



**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT**

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**ASSESSMENT INSTRUCTION 33 OF 2020**

**TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
CIRCUIT MANAGERS  
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF ALL SCHOOLS WITH GRADE 12  
TEACHER UNIONS / ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 28 SEPTEMBER 2020**

**MANAGEMENT PLAN: GRADE 12 TRIAL EXAMINATION RESULTS ANALYSIS  
2020**

1. Assessment Instruction 24 of 2020 was issued on the 04 August 2020 to all schools with the Grade 12 Trial Examinations Timetables.
2. The Trial Examination is a compulsory requirement for the Grade 12 SBA and provide an opportunity for the learners to sit for a formal examination like the NSC November examinations.
3. The starting date for the Trial Examination was the 14 September 2020 and the examinations conclude on the 07 October 2020.
4. The Computer Applications Technology (CAT) and Information Technology (IT) Paper 1 Practical Examinations were written on 09 and 10 September 2020 respectively.
5. The Annual Teaching Plan (ATPs) for Grade were not revised but the School Based Assessment (SBA) requirements were revised due to the spread of Covid-19 and the subsequent national lockdown. The Trial Examinations form part of the required SBA.
6. The results of the trial examination will be used to take informed decision for the targeted Last Push programme.

7. This Assessment Instruction provides a framework on how to manage the Grade 12 Trial Examination and Term 3 results analysis for 2020.
8. The table below provides the activities to be undertaken, the due dates and the responsibilities of key role players in the process:

	<b>ACTIVITY</b>	<b>COMPLETION DATE</b>	<b>RESPONSIBILITY</b>
1.	Marking of scripts	Within 3 days of writing a subject	Subject Teachers
2.	Completion of marking of all subjects	13 October 2020	Principal and SMT
3.	Completion of Promotion schedule	14 October 2020	Principal and SMT
4.	Submission of Schedules to Circuit Managers	15 -16 October 2020	Principal and SMT
5.	Quality Assurance of Schedules	15 -16 October 2020	Circuit Managers
6.	Uploading of Schedules to SASAMS	15 – 16 October 2020	EMIS in Districts
7.	Issuing of Report cards to learners	17 October 2020	Principal and SMT
8.	Analysis of results	20 - 23 October 2020	Districts and Head Office
9.	Release of results analysis	24 October 2020	Districts and Head Office

9. Strict compliance to the framework will assist the schools, Districts and Provincial office to make informed intervention to support learners to achieve the desired outcome in the NSC November/December examinations.

10. Subject Planners are required to mediate this Instruction to all Subject Advisors and Subject Advisors will mediate the Instruction to all Grade 12 subject teachers and HODs.

  
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**MR R TWYAKADI**  
**DDG: CURRICULUM MANAGEMENT AND DELIVERY**

29/09/2020  
**DATE**