



**basic education**

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Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

**REGULATIONS PERTAINING TO THE CONDUCT, ADMINISTRATION AND  
MANAGEMENT OF THE NATIONAL SENIOR CERTIFICATE EXAMINATION**

***Regulations pertaining to the conduct, administration and management of the National Senior Certificate examination, published as Government Regulation Notice No. R872 in Government Regulation Gazette No. 31337 of 29 August 2008 and amended as:***

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## CHAPTER 1

### DEFINITIONS, OBJECTIVES, SCOPE AND APPLICATION

#### 1. Definitions

In these Regulations, any word or expression to which meaning has been assigned in the Act, shall have the meaning so assigned to it, unless the content indicates otherwise.

**“act of dishonesty”** – means candidates engaging in dishonest acts during the examination process which include acts that are identified before the commencement of the examination, as well as acts that are identified while the examination question paper is being written or after the examination is written. This also includes knowingly making a false statement in respect of the authenticity of a particular component of the internal assessment in a subject, or the internal assessment for the subject as a whole;

**“act of misconduct”** - means misbehaving, creating a disturbance or wilfully disobeying legitimate instructions, which may have an adverse effect on the examination process or the outcome of the examination;

**“administrative errors or omissions”** – means an examination error that is of a technical nature, where the candidate or an examination official unintentionally fails to follow the prescribed administrative procedure, thereby resulting in something being left out, not done or neglected and the candidate may be advantaged or disadvantaged by this error or omission;

**“assessment body”** – means an assessment body as defined in the *General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)*;

**“assessment irregularity”** - means any error, act or omission, or any alleged event, act or omission, which may undermine or threaten to undermine the integrity, credibility, security or the fairness of the examination and assessment process;

**“assessment task”** – means a structured assessment activity designed by the teacher, or the assessment body and used by teachers and learners to determine the performance of learners in a subject, grade or in specific content area;

**“candidate”** - means a learner who has enrolled in his or her Grade 12-year for the National Senior Certificate programme and who has registered for the National Senior Certificate final examinations;

**“certification”** - means the formal recognition of a qualification or part qualification awarded to a successful learner;

**“chief examiner”** - means a person who manages the process of setting the examination question paper and takes responsibility for the quality and standard of the examination question paper;

**“Chief Executive Officer”** - means the Chief Executive Officer, contemplated in *section 11* of the *General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)*;

**“chief invigilator”** - means a principal of a registered examination centre, or another person specifically appointed in that capacity, who is accountable and responsible for the administration of the National Senior Certificate examination, and other related assessment matters at the examination centre;

**“chief marker”** - means a person responsible for the marking of an external examination question paper, written under the auspices of an assessment body accredited by Umalusi;

**“Curriculum and Assessment Policy Statements”** - means the policy documents stipulating the aim, scope, content and assessment for each subject listed in the *National Curriculum Statement Grades R – 12*;

**“Department of Basic Education”** - means the national department responsible for basic education;

**“deputy chief marker”** - means a person who assists the chief marker with the final marking of an external examination question paper;

**“District Assessment Irregularities Committee (DAIC)”** - means the District Assessment Irregularities Committee, established by the Provincial Head of Department, to coordinate the handling of examination and internal assessment irregularities at a district level;

**“education department”** - means a department as defined in the *South African Schools Act, 1996 (Act No. 84 of 1996)*;

**“embargo”** – means a ban on the release of information for a given period, or that the information must be kept secret;

**“evidence of learner performance”** - means the learner’s work that constitutes the internal assessment which contributes to the final promotion mark;

**“examination”** - means the National Senior Certificate examination conducted at the end of the year;

**“examination centre”** - means a centre registered by an assessment body;

**“examination irregularity”** - means any error, act or omission, or any alleged event, act or omission, which may undermine or threaten to undermine the integrity, credibility, security or the fairness of the examination process;

**“examination process”** - means, but is not limited to, the complete process relating to the registration of candidates, the setting and moderation of the examination question papers, the transportation and storage of examination material, the security of all examination material, the marking of examination answer scripts, the processing of results, the issuing of results and the certification of these results;

**“examination sitting”** - means a main examination sitting, excluding a supplementary examination sitting;

**“full-time candidate”** - means a learner who has enrolled for tuition in a full-time capacity at a public or independent school or any other registered education institution and who presents the required number of subjects as stipulated in the policy document, *National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R – 12, Government Gazette No. 34600* of 12 September 2011;

**“grade”** - means a grade as defined in the *South African Schools Act, 1996 (Act No. 84 of 1996)*;

**“Head of Department”** - as defined in the *South African Schools Act, 1996 (Act No. 84 of 1996)*;

**“Head of an assessment body”** - means the Director-General of the Department of Basic Education, the Head of a Provincial Education Department or the Head of an independent assessment body;

**“immediate family”** - means father, mother, brother, sister, grandparents, husband, wife, legal partner, children, guardians, main care-givers and foster parents;

**“imposter”** - means any person who writes or attempts to write the examination illegally on behalf of a candidate;

**“independent school”** - means a school registered [**or deemed to be registered**] in terms of *section 46* of the *South African Schools Act, 1996 (Act No. 84 of 1996)*;

**“internal assessment”** - means assessment, contemplated in *section 1* of the *General and Further Education and Training Quality Assurance Act, 2001 (Act No.58 of 2001)*;

**“investigation”** - means the investigation contemplated in *Regulation 45*;

**“invigilator”** - means any person appointed to assist the chief invigilator with the conducting of an examination-related activity at the examination centre;

**“learner”** - as defined in the *South African Schools Act, 1996 (Act No. 84 of 1996)*;

**“learner who experiences barriers to learning”** – means any learner who has difficulties in accessing the curriculum due to factors that prevent learners from learning and/or progressing in their learning;

**“marker”** - means a person who is appointed to mark an examination answer script;

**“marking centre manager”** - means an official appointed to be responsible for the management and administration of a marking centre;

**“MEC”** - means a Member of the Executive Council, contemplated in *section 1* of the *South African Schools Act, 1996 (Act No. 84 of 1996)*;

**“moderation”** - means moderation as defined in *section 1* of the *General and Further Education and Training Quality Assurance Act, 2001 (Act No.58 of 2001)*;

**“moderator”** - means a person, as defined in *section 1* of the *General and Further Education and Training Quality Assurance Act, 2001 (Act No.58 of 2001)*;

**“National Examination Board (NEB)”** - means the advisory body, established by the Minister of Basic Education, to advise the Minister on all matters relating to examinations and assessment;

**“National Examinations Irregularities Committee (NEIC)”** - means the body established by the Minister of Basic Education, to coordinate the handling of irregularities identified during internal assessments and examinations;

**“National Senior Certificate”** – means a qualification at Level 4 on the National Qualifications Framework (NQF) which is awarded to Grade 12 candidates who comply with the national policy requirements set out in the policy document, *National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R – 12*.

**“National Senior Certificate examination”** – means the final examination at the end of the Grade 12-year conducted by the Department of Basic Education or an assessment body accredited by Umalusi;

**“parent”** - as defined in the *South African Schools Act, 1996 (Act No. 84 of 1996)*;

**“part-time candidate”** - means a Grade 12 learner who does not receive tuition on a full-time basis and who registers with an accredited assessment body for one or more of subjects in an examination;

**“Personnel Administration Measures (PAM)”** - means measures that govern the remuneration and other service conditions of educators employed in terms of the *Employment of Educators Act, 1998 (Act No. 76 of 1998)*;

**“processes and procedures for the assessment of learner achievement”** – means the conduct, administration and management of internal assessment, end-of year examination, and the final National Senior Certificate examination as stipulated in the policy document, *National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R – 12* and the policy document, *National Protocol for Assessment Grades R-12, Government Gazette No. 34600 of 12 September 2011*;

**“Provincial Education Department”** - means an education department, contemplated in *Section 1* of the *Employment of Educators Act, 1998 (Act No. 76 of 1998)*;

**“Provincial Examinations Board”** - means the advisory body, established by the MEC in the province, to advise the MEC on all matters relating to examinations and assessment;

**“Provincial Examinations Irregularities Committee (PEIC)”** - means the body contemplated in *Regulation 45*;

**“preparatory examination”** - means an examination, conducted by an assessment body, prior to the final examination, in order to allow candidates an



opportunity to write a full-scale examination in preparation for the final examination;

**“repeat candidate”** – means a candidate who has failed the National Senior Certificate examination and/or the supplementary examination and who wants to satisfy the outstanding requirements for the National Senior Certificate;

**“SACE”** - means the South African Council for Educators which in terms of the *Employment of Educators’ Act, 1998 (Act No. 76 of 1998)* is a statutory body;

**“school”** – as defined in the *South African Schools Act, 1996 (Act No. 84 of 1996)*;

**“School Assessment Irregularities Committee (SAIC)”** - means the body established by the school to deal with all irregularities identified during examinations and assessment;

**“school-based assessment”** – means assessment as defined in the policy document, *National Protocol for Assessment Grades R – 12*;

**“senior marker”** - means a person who assists the chief marker in the marking process and who takes responsibility for a group of markers at the marking centre;

**“service contract”** - means an agreement between a Provincial Education Department and an independent institution/examination centre that desires to write examinations administered by a provincial assessment body;

**“supplementary examination”** - means an examination granted under special conditions as contemplated in *Regulation 18* to a full-time and part-time candidate;

**“teacher portfolio”** - means the full and final record of all the assessment tasks completed by the learners and kept by the teacher as evidence of the internal assessment mark for a particular subject with regard to the National Senior Certificate. The teacher portfolio will also include marking guidelines and assessment rubrics;

**“Umalusi”** - means the Council, contemplated in section 1 of the *General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)*.

