



Province of the  
**EASTERN CAPE**  
EDUCATION

Examinations and Assessment Directorate  
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**ASSESSMENT INSTRUCTION 01 OF 2019**

**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 2019**

**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 Head of the Department- Education.

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 the quality assurance body, Umalusi and are then re-issued officially by the Provincial Head Office of the Education Department.

All Assessment and Examination matters from Grades R to 12 are communicated through Assessment Instructions. Kindly note that as per the delegation granted by the Head of Department, the Assessment Instructions will be signed by the Acting Deputy Director-General: Education, Planning, Evaluation and Monitoring (EPEM), Ms P. Vinjevold.

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.

  
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**MR. T. S. KOJANA**  
**SUPERINTENDENT-GENERAL**