



REPUBLIC OF NAMIBIA

MINISTRY OF EDUCATION, ARTS AND CULTURE

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CIRCULAR FORMAL EDUCATION: 07/2022

TO:

- HONOURABLE MINISTER**
- HONOURABLE DEPUTY MINISTER**
- CHIEF REGIONAL OFFICERS: REGIONAL COUNCILS**
- DEPUTY EXECUTIVE DIRECTORS**
- DIRECTORS OF EDUCATION, ARTS AND CULTURE**
- INSPECTORS OF EDUCATION**
- SCHOOL PRINCIPALS**
- SCHOOL BOARD MEMBERS**
- TEACHERS**
- NAMCOL**
- NANTU, TUN, NANSO**
- PUBLIC RELATIONS OFFICER**

SUBJECT: ASSESSMENT AND REPORTING FOR SECOND SEMESTER 2022 AND GUIDELINES FOR THE END OF 2022 SCHOOL YEAR

1. INTRODUCTION

The purpose of this circular is to provide guidance for the issuing of September 2022 report cards and the finalization of the 2022 school year. These report cards, will give parents an indication of how their children are performing at this stage of the year.

2. LEGAL PROVISIONS

This circular should be read in conjunction with the following documents directives:

- National Curriculum for Basic Education (2018/16);
- Education Act, 2001 (Act 16 of 2001); Section 36; and
- Form. Ed No.1 of 2022: School operations for the commencement of the 2022 school year.
- Formal Education Circular No. 7 of 2017: Internal end of term and end of year examinations
- Formal Education Circular No. 7 of 2007: Internal end of term and end of year examinations

Form. Ed. 7/2022 Assessment and reporting for second semester 2022 and guidelines for the end of the 2022 school year

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All official correspondence must be addressed to the Executive Director.

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3. SEPTEMBER REPORTS FOR 2022

In the assessment section of circular FORM ED 1/2022, the following was stated:

SECOND SEMESTER (26 July – 15 December with mid-term break 26 – 30 September 2022):

*Grades 9 – 12 will write a **mock examination** in **September** to prepare learners for semi-external and external examinations.*

Progress reports to parents before the mid-term break will be issued as follow:

Pre-primary and Grades 1 - 8: From CA marks to September

Grade 9: From CA marks (including the mock examination)

Grades 10 - 12: From mock examination only

At the end of the year Pre-primary and Grades 1 - 3 will use formal CA marks.

Grades 4 - 8 and Grade 10 will write internal examinations in November – December.

Grade 9 will write semi-external examinations in November – December.

Grades 11 – 12 will write national examinations in October – December.

Reporting to parents at the end of the year:

Pre-primary and Grades 1 – 3: school reports from formal CA marks

Grades 4 – 9: school reports including CA marks and examination marks

Grade 10: school reports on final examination only

Grade 11-12: National certificates issued in 2023

Please note the following:

- the mid-term break moved to 3-7 October 2022
- the Grade 9 **Semi-external examinations** will only commence in **2023** so internal/regional examinations will be written for Grade 9
- the status quo remains with assessment and reporting to parents
- **National examinations** (NSSCO and NSSCAS) will already **be concluded in November 2022**

Some clarification was needed for the Junior Primary (JP) phase:

The JP phase issues a mid-term progress report card to parents to indicate learners' performance at this point in time (July to September). The formal report card for two semesters need not be used for this, but an interim report card can be designed internally at the region/school to show progress in the different areas as assessed. The JP teachers should, after September, continue assessing as per JP assessment guidelines stipulated in the JP national policy and the CA book. This implies that the JP teachers should assess until the last topic and add marks (for the second semester) together, which will determine the progression of learners by the end of the year.

4. LAST DAY OF SCHOOL FOR LEARNERS AND LAST DAY OF WRITING INTERNAL EXAMINATIONS DURING END OF YEAR 2022

The last day for learners writing end of year examination will be Friday, 02 December 2022 while Wednesday, 7 December 2022 will be the last school day for all learners. Kindly take note that this date is also the day for Hostel learners to vacate the hostel.

5. LAST DAY OF SCHOOL FOR TEACHERS AND HOSTEL STAFF AND LAST DAY OF WRITING EXAMINATIONS DURING END OF YEAR 2022

The last school day for closure of teachers and hostel staff, is Friday 09 December 2022. The reason is to allow teachers and staff ample time to conclude the marking of scripts and finalise the schedules, reports and attending to administrative tasks, cleaning of premises, plan and prepare for re-opening of schools for 2023.

Regional Offices should arrange for moderation of schedules and the analysis of results to be submitted to Head Office: Director of PQA, by the Circuit Inspectors of Education.

6. CONCLUSION

The assessment procedures and reporting will be reviewed for 2023 when the Ministry will implement full syllabuses.

The content of this circular should be implemented by all schools and brought to the attention of all stakeholders.

Yours Sincerely,


Sanet L. Steenkamp
EXECUTIVE DIRECTOR



PREVIOUS CIRCULAR: FORM ED 06/2022

**SUBJECT: DEVIATION FROM THE SCHOOL CALENDAR FOR 2022 – 28 AND 29
JULY 2022**

**ADDRESSES: HONOURABLE MINISTER
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CHIEF REGIONAL OFFICERS: REGIONAL COUNCILS
DEPUTY EXECUTIVE DIRECTORS
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