



**OFFICE OF THE HEAD OF DEPARTMENT**

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**ASSESSMENT INSTRUCTION 01 OF 2022**

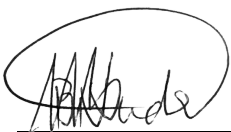
**TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
CIRCUIT MANAGERS  
DEPUTY CHIEF EDUCATION SPECIALISTS  
SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADE 12)  
TEACHER UNIONS/ORGANISATIONS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

**DATE: 07 JANUARY 2022**

**PROCEDURAL ADMINISTRATION OF ASSESSMENT INSTRUCTIONS**

1. The Eastern Cape Department of Education communicates matters of policy, procedures, regulations, information, other relevant information and news to district offices, central management centres (CMCs), schools and other educational institutions by means of circulars and assessment instructions issued by the relevant directorates and signed off by the Head of the Eastern Cape Department of Education.
2. Both circulars and assessment instructions convey information and instructions that is mandatory and must be implemented in its entirety. The instruction and information provided are based on the applicable regulations and policies and the intended recipients are reminded of it. A number of these instructions conveyed are derived from the National Department of Basic Education (DBE), the Department of Higher Education (DHE) and the quality assurance body, Umalusi and are then re-directed officially by the Provincial Head Office of The Eastern Cape Department of Education as the delegated authority.

3. The Chief Directorate: Examinations and Assessment ensures that all examination and assessment matters from grades R to 12 are communicated by means of assessment instructions. Note that as delegated by the Head of Department, the assessment instructions are signed by the Deputy Director-General: Curriculum Management and Delivery, Mr R. Tywakadi.
4. The relevant district officials must ensure that the assessment instructions received from the Provincial Head Office must be distributed to Circuit Management Centres (CMCs), Circuits, schools and other educational institutions. This must be done without delay given the importance of the assessment instructions. Managers, supervisors and school principals are expected to have a copy of every assessment instruction in their offices and ensure that any official and teacher have ready access to the contents thereof. In the case of an assessment instruction a control/circulation list must accompany it indicating the signatures of individual officials and the dates disseminated. The control/circulation list must be filed and be readily available as documentary evidence that the assessment instructions were distributed for audit purposes.
5. Managers, supervisors and school principals are encouraged to obtain clarity in cases where they may feel that instructions were not clearly conveyed. This is to ensure that the instructions are implemented without delay and there is consistency in the application thereof.
6. 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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**DR N MBUDE**  
**HEAD OF DEPARTMENT: EDUCATION**

16/01/2021

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**DATE**