**2. Objectives, scope and application**

- (1) To regulate and control the administration, management and conduct of the National Senior Certificate examination and assessment process.
- (2) These Regulations apply to both public and independent assessment bodies assessing and examining the *National Curriculum Statement Grades R- 12*.

## CHAPTER 2

### CONDUCT OF SCHOOL-BASED ASSESSMENT, [AND] PRACTICAL AND LANGUAGE ORAL ASSESSMENT TASKS

#### 3. Requirements for School-Based Assessment, Practical Assessment Tasks and Language Oral Assessment

- (1) A School-Based Assessment mark is a compulsory component of the final promotion mark for all candidates registered for the National Senior Certificate (Annexure A).
- (2) The School-Based Assessment mark must count 25% of the final promotion mark in Grade 12.
- (3) In the case of Life Orientation, the final promotion mark will be based on internal assessment, which must be externally moderated, as well as a Common Assessment Task which is externally set and moderated. Monitoring and moderation mechanisms will be determined by Umalusi, and the Department of Basic Education in the case of public schools and the assessment body in the case of independent schools.
- (4) The composition of the School-Based Assessment of all subjects is outlined in the policy document, *National Protocol for Assessment Grades R-12*.
- (5) In Grades 10, 11 and 12, School-Based Assessment must be moderated by the Department of Basic Education, the assessment body, Provincial Education Department, the independent assessment body and Umalusi.
- (6) A Practical Assessment Task is a compulsory component of the final promotion mark for all candidates registered for the following National Senior Certificate subjects-
  - (a) Agriculture: Agricultural Management Practices and Agricultural Technology;

- (b) Arts: Dance Studies, Design, Dramatic Arts, Music and Visual Arts;
  - (c) Languages: Oral mark;
  - (d) Technology: Civil Technology, Electrical Technology, Mechanical Technology and Engineering Graphics and Design;
  - (e) Life Orientation;
  - (f) Computer Sciences: Computer Applications Technology and Information Technology; and
  - (g) Services: Consumer Studies, Hospitality Studies and Tourism.
- (7) The Practical Assessment Task mark must count 25% of the end-of-year examination mark (Annexure A).
- (8) In the case of Life Orientation, the Physical Education Task (PET) constitutes the fifth task and is administered across all four school terms. The mark allocation for the PET (Task 5) is 25% of the total mark out of 400 for Life Orientation, i.e. 100 marks.
- (9) The composition of the Practical Assessment Task of all subjects listed in sub-paragraph (6) is outlined in the policy document, *National Protocol for Assessment Grades R-12*.
- (10) In Grade 12, Practical Assessment Tasks must be moderated by the Department of Basic Education and Umalusi.

- (11) Language Oral Assessment for official languages must be undertaken during the course of the year and it comprises -
- (a) prepared speech;
  - (b) unprepared speech; and
  - (c) listening and comprehension.

**4. Compilation of the School-Based Assessment, Practical Assessment Tasks and Language Oral Assessment**

- (1) Both School-Based Assessment and the Practical Assessment Task components/Language Oral must-
- (a) comprise assessment tasks that constitute the learners' final mark;
  - (b) include a mark awarded for each assessment task and a consolidated mark;
  - (c) be guided by assessment components as specified for each subject in the policy document, *National Protocol for Assessment Grades R-12*;
  - (d) be available for monitoring and moderation; and
  - (e) be evaluated, checked and authenticated by the teacher before being presented as the learner's evidence of performance.
- (2) The teacher portfolio of assessment tasks must-
- (a) be a complete record of assessment in that particular subject;
  - (b) be maintained by the teacher for every subject taught in respect of the National Senior Certificate; and
  - (c) be available for monitoring and moderation purposes.
- (3) Failure by the teacher to maintain a portfolio of assessment tasks constitutes an act of misconduct and will be dealt with in terms of the *Employment of Educators' Act, 1998 (Act No. 76 of 1998)*, or other appropriate measures.
- (4) The absence of a School-Based Assessment, Practical Assessment Task or Language Oral mark in any subject, without a valid reason, will result in the candidate, registered for that particular subject, receiving an incomplete result. Such a candidate will not be resulted and he or

she must repeat the subject, and if necessary the year and redo the School-Based Assessment and/or Practical Assessment Task/Language Oral component for that subject.

- (5) In the event of a learner not complying with the requirements of School-Based Assessment and/or Practical Assessment Task/Language oral, but where a valid reason is provided-
- (a) He or she may be granted another opportunity to be assessed in the assigned tasks, based on a decision by the Head of the assessment body or his or her nominee.
  - (b) The learner must, within three calendar months from the date on which the opportunity is granted, submit the outstanding work or present himself or herself for School-Based Assessment and/or Practical Assessment Task/Language oral. Should the candidate fail to fulfil the outstanding School-Based and/or Practical Assessment Task Assessment requirements, as contemplated in the policy document, *National Protocol for Assessment Grades R-12* and the Curriculum and Assessment Policy Statements of all approved subjects listed in the *National Curriculum Statement Grades R-12* he or she, registered for that particular subject, will be resulted as incomplete.
- (5A) A learner who is not able to offer the Physical Education Task (PET) as a fifth component in Life Orientation may be exempted by the Head of the assessment body or his or her representative, provided a valid medical reason is submitted. If the learner's request for exemption is successful, his or her marks for Life Orientation will be recalculated in terms of four tasks.
- (6) "Valid reason" in this context includes the following-
- (a) illness, supported by a valid medical certificate, issued by a registered medical practitioner;
  - (b) humanitarian reasons, which includes the death of an immediate family member, supported by a copy of the death certificate;
  - (c) the learner appearing in a court hearing, which must be supported by written evidence; or

- (d) any other reason as may be accepted as valid by the Head of the assessment body or his or her representative.
- (7) In the event of a learner failing to comply with the School-Based Assessment and/or Practical Assessment Task requirements/ Language Oral of a particular subject, and where valid reasons are provided, the evidence of such valid reasons must be included with the evidence of learner performance.
- (8) Where the subject teacher fails to give learners the minimum tasks for School-Based Assessment and/or Practical Assessment Task/Language Oral in the subject for which he or she is responsible, marks will be adjusted accordingly as stipulated in the policy document, *National Protocol for Assessment Grades R-12*. The matter must be resolved by the in consultation with Umalusi or the independent assessment body in consultation with the assessment body.
- (9) Umalusi must issue directives for School-Based Assessment in order to ensure the reliability of assessment outcomes. These directives must include measures for the verification of assessment.
- (10) The Department of Basic Education, the Provincial Education Department and the independent assessment body must monitor the implementation of School-Based Assessment, the Practical Assessment Task and the Language oral, and must report, in writing and without delay, any irregularity that is identified, as well as the steps taken to deal with such irregularity, to Umalusi and to the Director-General of the Department of Basic Education.

**5. Monitoring and moderation of School-Based Assessment, Practical Assessment Tasks and Language Oral Assessment**

- (1) All School-Based Assessment and the Practical Assessment Tasks/Language Oral must be subjected to monitoring and moderation by the Department of Basic Education, the assessment body and Umalusi.

- (2) Monitoring should determine whether the minimum requirements for School-Based Assessment and the Practical Assessment Task/Language Oral in a particular subject have been met in terms of the frequency and components.
- (3) Moderation should ensure that the quality and standard of the School-Based Assessment and the Practical Assessment Task/Language oral, as contemplated in the policy document, *National Protocol for Assessment Grades R-12*, have been met.



## CHAPTER 3

### CANDIDATES TO BE ASSESSED

#### 6. Admission: General

- (1) Public and independent schools must ensure that candidates that enrol at these institutions comply with the School-Based Assessment, Practical Assessment Tasks and Language Oral Assessment requirements as stipulated in the policy document, *National Protocol for Assessment Grades R-12*.
- (2) All learners attending public schools must write the National Senior Certificate examination of the Department of Basic Education, except in cases where the subject offered by the candidate is not examined by the Department of Basic Education but by another assessment body.

