school is on target or behind schedule for that subject.

**Curriculum Coverage**

Indicate the level of coverage per subject (Gr 12) taught at the school. This response should be based on information provided by the subject heads.

	According to teaching plan	±1 week behind	±2 weeks behind	±3 weeks behind	±4 weeks behind
Accounting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Afrikaans Eerste Addisionele Taal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Afrikaans Huistaal	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. If necessary the principal may comment.

**Any Comments**

Your answer

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10. When finished, click the **Submit** button.