



Education and Sport Development

Department of Education and Sport Development
Departement van Onderwys en Sportontwikkeling
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NORTH WEST PROVINCE

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EXAMINATIONS AND ASSESSMENT INSTRUCTION 33 OF 2017

TO: DISTRICT DIRECTORS
DISTRICT ASSESSMENT MANAGERS
DISTRICT CES PROFESSIONAL SUPPORT
SUB DISTRICT MANAGERS
SUB DISTRICT GET CURRICULUM COORDINATORS
CIRCUIT MANAGERS
GRADE 9 & 11 PRINCIPALS & TEACHERS

FROM: MR BJ NOTHNAGEL
ACTING CHIEF DIRECTOR: EXAMINATIONS AND ASSESSMENT

SUBJECT: VERIFICATION OF END OF THE YEAR GRADE 9 AND 11 SCHEDULES

The process of Verification of Grade 9 and 11 end of the year schedules started in 2016 where schedules were sent to a central venue for verification. This process is done to have another level of verification after the school and the circuit manager would have checked

According to **THE NATIONAL PROTOCOL FOR ASSESSEMNT:**

- ✓ Paragraph 28 (8); *The-end-of-year schedule must be signed by the principal and a departmental official. This then constitutes a **legal** document.*

Schedules will be sent to a central venue organized by the Provincial office. The process will be done strategically **before** learners receive their reports, so that **if there are any changes** to be made there would **still be opportunity to do so**.

Kindly study the following procedures that are to be followed:

Date	Activity	Responsible Officials	Receiving Official	Place
Thursday 30 November 2017	Schedules are submitted to the Circuit Manager/ Curriculum Coordinator	Circuit Manager/ Curriculum Coordinator	Circuit Managers	Circuit Office/Sub-district.
Friday 01 December 2017	Gr 9 & 11 Schedules are submitted to the venues	Circuit Manager/ Curriculum Coordinator	Deputy Venue Managers	Marking Venue (Refer to the attached list)
01- 03 December 2017	Schedules are verified	Verifiers	Deputy Venue Managers	Marking Venues
Monday 04 December 2017	Collection of Schedules from the venue	Deputy Venue Managers	Circuit Managers	Marking Venues
04 – 05 December 2017	Correction of schedules	Principals & Teachers	-	Schools
06 December 2017	Issuing of Report Cards to learners	Principals	-	Schools

PLEASE NOTE:

- Only **Grade 9 and 11** Schedules should be sent to a central venue to be verified.
- Schedules will be sent back to the circuit after verification for principals to collect and effect changes that would have been identified.
- Reports can only be compiled and given to learners after the verification process.

WHAT IS EXPECTED FROM GR 11 PRINCIPALS?

For **Gr 11 learners** to be progressed, they should meet the usual **FOUR Criteria**.

The principal has to submit the following for the two criteria, with the schedules:

1. A **record sheet** showing that the learners to be progressed have valid **SBA marks** for all the subjects.
2. Evidence where a learner was absent for more than 20 days, that it was **with a valid reason**.

The other 2 criteria will be obtained from the schedule itself.

GRADE 9 LEARNERS

Please remember that Grade 7 is part of the Senior Phase and should be kept in mind **before you can conclude that the grade 9 learner is 3 years in the phase.**



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B J Nothnagel

Acting Chief Director: Examinations and Assessment

VENUES FOR SUBMISSION OF GR 9 & 11 PROMOTION SCHEDULES.

Submitting Sub-District	Verification Venue
Ramotshere	Bethel High School
Madibeng (Letlhabile)	Brits High School
Madibeng (old Madibeng)	Hartbeespoort High School
Kgetleng	Hoër Volksskool Potchefstroom
Rustenburg	Ferdinand Postma High School
Ratlou	HTS Klerksdorp
Mahikeng	HTS Potchefstroom
Tswaing	Klerksdorp High School
Ditsobotla	Lichtenburg High School
JB Marks	Potchefstroom Gimnasium
Matlosana (& Maquassi)	Potch Girls High School
Moses Kotane (The old East & West)	Rustenburg High School
Kagisano Molopo	Sannieshof High School
Naledi	Vryburg High School
Moretele	Wagpos High School
Greater Taung	Wolmaransstad High School