#### 7. Admission of a candidate

- (1) A candidate in Grade 12, who registers for the National Senior Certificate examination, must comply with the following requirements-
  - (a) He or she must register for tuition at a public or an independent school offering a National Senior Certificate course of study as stipulated in *paragraph 27* and Annexure C of the policy document, *National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R – 12*.
  - (b) He or she must register for the minimum required number of subjects as stipulated in *paragraph 27* and Annexure C of the policy document, *National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R – 12*.
  - (c) He or she must comply with all School-Based Assessment, Practical Assessment Task and Language Oral requirements where applicable.
  - (d) He or she must have complied with the promotion requirements for Grades 10 and 11 as contemplated in the policy document,

*National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R – 12.*

- (2) Learners in Grade 12 may register for an additional subject or subjects for the National Senior Certificate, subject to the following conditions-
- (a) The candidate has obtained written permission from the Head of the assessment body or his or her representative.
  - (b) The candidate has offered and passed the additional subject in Grades 10 and 11.
  - (c) The candidate has satisfied the School-Based Assessment, Practical Assessment Tasks and Language Oral Assessment requirements with regard to the specific subject.
  - (d) If the additional subject that the candidate wishes to offer is not presented at the school of registration, the candidate must obtain approval from the Principal of the school of registration, as well as permission from the Principal of the school where the additional subject is offered, to register for that subject at such school.
  - (e) The school offering the additional subject must forward the School-Based Assessment, Practical Assessment Tasks and Language Oral Assessment marks to the school of registration, prior to commencement of the final written examination.
  - (f) The school where the learner is registered must capture all School-Based Assessment, Practical Assessment Tasks and Language Oral Assessment marks of the learner, and the relevant forms on which these marks are captured must be signed by the Principal to confirm the correctness thereof.
  - (g) The candidate must sit for the final examination at the centre of registration or, where this is not possible, obtain special permission from the Head of the assessment body or his or her representative to sit for the examination at another centre.
- (2A) A part-time candidate is a Grade 12 learner who has-
- (a) registered for one or more subjects in an examination and does not receive full-time tuition. The school at which the candidate registers, must ensure and verify whether the part-time candidate has-

- (i) completed the programme requirements for Grades 10, 11 and 12 separately;
  - (ii) complied with the School-Based Assessment, Practical Assessment Task and Language Oral Assessment requirements for Grades 10, 11 and 12; and
  - (iii) complied with the external assessment requirements of Grade 12 as contemplated in the Curriculum and Assessment Policy Statements of the various subjects; and.
- (b) registered for the National Senior Certificate examination with an assessment body which must verify whether the part-time candidate has complied with *sub-regulations (i) to (iii)*.
- (3) A repeat candidate is a candidate who has failed the National Senior Certificate examination and/or the supplementary examination and who wants to satisfy the outstanding requirements for the National Senior Certificate. Such candidate will be allowed to meet the requirements within a maximum period of five (5) years, after the completion of the first National Senior Certificate examination written by the candidate in that subject.. From 2014 the maximum period will change from five (5) years to three (3) years.
- (4) A repeat candidate need not receive full-time tuition at a public or independent school.
- (4A) A learner receiving home education must register with an education provider registered with the assessment body responsible for the conduct of the final National Senior Certificate examination to ensure that he or she complies with-
- (i) the programme requirements for Grades 10, 11 and 12 separately;
  - (ii) the School-Based Assessment, Practical Assessment Task and Language Oral Assessment requirements for Grades 10, 11 and 12; and
  - (iii) the external assessment requirements of Grade 12 as contemplated in the Curriculum and Assessment Policy Statements of the various subjects.

- (5) The School-Based Assessment, Practical Assessment Task, and Language Oral marks obtained by a candidate in his or her last National Senior Certificate examinations will be valid for a period of five (5) years, after the completion of the first National Senior Certificate examination written by the candidate in that subject. From 2014 the maximum validity period will change from five (5) years to three (3) years, provided that an alternative qualification for repeaters and part-time candidates has been developed. However, should an alternative qualification not be implemented prior to the expiry date of the School-Based Assessment component, the validity period may be extended until such time as deemed expedient by the Minister.

## 8. Changing of subjects in Grades 10-12

- (1) A learner may change a maximum of two subjects in Grade 10, provided this is done by the end of the second term subject to the approval of the Principal of the school where the learner is registered. Such change must be done before 30 June of the Grade 10 year.
- (2) A learner may change two subjects in Grade 11, provided this is done before 31 March, subject to the approval of the Principal of the school where the learner is registered.
- (5) In exceptional cases a learner may change one one additional subject in Grade [12] 11, subject, provided it is done before [31 January] 15 December of the Grade [12] 11-year.
- (4) Approval for changing a subject in Grade 12 must be obtained from the Head of the assessment body, or his or her representative, provided the following are furnished-
- (a) a letter of motivation from the learner's parent or guardian;
  - (b) a letter from the Principal, either supporting or providing reasons for not supporting the change; and
  - (c) a letter from the subject teacher, outlining the programme to be followed to assist the learner in covering those aspects of the Curriculum and Assessment Policy Statements for the previous grade that were not covered.

- (5) The closing date for changing a subject or subjects in Grade 10 and 11 must be determined by the Head of the assessment body, or his or her representative based on the impact of the change on the internal assessment programme.
- (6) National Senior Certificate candidates who sat for the National Senior Certificate examination and who wishes to repeat the entire National Senior Certificate examination to improve the results obtained, may do so provided that the candidate-
  - (a) provides documentary evidence that he or she has offered the National Senior Certificate; and
  - (b) enrolls with an accredited assessment body so that the School-Based Assessment, Practical Assessment Task (PAT), and Language Oral assessment requirements for all subjects that will be offered, are met.
- (7) National Senior Certificate candidates who sat for the National Senior Certificate examination and who wish to change a subject in the following year with the aim of meeting the faculty requirements at a higher education institution, may do so, provided that the candidate-
  - (a) sat for the National Senior Certificate examination previously;
  - (b) does not change more than two subjects sat for in the National Senior Certificate examination; and
  - (c) provides documentary evidence that he or she has met the School-Based Assessment, Practical Assessment Task and Language Oral Assessment requirements in the new subject to be offered.

## **9. Requirements for the offering of additional subjects**

- (1) An assessment body that wishes to offer a new subject not listed as part of the National Senior Certificate must comply with the requirements set out in sub-paragraph (2).
- (2) The Minister of Basic Education may approve a new subject to be offered by a learner as part of the 7-subject package, subject to specific

conditions, as contemplated in Annexure B of this document and Annexure B1 of the policy document, *National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R – 12*.

**10. An Endorsed National Senior Certificate for learners who experience barriers to learning**

A learner who experiences barriers to learning, who has met the minimum requirements as stipulated in paragraph 34 of the policy document, *National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R – 12* may obtain a National Senior Certificate with an endorsement for learners who experience barriers to learning.

**11. Registration of candidates**

- (1) The deadline for the registration of candidates for the National Senior Certificate examination is 15 March of the year in which the examination will be written.
- (2) No registrations should be accepted after this date, unless the Head of the assessment body, or his or her representative, approves such late registration, based on exceptional circumstances.
- (3) Candidates who write a supplementary examination and who are unsuccessful, will be given 15 working days, following the release of the supplementary examination results, to register for the end-of-year examination.
- (4) For the purpose of registration, registration forms, designed by the Department of Basic Education, in consultation with the Provincial Education Department, must be completed by learners writing the Public National Senior Certificate examination.
- (5) An independent assessment body may decide on the format of its registration form.

- (6) The information furnished on the entry forms must be processed by the relevant assessment body and submitted to the examination centre for checking and final verification, prior to the commencement of the National Senior Certificate examination. At this stage of the process only corrections shall be allowed.
- (7) The transfer of a candidate at a public school from one province to another must be mutually agreed upon by the assessment bodies concerned. If no mutual agreement can be reached, the matter must be referred to the Director-General of the Department of Basic Education for a final decision.
- (8) Learners receiving home education must provide proof that they were registered at an education provider as contemplated in regulation 7(4A) before they can be allowed to register for the National Senior Certificate examination with an assessment body.
- (9) Part-time learners may only with the approval of the Head of the assessment body or his or her representative, register at two different assessment bodies.
- (10) Part-time candidates must register each year by 15 March, if they desire to write the examination in that year.

## 12. Entries

- (1) The Principal of a school may recommend the cancellation of the registration of a candidate in Grade 12 to the Head of the assessment body, if the candidate is irregular in attendance or has committed a serious misdemeanour as contemplated in **Annexure M, paragraph 1(3)(j)**.
- (2) Such a candidate must be given an opportunity to appeal to either the MEC in the case of public schools or to the Head of the independent assessment body if the candidate is registered at an independent school, before a final decision is taken.

- (3) The decision of the MEC or the Head of the independent assessment body will be regarded as final in this case.

### **13. Fees**

- (1) The Director-General of the Department of Basic Education, following consultation with the Heads of Education Departments' Committee (HEDCOM), may determine fees for candidates writing the Public National Senior Certificate examination, regarding the following-
  - (a) writing the examinations;
  - (b) viewing of examination answer scripts;
  - (c) the re-checking of examination answer scripts;
  - (d) the re-marking of examination answer scripts. The fees must be refunded to the candidate if the re-marking results in an improvement of the rating scale;
  - (e) verification of qualifications other than those verified by Umalusi; and
  - (f) issuing of a replacement of a statement of results.
- (2) Candidates registered at public schools may be exempted by the Head of Department from paying the above-mentioned fees, if the candidate can prove that he or she has been exempted from the payment of school fees or attended a no-fee-school.
- (3) A candidate registered at a public school may appeal to the Member of the Executive Council against a decision by the Head of Department regarding non-exemption from payment of such fees.
- (4) An independent assessment body may determine its own fees.

### **14. Assessment policies**

Assessment bodies must comply with the policy document, *National Protocol for Assessment Grades R-12* and the Curriculum and Assessment Policy Statements of all approved subjects listed in the *National Curriculum Statement Grades R-12*.



