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Circular: 0009/2024

Expiry date: 31 December 2024

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

Summary: *School attendance by Grades 4–12 learners during and after the 2024 June and November school-based internal examination and assessment periods.*

Subject: School attendance by Grades 4–12 learners during and after the 2024 June and November school-based internal examination and assessment periods

1. The Western Cape Education Department is committed to ensuring the maximum use of teaching and learning time. Given the focus on the recovery of learning losses, the primary teaching aim remains to expose learners to as many learning opportunities as possible, in all grades, to ensure that learners are best prepared for the following grade.
2. All school and district office staff are requested to note the following:
 - 2.1 It is the responsibility of each school to plan its school programme for the period during and after the June and November examinations and assessments, up until the last day of the school term.
 - 2.2 All learners are required to attend school throughout the school-based examination and assessment period. Grade 12 learners will be entitled to five days off before the start of the 2024 National Senior Certificate final examinations for study purposes.
 - 2.3 Learners may not be released before 13:00 during and after the assessment period. It is important that parents and learner transport schemes are informed beforehand of these times so that they can make the necessary alternative and travelling arrangements.
 - 2.4 All educators are expected to be at school for the full school day (35 hours per week) during the assessment periods, irrespective of whether they have invigilation duties or not.

- 2.5 Schools which offer Grades 10, 11 and 12 (where applicable) are reminded that no examinations may start before **Monday, 20 May 2024** and **Monday, 11 November 2024**. However, schools may apply to the district director for permission to start practical examinations earlier in certain subjects.
- 2.6 Schools that offer Grades 7–9 may not start their controlled tests before **Monday, 27 May 2024** and their final examinations before **Monday, 18 November 2024**.
- 2.7 Schools that offer Grades 4–6 may not start their controlled tests before **Tuesday, 28 May 2024** and the November assessment before **Wednesday, 20 November 2024**.
- 2.8 At the end of the year, no internal examination/assessment may end before **Friday, 29 November 2024**, without prior approval by the district director.
3. Schools must ensure that learners attend school and are kept educationally occupied between **02 and 11 December 2024**. 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 for approval to the circuit manager at least three weeks before the start of the examination and/or internal assessment. District officials will monitor the implementation of these directives.
5. Please bring the content of this circular to the attention of all relevant staff.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2024-03-19