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Enquiries: R Larney

Circular: 0034/2020
Expiry date: 31 December 2020

To: Directors (district offices), Circuit Managers, Assessment and Examination Coordinators and Principals of primary and secondary schools

Summary: *School attendance by Grades 4 to 11 learners during and after the 2020 November school-based testing period.*

Subject: School attendance by Grades 4 to 11 learners during and after the 2020 November school-based testing period

1. The closure of schools due to the Covid-19 pandemic has necessitated amendments to Grades 4 to 11 internal examination dates as communicated to schools in the 2020 School Planning Calendar (Circular 0037/2019, dated 20 September 2019).
2. The Western Cape Education Department (WCED) is committed to ensuring the maximum use of teaching and learning time. Given the reduced time available across the grades, the primary teaching aim remains to expose learners to as many learning opportunities as possible, at grade level, to ensure learners are best prepared for the following grade.
3. Circular 0018/2020, dated 03 August 2020, further informed schools of the implementation of the revised Annual Teaching Plans which outline the minimum concepts, content and skills per subject and per grade. This circular also informed schools of the Grades R–11 revised programme of assessment for 2020.
4. When planning for the November school-based tests and examinations, Covid-19 occupational health and safety requirements must be considered which include:
 - a) physical distancing of 1 metre;
 - b) wearing a mask;
 - c) screening; and

- d) hand sanitising.
5. All school and district office staff are requested to note the following:
- 5.1 It is the responsibility of each school to plan its school programme for the period during and after the examinations, up until the last day of the school term. Schools are advised to hand out **all** learner reports on **15 December 2020**.
- 5.2 Schools which offer Grades 10 and 11 may not start their final control tests before **18 November 2020 or complete it before 04 December 2020**. However, schools may apply to the district director for permission to start practical examinations earlier in certain subjects.
- 5.3 Schools that offer Grades 4 to 9 may not start their school-based tests before **26 November 2020 or complete it before 04 December 2020**.
- 5.4 Due to Covid-19 protocols some schools will need to schedule more than one school-based testing and/or examination session per day. In arranging this earlier or later closing time, the safety and transport of learners must be considered. It is, therefore, important that parents are informed beforehand so that they are able to make alternative arrangements.
- 5.5 All learners are required to attend school throughout the school-based testing period, with the exception of Grade 12 learners who will be entitled to five days off before the start of the National Senior Certificate examinations for study purposes.
- 5.6 All educators are expected to be at school for the full school day (35 hours per week) during the examination period, irrespective of whether they have invigilation duties or not.
- 5.7 Schools must ensure that learners attend school and kept educationally occupied after 04 December 2020. On the last day of the school term, learners must be at school for at least three hours and educators are expected to be at school for a minimum of five hours.
6. Principals are reminded that they must submit their examination timetables to the circuit manager at least three weeks before the start of the school-based testing and/or examinations. District officials will monitor the implementation of these directives.

7. Principals and governing bodies are requested to pay special attention to the drawing up of their programmes during examination periods, so that valuable time for teaching and learning is not lost.

SIGNED: BK SCHREUDER

HEAD: EDUCATION

DATE: 2020-10-23