## 15. Language related to the examination question paper

- (1) Examination question papers must be set in the language of learning and teaching.
- (2) Unless otherwise directed in the examination question paper, a candidate must answer all questions in the language of learning and teaching.
- (3) If the examination question paper is set in two languages, the candidate must answer the examination question paper in one language only, unless otherwise instructed.

## 16. Concessions

- (1) The following concessions in respect of languages may be applied to candidates who experience barriers related to deafness, aphasia and dyslexia-
  - (a) Deaf, aphasic or dyslectic candidates may offer only one official language at First Additional Level, if –
    - (i) another subject from Group B, as listed in the policy document, *National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R – 12*, is offered in the place of the official language that is not being offered; and
    - (ii) such candidate complies with the promotion requirements as contemplated in *paragraph 11(1)* of the policy document, *National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R – 12*.
  - (b) Learners who have been diagnosed to have a mathematical disorder, such as dyscalculia, may be exempt from offering Mathematical Literacy or Mathematics as a subject, if –
    - (i) another subject from Groups A or B, listed in the policy document, *National policy pertaining to the programme and promotion requirements of the National Curriculum*

*Statement Grades R – 12*, is offered in place of Mathematical Literacy or Mathematics; and

- (ii) such candidate complies with the promotion requirements as contemplated in *paragraph 29(1)* of the policy document, *National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R – 12*.
- (2) All applications for concessions must be directed to the Head of the assessment body when the learner enters Grade 10, or immediately after the learner has been diagnosed with the learning disorder, as contemplated in *Regulation 16(1)(a) and (b)*.
- (3) All applications referred to in *sub-regulation (2)* must be accompanied by an evaluation conducted by the unit in the Provincial Education Department responsible for learners who experience barriers to learning, or by external, professionally registered experts in the relevant fields.

## **17. Absentees**

- (1) In the case of illness or any other circumstance beyond the candidate's control, a medical certificate or an affidavit must be provided by the candidate and countersigned by the Principal of the school concerned, before being submitted to the relevant assessment body.
- (2) Candidates who absent themselves without a valid reason from the end-of-year external examination must not be permitted to register for the supplementary examination.
- (3) If a candidate is unable to write or complete one or more of the National Senior Certificate examination question papers for reasons other than illness or injury, the Principal of the school must submit a written report in which the circumstances are explained to the Head of the assessment body, who will then decide whether or not the candidate will be allowed to sit for the supplementary examination.

## 18. Supplementary examination

A supplementary examination will be granted under the following conditions to a full-time, repeat and part-time candidate-

- (1) If a candidate has not met the minimum promotion and certification requirements, but requires a maximum of two subjects to obtain the National Senior Certificate, he or she may-
  - (a) register for a maximum of two subjects for the supplementary examination in the following year. These subjects, subject to *sub-regulation (c)*, must be subjects that he or she sat for in the previous end-of-year examination. This option may only be exercised once by a part-time candidate, namely, after the candidate has completed all subjects for the National Senior Certificate examination that is after his or her final end-of-year examination.
  - (b) Register for Life Orientation, comprising an internally assessed component and a Common Assessment Task, as one of the two subjects to be registered for the supplementary examination in *sub-regulation (a)*. The re-assessment of both components of Life Orientation must be completed within the period in which the supplementary examination is conducted.
- (2) Candidates that repeat one or more subjects must be allowed to combine their subjects based on the current National Senior Certificate requirements to obtain a National Senior Certificate.
- (3) A candidate that does not satisfy the minimum higher education, higher education faculty requirements or the requirements for the specific occupation in the end-of-year examination, may be allowed in terms of the following to register for a maximum of two subjects in the supplementary examination in the year following the end-of-year National Senior Certificate examination-
  - (a) a candidate who is one requirement short in meeting the minimum admission requirements for Higher Certificate, Diploma and Bachelor's degree programmes requiring a National Senior Certificate; or

- (b) a candidate that provides documentary evidence that he or she qualifies for admission to a higher education institution or for an occupation, but does not satisfy the higher education faculty requirements or the requirements for the specific occupation. For this purpose, the end-of-year and the supplementary examinations will be regarded as one examination sitting.
- (4) If there is a death in the immediate family of a candidate, or other special reasons for the candidate's absence, which meets the approval of the Head of the assessment body, he or she may register for the supplementary examination.
- (5) In cases contemplated in *sub-regulations (1) to (4)* above, the School-Based Assessment, Practical Assessment Task and the Language Oral marks of the Grade 12-year will be used.
- (6) In a case where an irregularity is being investigated, provisional enrolment for the supplementary examination may be granted to the candidate concerned, pending the outcome of the investigation.
- (7) A candidate who did not write or complete the end-of-year examination with a valid reason has the opportunity to write the supplementary examination for the specific examination question paper that he or she did not write in the end-of-year-examination. However, should the candidate select to write the entire subject, even though he or she has been absent for one or more examination question papers, the candidate should be allowed to exercise this option.
- (8) Candidates that repeat one or more subjects must be allowed to combine their subjects based on the current National Senior Certificate requirements to obtain a National Senior Certificate.
- (9) In combining these subjects contemplated in *sub-regulation (1)*, the performance in the seven (7) subjects will be taken into consideration, provided that it meets the programme requirements of the National Senior Certificate as contemplated in paragraphs 9 and 10 of the policy

document, *National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R – 12.*

**19. Conduct of the National Senior Certificate examination beyond the borders of the Republic of South Africa**

- (1) The following candidates will be considered for the National Senior Certificate examination conducted outside the borders of South Africa-
  - (a) candidates abroad who are citizens of the Republic of South Africa and registered for the National Senior Certificate examination and who have fully complied with the School-Based Assessment, Practical Assessment Tasks and Language Oral Assessment requirements, for the applicable subjects as contemplated in the Curriculum and Assessment Policy Statements of the various subjects;
  - (b) children of diplomats or staff members of an embassy or consulate; and
  - (c) candidates who represent the country or province in a recognised and registered form of sport or a cultural event.
  
- (2) Assessment bodies will only consider applications if –
  - (a) a candidate has registered for the National Senior Certificate examination; and
  - (b) a motivation, in writing, requesting permission to be examined at an approved venue outside South Africa, is provided.
  
- (3) Examination centres outside the borders of the Republic of South Africa will be established at South African diplomatic missions, or at alternative centres approved by the relevant assessment body.
  
- (3A) The following criteria will be used to select a centre outside the borders of the Republic of South Africa-
  - (a) A suitable room with sufficient light and ventilation and suitable furniture, e.g. a chair and table for the candidate and the invigilator.
  - (b) A vault or safe should be available for the safekeeping of the examination question papers and examination material.

- (3B) Invigilation must be conducted in accordance with *Regulation 30*.
  
- (4) Candidates will be responsible for all expenses, including-
  - (a) packaging, delivery and postage;
  - (b) the fee of the invigilator;
  - (c) renting of the venue if applicable; and
  - (d) any other incidental costs.
  
- (4A) It will be the responsibility of the relevant assessment body to make all the necessary arrangements and ensure that these arrangements comply with the relevant regulations and policy.
  
- (4B) Costs regarding these arrangements will be borne by the candidate.
  
- (5) Examinations must be conducted in terms of the South African Standard Time requirements for the particular examination question paper.

## CHAPTER 4

### PREPARATION FOR THE NATIONAL SENIOR CERTIFICATE EXAMINATION

#### 20. Management plan relating to the examination

- (1) Assessment bodies must have a clear and detailed management plan that covers the entire examination cycle, which must include the following-
  - (a) objectives or targets to be achieved pertaining to the examination process;
  - (b) steps and processes that will result in the achievement of the said targets;
  - (c) persons who are responsible and accountable;
  - (d) time frame;
  - (e) a monitoring process;
  - (f) a process for moderation and verification of internal assessment; and
  - (g) a process for identification of, reporting of and dealing with irregularities.
- (2) A management plan must be developed in conjunction with key persons involved in the examination process.

#### 21. The examination cycle

- (1) The examination cycle commences with the appointment of examiners and internal moderators to set and moderate the examination question papers for the scheduled examination, and concludes with certification.
- (2) The Department of Basic Education, the assessment body and Umalusi will monitor the entire examination cycle in order to ensure delivery of a credible examination.

## **22. Examination timetable**

The Department of Basic Education must develop an examination timetable for the National Senior Certificate examination to be conducted in Grade 12 in the subjects listed in the *National Curriculum Statement Grades R-12*. The independent assessment body must develop an examination timetable for the National Senior Certificate examination that it conducts.

## **23. Appointment of examiners and internal moderators**

- (1) The appointment of educators or other subject experts as examiners must be done in terms of Annexure D.
- (2) An examiner or internal moderator must be appointed by an assessment body for a maximum period of four years (Annexure E).
- (3) Remuneration for the performance of examination-related duties and compensation for travel and subsistence must be made in terms of the Personnel Administration Measures (PAM).
- (4) *Sub-regulation 3* is not applicable to an independent assessment body.
- (5) A person who is appointed as an examiner or internal moderator must declare whether his or her son, daughter, brother or sister is sitting for the National Senior Certificate examination during the period of appointment. Such an examiner or moderator must be relieved from the responsibility of setting or moderating examination question papers for that particular period.
- (6) The Director-General of Basic Education or the Head of the independent assessment body must ensure that examiners or moderators do not participate in any activity that may compromise the confidentiality of the examination.



