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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 2022 November school-based testing period.*

Subject: School attendance by Grades 4 to 11 learners during and after the 2022 November school-based assessment period

1. The Western Cape Education Department 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 that learners are best prepared for the following grade.
2. Schools are reminded that the last school day for learners is 14 December and for teachers it is 15 December 2022.
3. All school and district office staff are requested to note the following:
 - 3.1 It is the responsibility of each school to plan its school programme for the period during and after the final assessments, up until the last day of the school term. Schools are advised to hand out **all** learner reports on **14 December 2022**.
 - 3.2 Learners may not be released before 13:00 during and after the assessment period. It is important that parents are informed beforehand of these times so that they can make alternative arrangements.
 - 3.3 All educators are expected to be at school for the full school day (35 hours per week) during the assessment period, irrespective of whether they have invigilation duties or not.

- 3.4 Schools which offer Grades 10 and 11 may not start their final assessment before **14 November 2022** or complete it before **06 December 2022**. However, schools, including those being used as National Senior Certificate (NSC) marking centres, may apply to the district director for permission to start practical examinations earlier in certain subjects.
- 3.5 Schools which offer Grades 7-9 may not start their school-based assessments before **16 November 2022 or complete it before 06 December 2022**.
- 3.6 Schools which offer Grades 4-6 may not start their school-based assessments before **23 November 2022 or complete it before 06 December 2022**.
- 3.7 All learners are required to attend school throughout the school-based assessment period, except for Grade 12 learners who will be entitled to five days off before the start of the NSC examinations for study purposes.
- 3.8 Schools must ensure that learners attend school and are kept educationally occupied after 02 December 2022. 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.
4. 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 assessment. District officials will monitor the implementation of these directives.
5. Principals and governing bodies are requested to pay special attention to the compilation of their programmes during the final assessment period, so that valuable time for teaching and learning is not lost.

SIGNED: A LEWIS

ACTING HEAD: EDUCATION

DATE: 2022-09-14