## 24. Responsibilities of chief examiners, examiners and internal moderators

- (1) The assessment body must ensure that-
  - (a) chief examiners and examiners set the examination question papers and prepare the marking guidelines for the examination question papers required, both for the final and the supplementary examination, as well as an additional examination question paper that will serve as a backup examination question paper;
  - (b) the examination question paper, the back-up examination question paper and the supplementary examination question paper are set at the same time, in order to ensure comparability of standards across all three examination question papers;
  - (c) examination question papers conform to the requirements of the *National Curriculum Statement Grades R-12*;
  - (d) the internal moderator ensures that the examination question papers conform to the requirements of the Curriculum and Assessment Policy Statements for a specific subject as listed in the *National Curriculum Statement Grades R-12*; and
  - (e) an examiner or internal moderator complies with all instructions and deadlines issued by the assessment body and Umalusi.
- (2) If the examination question paper is rejected twice by Umalusi, then the services of the internal moderator and/or the examiner may be terminated.
- (3) An internal moderator or examiner, appointed to a national panel of the Department of Basic Education, may not serve on the examination panel of any independent assessment body.
- (4) The assessment body must ensure that all examination question papers are approved by the internal and external moderators.
- (5) In the event of a disagreement between the examiner and the moderator, the following procedure must be followed-
  - (a) If the disagreement is between the internal moderator and the examiner, the assessment body must –

- (i) attempt to mediate between the examiner and the internal moderator; and
    - (ii) if consensus cannot be reached, the assessment body must make the final determination.
  - (b) If the disagreement is between the internal moderator and the external moderator, the Chief Executive Officer of Umalusi must-
    - (i) mediate between them; and
    - (ii) if consensus cannot be reached, the Chief Executive Officer of Umalusi must make the final determination.
- (6) The assessment body must comply with the requirements of Umalusi with regard to the external moderation of examination question papers.
- (7) The assessment body must provide examiners and internal moderators with guidelines for the setting of examination question papers, which must include the following-
- (a) duration of the examination question paper;
  - (b) maximum marks;
  - (c) number of examination question papers;
  - (d) format of the examination question paper; and
  - (e) number of marks for a particular subject – sections of the examination question papers.
- (8) Internal moderators must perform the following functions-
- (a) ensure that the examination question paper is of an appropriate standard and quality, and that correct and accessible language has been used;
  - (b) ascertain that an examination question paper–
    - (i) conforms to the Curriculum and Assessment Policy Statements for the various subjects as listed in the *National Curriculum Statement Grades R-12*;
    - (ii) provides adequately for differentiation; and
    - (iii) includes questions addressing different cognitive levels;
  - (c) recommend the necessary changes to the examination question papers;
  - (d) approve and sign off the examination question papers prior to printing;

- (e) attend the memorandum discussions;
  - (f) approve and sign off the finally agreed-upon marking guidelines, following the marking guidelines memorandum discussion;
  - (g) moderate the marked examination answer scripts;
  - (h) liaise with external moderators;
  - (i) provide examiners with advice, support and guidance; and
  - (j) submit a report to the external moderator.
- (9) An internal moderator may be appointed by the assessment body specifically to perform the function of the moderation of examination answer scripts during the marking process. In such an event, the functions of the internal moderator may include the following-
- (a) moderation of marked examination answer scripts to ensure compliance with the marking guidelines;
  - (b) an analysis of candidates' responses to identify areas of weakness and areas of good performance; and
  - (c) the compilation of a composite report on the marking of examination answer scripts.

## **25. Processing of examination question papers**

- (1) The assessment body must ensure that clear structures and procedures are in place, regarding the typing, editing, translation and printing of examination question papers.
- (2) Examination question papers must be submitted to the external moderator timeously, so as to allow for-
  - (a) thorough moderation;
  - (b) changes;
  - (c) adaptations; and
  - (d) the final duplication of the examination question papers.
- (3) Examination question papers must be ready for external moderation at least six months prior to the commencement of the external examination.

- (4) The processing of examination question papers for the public examination must be done in terms of Annexure F. Independent assessment bodies must comply with the Umalusi requirements.

**26. Storage and distribution of examination question papers**

- (1) The assessment body must ensure strict security with regard to the storage and distribution of examination question papers at all times.
- (2) Each assessment body must select the distribution mechanism best suited to the schools under its jurisdiction.
- (3) Irrespective of the mechanism adopted, the following principles must be adhered to at all times-
  - (a) The distribution chain should be as short as possible.
  - (b) The number of persons involved in the distribution process should be restricted to a minimum.
  - (c) The transfer of the examination question papers from one responsible official to another should be carefully checked and signed upon receipt.
  - (d) Any discrepancies that are detected during the transfer process should be reported immediately to the Head of the assessment body.
  - (e) All persons involved in the distribution process should sign a Contract of Confidentiality.
- (4) The storage and distribution of question papers for the public examination must be done in terms of Annexure F. Independent assessment bodies must comply with the Umalusi requirements.

## CHAPTER 5

### CONDUCTING THE EXAMINATION

#### **26A Requirements for the registration of independent schools as examination centres**

- (1) In order for an independent school to be registered as an examination centre by either an accredited private assessment body or the state, such a school, besides being registered as a school, must also be accredited by Umalusi.
- (2) Independent schools that have complied with registration by the relevant Provincial Education Department and accreditation by Umalusi, must apply to the relevant assessment body for registration as examination centres under their own names.
- (3) The registration of independent schools as examination centres is also determined by the fulfillment of the requirements of the assessment body which is either the public or a private assessment body accredited by Umalusi.
- (4) Examination centres that have complied with all the requirements will be registered by the assessment body in accordance with the criteria as stipulated in *Regulation 27*.

#### **27. Establishment and registration of examination centres**

- (1) Examination centres must be registered by the assessment body in accordance with the following criteria-
  - (a) a suitable venue to accommodate candidates, i.e. sufficient space and appropriate furniture to be used by candidates;
  - (b) security of the venue. See Annexure G;
  - (c) provision of proper lighting;
  - (d) availability of water and toilet facilities;
  - (e) suitably qualified teaching staff or members of the community who can be trained as invigilators;

- (f) availability of a strong room or safe for the safekeeping of assessment material;
  - (g) the capacity to assess learners experiencing barriers to learning;
  - (h) capacity to complete the School-Based Assessment requirements, Practical Assessment Tasks, and Language Oral Assessment. In the case of repeaters enrolled at registered institutions, such repeaters must comply with the requirements as contemplated in *Regulation 7(3), 7(4) and 7(5)*; and
  - (i) report on previous irregularities at the centre with specific reference to the nature and outcome of the irregularities.
- (2) All examination centres must be evaluated by an official from the assessment body, to verify that all the necessary facilities required for conducting the examination are available at the centre.
- (3) The following institutions must apply to the relevant assessment body for registration as examination centres under their own names-
- (a) independent schools;
  - (b) registered institutions for repeaters who do not have to comply with School-Based Assessment requirements, Practical Assessment Tasks and language requirements.
- (4) The institutions contemplated in *sub-regulation (3)* must comply with these regulations and must be subjected to the monitoring and moderation procedures of the assessment body.
- (5) If the centre, institution or venue is approved as an examination centre, a centre number should be issued to that effect.
- (6) Centres must apply and register as examination centres on an annual basis in October of the year prior to the examination.
- (7) The assessment body must ensure strict security with regard to the storage of examination question papers at all times.

**28. An agreement between a provincial assessment body and an independent school**

- (1) All institutions listed in *Regulation 27(3)* must enter into a contractual agreement with the provincial assessment body concerned.
- (2) A *pro forma* contract between a provincial education department and an independent school is attached hereto as Annexure H.

**29. Deregistration of an examination centre**

- (1) In the event of the physical relocation of the examination centre from the premises approved by the assessment body to other premises, the centre will be deregistered.
- (2) The following procedure should be followed when a centre relocates to new premises-
  - (a) The onus is on the owner or management to inform the Head of the assessment body timeously of the intention to relocate.
  - (b) The Head of the assessment body or his or her representative shall inform the owner or management, in writing, of the course to be followed.
  - (c) If the application for the registration of the centre at the new premises is unsuccessful, the Head of the assessment body or his or her representative shall give notice to the owner or management of his or her intention to deregister the centre.
  - (d) The owner or management must respond to the notice within 14 days from the date of issue, and furnish reasons as to why the centre should not be deregistered.
  - (e) The Head of the assessment body must consider such representation and make a final decision as to whether or not to close the centre down.
  - (f) This decision must be conveyed, in writing, to the owner or management.
- (3) An examination centre may also be deregistered if there is evidence that the integrity of the examination is being undermined at the centre.

- (a) Examination centres will be deregistered if-
  - (i) examination question papers in the care of the centre are compromised;
  - (ii) examination question papers are repeatedly opened prior to the examination time or date;
  - (iii) there is fabrication of internal assessment marks;
  - (iv) the centre allows examination imposters; or
  - (v) if there is any other serious irregularity that warrants deregistration.
  
- (b) The following procedure should be followed when it is found that irregular practices have occurred at an examination centre-
  - (i) Officials of the assessment body should investigate the reported irregularities.
  - (ii) If clear evidence of an irregularity emerges from such investigation, disciplinary action should be instituted and steps taken to deregister the centre.
  - (iii) The owner or management must be informed, in writing, of the intention of the Head of the assessment body to close down the centre due to the irregularities.
  - (iv) The owner or management must respond to the notice within 14 days from the date of issue, and furnish reasons as to why the centre should not be closed down.
  - (v) The Head of the assessment body must consider such representation before making a final decision as to whether or not to close the centre down.
  - (vi) This decision must be communicated, in writing, to the owner or management.

#### (4) Maladministration

- (a) Examination centres may be deregistered if maladministration results in any advantage or disadvantage to candidates, or affects the integrity of the examination, or impacts negatively on the ability of the centre to render an examination service.



- (b) The following procedure should be followed when maladministration occurs at an examination centre-
  - (i) The owner or management of such examination centre must be informed within a specified period of three (3) months in writing, of the situation and given an opportunity to rectify the matter.
  - (ii) If maladministration at the centre continues, the centre may be placed on probation for a period not exceeding one academic year.
  - (iii) If the owner or management again demonstrates an inability to administer the examination process adequately during the probation period, the centre may be deregistered at the end of the academic year.
  - (iv) If maladministration takes place during the conducting of an examination, the centre may be placed under the administration of the assessment body, until further notice.

### **30. Appointment and duties of chief invigilators and invigilators**

- (1) Assessment bodies must ensure that all chief invigilators and invigilators are appointed in writing and receive the appropriate training as set out in *paragraphs 1, 2 and 3 of Annexure I*.
- (1A) All persons involved with the conduct, administration and management of the National Senior Certificate examination must sign the declaration of confidentiality form as contemplated in *paragraph 4 of Annexure I*.
- (1B) Chief invigilators must perform specific examination duties as contemplated in *paragraph 5 of Annexure I*. Independent assessment bodies must have appropriate procedures in place to ensure the credibility of the examination.
- (1C) All full-time, part-time, repeat and supplementary examination candidates must show proof of identity as contemplated in *paragraphs 6(1), 6(2) and 6(3) of Annexure I*.

- (2) Invigilators must ensure that every candidate produces his or her letter of admission, as well as proof of his or her identity upon admission to the examination room.
- (3) A candidate who fails to produce the required documentation will-
  - (a) be allowed to sit for the examination, but will be required to present such documentation to the invigilator after the examination as contemplated in *paragraphs 6(4), 6(5) and 6(5) of Annexure I.*
  - (b) failing this, the normal procedure pertaining to irregularities must be followed as contemplated in *paragraph 6(7) of Annexure I.*
- (4) All candidates registered for the National Senior Certificate examination must sign an attendance register for each subject written, as contemplated in *paragraph 7 of Annexure I.*
- (5) A candidate who does not present him or herself on time for an examination should be dealt with in terms of *paragraph 8 of Annexure I.*

### **31. Information to candidates**

- (1) General examination instructions must be provided to candidates, in writing, at the commencement of the examination, and each candidate must sign to confirm receipt and acceptance of these instructions.
- (1A) The chief invigilator and/or invigilator must ensure that the examination question papers and examination scripts are handled in terms of the requirements contemplated in *paragraphs 9 and 10 of Annexure I.*
- (2) Candidates must also be provided with clear written instructions regarding specific examination question papers, where necessary.
- (3) All examination question papers that are not in English must have an instruction page in English, as well as in the language of the examination question paper.

- (4) A period of ten minutes before the official commencement of the examination must be allowed for reading of the examination question paper, in addition to the time allocated for the reading of any instructions that may be necessary.
- (5) No writing may take place during reading time.
- (6) In the event that a candidate is required to answer only a selected number of questions from those appearing in an examination question paper, and the said candidate answers more than the required number of questions, only the first required number of questions will be marked. This condition will apply provided that the instructions are clear.
- (6A) Invigilation during the public National Senior Certificate examination must be conducted in accordance with the requirements contemplated in *paragraphs 11 and 12 of Annexure I*. Independent assessment bodies must have appropriate procedures in place to ensure rigorous invigilation.
- (6B) Concessions granted to learners experiencing barriers related to deafness, aphasia and dyslexia may be applied in terms of *paragraph 13 of Annexure I*.
- (6C) The packaging of the examination answer scripts and the completed mark sheets is the responsibility of the chief invigilator and must be adhered to by public assessment bodies in terms of *paragraphs 14 and 15 of Annexure I*. Independent assessment bodies must have similar procedures in place.
- (7) The return of examination answer scripts to the assessment body or any other collection point must be handled with the same care and security as the examination question papers (*Annexure J*).

### **32. Monitoring of the National Senior Certificate examination**

The assessment body and Umalusi must have a clear programme relating to the monitoring of the National Senior Certificate examinations. This programme must cover all stages of the examination process (Paragraph 16 of Annexure I).

### **33. Visits to the centres by monitoring teams**

- (1) The assessment bodies must visit examination centres while the examination is in progress, and report on at least the following-
  - (a) general management of the examination;
  - (b) invigilation;
  - (c) the condition of examination rooms;
  - (d) the seating of candidates;
  - (e) the handing out of examination question papers;
  - (f) the ten minutes reading time;
  - (g) the collection of examination question papers;
  - (h) the return of examination answer scripts; and
  - (i) security.
  
- (2) The monitoring teams of the assessment bodies must visit the marking centres to observe the marking process.

## CHAPTER 6

### RECORDING AND REPORTING OF ASSESSMENT FOR THE NATIONAL SENIOR CERTIFICATE

#### 34. Scale of achievement

- (1) Seven levels of competence are described for each subject in the National Senior Certificate.
- (2) These descriptions are intended to assist teachers and examiners to assess learners and grade them at the correct level.
- (3) Teachers must record learners' results in marks and report them as percentages.
- (4) The percentage obtained will determine which rating code on the scale of achievement will be allocated to a learner.
- (5) The various achievement levels and their corresponding percentage bands are indicated in Table 1 below.
- (6) Final promotion schedules for Grades 10 and 11 must be approved and signed by the Head of the assessment body or his or her representative.

**TABLE 1: SCALE OF ACHIEVEMENT FOR THE NATIONAL CURRICULUM STATEMENT GRADES [10] R-12 [(GENERAL)]**

<b>ACHIEVEMENT LEVEL</b>	<b>ACHIEVEMENT DESCRIPTION</b>	<b>MARKS %</b>
7	Outstanding achievement	80 – 100
6	Meritorious achievement	70 – 79
5	Substantial achievement	60 – 69
4	Adequate achievement	50 – 59
3	Moderate achievement	40 – 49
2	Elementary achievement	30 – 39
1	Not achieved	0 – 29

## CHAPTER 7

### THE MARKING PROCESS

#### 35. Appointment of markers

- (1) The Head of the assessment body is responsible for the appointment of markers.
- (2) Markers at public assessment bodies are appointed in terms of the PAM (Annexure K), and any other additional criteria as determined and approved by the Head of the assessment body or his or her representative.
- (3) The process of appointing markers must commence at least six months prior to the commencement of the specific marking session. This will allow for the verification of the markers' credentials, as well as for training, should this be necessary.
- (4) The information provided by the applicant for the position of marker must be verified in writing by his or her employer and the relevant assessment body. In the case of provincial assessment bodies, the verification must be done by the school principal and the district manager.
- (5) Any person appointed as a marker must declare with the Head of the assessment body or his or her representative whether he or she has an immediate relative sitting for a National Senior Certificate examination in the year of appointment. After having made such declaration, the marker may be allowed to mark, but he or she may not mark the examination answer script of an immediate family member.
- (6) An assessment body must select an additional marker in the event that an appointed marker fails to report for duty.
- (7) Markers, senior markers and chief markers must be appointed annually.

- (8) All selection panels for markers must be chaired by the relevant Head of the assessment body or his or her representative.

### **36. Establishment of marking centres**

Each assessment body must have criteria pertaining to the establishment and management of marking centres.

### **37. Marking centres**

- (1) The following aspects need to be considered before a marking venue is selected-
- (a) marking space;
  - (b) catering facilities;
  - (c) overnight accommodation (if required);
  - (d) security;
  - (e) a suitable control centre;
  - (f) ICT facilities; and
  - (g) the availability of water, electricity and other basic facilities.
- (2) If the number of markers exceeds six hundred (600), a decentralised approach to marking may be adopted.
- (3) Marking may be decentralised in terms of geographic regions or in terms of groups of subjects.
- (4) If a subject is marked at more than one venue, special measures must be taken to ensure a common standard of marking.

(5) The control centre forms the heart of operations at the marking centre. The control of mark sheets and examination answer scripts at the control centre may be divided into three phases, namely-

(a) Phase one:

- (i) This phase entails an audit of all mark sheets and their respective examination answer scripts at the marking centre.
- (ii) All manually generated mark sheets or examination answer scripts are to be recorded in a specific register.

(b) Phase two:

- (i) Chief markers sign a control list when examination answer scripts are issued to them and again when the examination answer scripts are returned.

(c) Phase three:

- (i) Mark sheets should be kept in a safe place and sent to the chief marker.
- (ii) During this phase, copies should be made of the completed mark sheets, which have been returned by the chief markers.
- (iii) The original mark sheet should be sent for data capturing. At this stage, control lists are checked to establish whether the chief markers have returned all the examination answer scripts.
- (iv) Mark sheets could be scanned for security purposes.
- (v) Capture from the examination answer script if mark sheets are not used.



### **38. Marking procedures**

- (1) Marking procedures should be clearly formulated by the public assessment body, as contemplated in Annexure L. Independent assessment bodies may determine their own procedures.
  
- (2) The assessment body may release the marking memoranda and examination question papers of an examination to interested parties at the end of April in the year following the writing of the examination.

## CHAPTER 8

### PROCESSING OF MARKS

#### **39. Processing of marks**

The assessment bodies must establish, or must have access to a fully-fledged and compatible Information Technology component.

#### **40. Capturing of marks by trained staff**

- (1) The marks obtained by candidates, as reflected on the mark sheets or on the examination answer scripts, should be captured by specially trained staff.
- (2) Verification of all data using the double capture method must be followed.

#### **41. Standardisation**

- (1) Mark adjustments are done by Umalusi, in conjunction with the assessment bodies.
- (2) The data and evidence required for the standardisation of results are determined by Umalusi.
- (3) Recommendations regarding the standardisation of marks, together with clear motivations, will be presented by the assessment bodies to Umalusi for consideration.
- (4) The standardisation of marks is the responsibility of Umalusi and its decision is final in all cases.

#### 42. Release of the results and confidentiality

- (1) The release date of the results of the National Senior Certificate examination of the State, must be decided upon by the Council of Education Ministers (CEM) on the recommendation of HEDCOM, and this must be done on an annual basis.
- (2) The date contemplated in *sub-regulation (1)* is subject to approval of the National Senior Certificate results by Umalusi.
- (3) The Department of Basic Education must ensure that all Provincial Departments of Education have secure methods, and measures and procedures in place to protect and secure examination records.
- (4) All concerned parties involved with the release of results of public schools and those independent schools that wrote the public National Senior Certificate examination, must comply with the embargoes stipulated by the Department of Basic Education.
- (5) The examination results data of public schools and those independent schools that wrote the public National Senior Certificate examination, will remain the property of the Department of Basic Education and is given solely for the purpose of informing candidates of their achieved examination results.
- (6) Researchers, individuals and non-governmental organisations may receive information regarding examination results, subject to the approval of the Director-General: Basic Education.
  - (a) Each recipient of examination result data must comply with the following-
    - (i) keeping of confidentiality of all information (written, electronic format and oral) regarding the content thereof;
    - (ii) not disclosing, without the Department of Basic Education's written consent, any information in whole or in part to any person; and

- (iii) using examination information solely for the purpose stated in the agreement.
- (b) All electronic examination result data provided to a third party must be destroyed after a six week period.
- (c) The Department of Basic Education must monitor compliance with *Regulation 42(6)*.

## CHAPTER 9

### RE-MARKING, RE-CHECKING AND VIEWING OF EXAMINATION ANSWER SCRIPTS

#### 43. Re-marking and re-checking of examination answer scripts

- (1) The following are applicable to the re-marking and re-checking of examination answer scripts-
  - (a) A candidate may apply for the re-marking or re-checking of his or her examination answer scripts, within fourteen (14) calendar days of the official release of the results.
  - (b) This applies to both the end-of-year and supplementary examinations.
  - (c) A candidate may obtain an application for re-marking, re-checking or viewing of an examination answer script from any examination centre.
- (2) The fees contemplated in *sub-regulation* 13(1) must be refunded to the candidate who wrote the public National Senior Certificate examination on application if the re-marking results in an improvement of the rating code.
- (3) The prescribed fee must be communicated on the statement of results to the candidate after the writing of the public National Senior Certificate examination.

#### 44. Viewing of examination answer scripts

- (1) Subject to the provisions of the *Promotion of Access to Information Act, 2000 (Act No.2 of 2000)*, the candidate, the candidate's parent, guardian or their representative, will be allowed to view the examination answer script of such candidate.
- (2) When a learner is not satisfied with his or her result obtained in a subject, such a learner will, subject to the following conditions, be

allowed to view the relevant examination answer script, with the aim of satisfying him- or herself with the marking-

- (a) The candidate or his or her parents may apply to view an examination answer script if, after the re-checking and re-marking process, the candidate is still not satisfied with the result.
- (b) An application to view the examination answer script must be made within seven (7) days of the release of the re-marked results and must provide clear reasons for the request.
- (c) The examination answer script will be viewed in the presence of an examination official appointed by the Head of the assessment body or his or her representative and the script may not be removed from the viewing room.
- (d) No other document, except the examination answer script of the candidate, will be allowed into the room where the viewing takes place.
- (e) No writing on the examination answer script during the viewing process will be allowed.
- (f) After the viewing of an examination answer script, a candidate who wrote the public National Senior Certificate examination may apply to the Head of Department for a final re-mark. If the candidate is not satisfied with the outcome of the final (second) re-mark, he or she may appeal to the MEC, or Umalusi in the case of an independent assessment body. The decision of the MEC or Umalusi is final.

## CHAPTER 10

### IRREGULARITIES

#### 45. Dealing with irregularities

- (1) The Minister of Basic Education must establish the National Examination Irregularities Committee to support the provincial assessment bodies in ensuring that the credibility of the examination is maintained.
- (2) The Head of a Provincial Department of Education must establish a Provincial Examination Irregularities Committee to investigate irregularities and make recommendations to the MEC and the Head of Department.
- (3) Provincial Departments of Education may establish District Assessment Irregularities Committees. The function of these committees will be to support and co-ordinate the handling of irregularities at a district level.
- (4) Independent assessment bodies must establish appropriate structures to handle irregularities.
- (5) The following steps must be followed regarding the issuing of a National Senior Certificate to a candidate who wrote the public National Senior Certificate examination suspected of committing an irregularity-
  - (a) It should be established whether the irregularity was caused by the conduct of the candidate or that of another person.
  - (b) If the irregularity pertains to one of the examination question papers of a subject, the results of the subject as a whole will not be released, but this will not affect the release of the results of other subjects.
  - (c) If the irregularity was not caused by the candidate's actions and the candidate did not gain any advantage, the examination answer script must be marked and marks must be allocated as set out in the marking memorandum and the results must be released.

- (6) A candidate who attends an irregularity hearing may have legal representation.
- (7) Should a candidate decide to have legal representation, the Provincial Education Department must be informed of this intention three (3) working days before the hearing, in order to allow the Department of Basic Education to ensure appropriate departmental representation at the hearing.
- (8) If an official is required to present him or herself at a disciplinary irregularity or hearing, a union representative may attend such a hearing as an observer.

#### **46. Release of results under investigation**

- (1) Assessment bodies must ensure that irregularities are finalised before the results are released.
- (2) In cases where the nature of the irregularity is such that it cannot be finalised before the results are released, the results of the relevant candidates must be withheld, pending further investigation.
- (3) If a candidate is found guilty of an irregularity in one subject, only the results of that subject must be withheld.
- (4) Candidates that are found guilty of an irregularity will have the irregularity recorded on the computer system and such information must be made available to all assessment bodies.

#### **47. Details of dealing with irregularities**

Annexure M provides details on how to deal with irregularities committed by learners in public schools and those learners in independent schools who opted for the public examination. Independent assessment bodies must have appropriate procedures, contemplated in Annexure M and aligned with Umalusi directives, in order to handle irregularities pertaining to the conduct,



administration and management of the internal assessment and external examination components of the National Senior Certificate examination.

## CHAPTER 11

### SECURITY AND CONFIDENTIALITY

#### 48. Security and confidentiality

- (1) The assessment body must take every reasonable step to ensure the security and confidentiality of-
  - (a) the examination question papers;
  - (b) examination answer books;
  - (c) examination answer scripts;
  - (d) mark sheets;
  - (e) other assessment documents; and
  - (f) the IT system or data base.
  
- (2) Effective security and confidentiality measures should be in place in the following areas of the examination process-
  - (a) the setting and moderation of the examination question papers;
  - (b) the printing of the examination question papers;
  - (c) the storage of the final printed examination question papers, as well as the printed back-up examination question papers;
  - (d) persons entering or exiting restricted examination administrative areas;
  - (e) examination question papers handed over by the assessment bodies;
  - (f) the distribution of examination question papers and the transfer of examination answer scripts to and from examination centres;
  - (g) examination answer scripts of candidates under investigation; and
  - (h) the maintenance of the IT system.
  
- (3) The security and confidentiality agreement relating to examination matters must be signed by all officials involved in managing and administering the examination process.
  
- (4) Employees who are involved in the National Senior Certificate examination, and who have immediate relatives in Grade 12, must

disclose such information within a period of 18 months before the commencement of the final end-of-year National Senior Certificate examinations to the relevant assessment body.

- (5) The Head of the assessment body will make a decision with regard to the involvement of the official referred to in *sub-regulation (4)* in the National Senior Certificate examination for that year.

#### **49. The use of outside agents**

The use of an outside agent or institution in the examination process is the responsibility of the assessment body. Issues relating to security, cost-effectiveness and capacity-building must be taken into consideration before an outside agency or institution is engaged.

## CHAPTER 12

### ACCESS TO EXAMINATION AND CERTIFICATION INFORMATION

#### 50. Access to examination information

- (1) The Minister of Basic Education is the custodian of examination data. The Director-General approves access to examination data by members of the public.
- (2) Assessment bodies must ensure that all examination material is properly archived to allow for easy retrieval for at least six (6) months.
- (3) Assessment bodies must keep all examination answer scripts and other examination-related documentation for at least six (6) months from the date of the release of the examination results.
- (4) Public assessment bodies may shred the examination answer scripts after six (6) months, unless litigation is still pending, or an investigation into irregularities has not been finalised.

#### 51. Access to certification information

- (1) The assessment body must submit approved candidate records for certification to Umalusi, subject to the directives issued by Umalusi.
- (2) The assessment body must manage the certified certification records and transfer them to the historical certification records of the Department of Basic Education.
- (3) The Department of Basic Education must ensure that there are back-up copies of the historical certification records of public assessment bodies.
- (4) The assessment body must ensure stringent security measures during the following processes-
  - (a) queries;

- (b) combination of results; and
- (c) verification of results.

- (5) The assessment body must have secure methods, measures and procedures in place, in order to ensure safekeeping of examination records.

**52. Accessibility of examination and certification information**

Assessment bodies must ensure that examination answer scripts are filed per subject, per examination question paper, and in centre order, for the purposes of re-checking, re-marking, viewing or resolving of queries.

## CHAPTER 13

### HISTORICAL RECORDS (ARCHIVING) AND DATA RETENTION

#### 53. Copies of historical certification records and data retention

- (1) Copies of historical certification records of candidates who wrote the public National Senior Certificate examination are a national asset and are the responsibility of the Department of Basic Education.
- (2) Subject to the *National Archives of South Africa Act, 1996 (Act No.43 of 1996)*, the original documents of the assessment and certification process will form part of the provincial filing system.

#### 54. Access to historical records

- (1) Access to historical records is an integral part of the functioning of any examination section.
- (2) The assessment bodies should have a computer infrastructure that can access the centralised historical database.
- (3) These records should be used for queries, the combination of results, and preparing data for verification for Umalusi with respect to the issuing of replacement certificates.

## CHAPTER 14

### MINIMUM REQUIREMENTS FOR AN EXAMINATION COMPUTER SYSTEM, AND DOCUMENTS AND DOCUMENT CONTROL PERTAINING TO THE EXAMINATION SYSTEM

#### 55. Minimum requirements for an examination computer system

- (1) The Department of Basic Education or the accredited independent assessment body must establish the minimum requirements for a computer programme to be used in the examination process.
- (2) A guideline to establish such minimum requirements is contained in Annexure N.
- (3) The Department of Basic Education or the accredited independent assessment body must develop user requirement specifications which must be in line with the Umalusi specifications in order to facilitate certification.

#### 56. Documents and document control pertaining to the examination system

- (1) Documents and reports printed by the computer system, relating to the examination, are the responsibility of the assessment bodies.
- (2) The Head of the assessment body or his or her representatives must check the signatures and the information on these documents.
- (3) Documentation of the computer system is the property of the relevant assessment bodies and should be available to them.
- (4) Documentation information is used for reference purposes and to maintain and further develop the system.

## CHAPTER 15

### EXAMINATION BOARDS

#### 57. The establishment of examination boards

The following examination boards may be established on a date as determined by the Minister of Basic Education-

- (1) a National Examination Board to advise the Minister on all matters relating to national examination and assessment; and
- (2) a Provincial Examination Board to advise the Member of the Executive Council (MEC) on all matters relating to provincial examinations and assessment.



## CHAPTER 16

### AMENDMENT OF THE REGULATIONS PERTAINING TO THE CONDUCT, ADMINISTRATION AND MANAGEMENT OF THE NATIONAL SENIOR CERTIFICATE UNDERPINNED BY THE NATIONAL CURRICULUM STATEMENT GRADES 10-12, TRANSITIONAL ARRANGEMENTS, SHORT TITLE AND COMMENCEMENT

**58. Amendment of the Regulations pertaining to the *Conduct, Administration and Management of the National Senior Certificate* underpinned by the *National Curriculum Statement Grades 10-12***

- (1) On 31 December 2013 the *Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate*, underpinned by the *National Curriculum Statement Grades 10-12*, will be replaced by the *Regulations Pertaining to the Conduct, Administration and Management for the National Senior Certificate Examination* underpinned by the *National Curriculum Statement Grades R-12 as contemplated in Regulation 59(8)*.

**59. Transitional arrangements**

- (1) National education policy pertaining to part-time candidates as stipulated in the policy document, *National Policy Pertaining to the Conduct, Administration and Management of the National Senior Certificate Examination* will continue to exist until such a date as determined by the Minister of Basic Education.
- (2) The Minister may also determine the date, contemplated in *sub-regulation 1* after-
- (a) an alternative qualification for part-time candidates has been developed and implemented; and
  - (b) public and independent distance/correspondence education institutions have been identified and have become operational to assist part-time candidates to obtain the qualification presented by the Minister in the *Government Gazette*.

- (3) The policy pertaining to part-time candidates contemplated in *sub-regulation 2* will continue for a further period of three (3) years after the date referred to in *sub-regulation 1*. In order to accommodate the candidates already enrolled as part-time candidates on the date determined by the Minister.
- (4) Part-time candidates must comply with the National Senior Certificate requirements as stipulated in the policy document, *National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R – 12*.
- (5) Learners who register as part-time candidates for the first time in Grade 10 must register with an accredited assessment body to ensure that such learners comply with the National Senior Certificate requirements as stipulated in the policy document, *National Policy Pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R – 12*.
- (6) Once a learner as contemplated in *sub-regulation 5* has registered with an assessment body, such assessment body must provide guidelines regarding the National Senior Certificate with respect to the three year duration of the qualification and the compliance with the internal assessment and external examination requirements.
- (7) The following policy documents will be phased out on 31 December 2013-
  - (a) *National Curriculum Statement Grades 10-12 promulgated in Government Gazettes, No. 25545 of 6 October 2003, No. 27594 of 17 May 2005, No. 27819 of 20 July 2005 and No. 28300 of 7 December 2005.*
  - (b) *National Senior Certificate: A Qualification at Level 4 on the National Qualifications Framework (NQF)*, promulgated in *Government Gazette No.27819 of 20 July 2005*;
  - (c) The policy document, *An Addendum to the Policy Document, the National Senior Certificate: A Qualification at Level 4 on the National Qualifications Framework (NQF), Regarding Learners*

*with Special Needs*, promulgated in *Government Gazette, No.29466* of 11 December 2006; and

- (d) *An Addendum to the Policy Document, the National Senior Certificate: A Qualification at Level 4 on the National Qualifications Framework (NQF), regarding the National Protocol for Assessment (Grades R – 12)*, promulgated in *Government Gazette No. 29467* of 11 December 2006.
- (8) On 1 January 2014 the *National Curriculum Statement Grades R – 12* comprising the following policy documents will replace the documents contemplated in *sub-regulation (7)* and will form the basis for all National Senior Certificate examinations post 2013-
- (a) Curriculum and Assessment Policy Statements for all approved subjects listed in this document;
  - (b) *National Policy Pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R – 12*; and
  - (c) *National Protocol for Assessment Grades R – 12*.
- (9) The Minister may, if deemed necessary, amend the transitional arrangements as contemplated in *Regulation 59*.

#### **60. Short title and commencement**

These Regulations may be cited as the *Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate examination* and will come into effect on the date of publication in the *Government Gazette*.

## ANNEXURE A

### ADMINISTRATIVE ISSUES RELATING TO THE SCHOOL-BASED ASSESSMENT (SBA) PRACTICAL ASSESSMENT TASK (PAT) AND LANGUAGE ORAL MARKS

#### 1. PRESENTATION OF SCHOOL-BASED ASSESSMENT, PRACTICAL ASSESSMENT TASK (PAT) AND LANGUAGE ORAL MARKS

- (1) All learners must have a School-Based Assessment (SBA) mark for each subject presented for the National Senior Certificate.
- (2) A Practical Assessment Task/Language Oral mark is a compulsory component of the final promotion mark for all candidates registered for the following National Senior Certificate subjects.
  - (aA) Agriculture: Agricultural Management Practices and Agricultural Technology;
  - (a) Arts: Dance Studies, Design, Dramatic Arts, Music and Visual Arts;
  - (b) Languages: oral mark;
  - (c) Technology: Civil Technology, Electrical Technology, Mechanical Technology and Engineering Graphics and Design;
  - (d) Life Orientation;
  - (e) Computer Sciences: Computer Applications Technology and Information Technology; and
  - (f) Services: Consumer Studies, Hospitality Studies and Tourism.
- (3) Learners who have not submitted a learner portfolio of evidence as part of the School Based Assessment component, and/or Practical Assessment Task/ Language Oral mark based on valid reasons, must be given three months from publication of the results to submit School-Based Assessment tasks and/or a Practical Assessment Task/ Language Oral for evaluation. In such an event, the code "999" is indicated on the mark sheet.
- (4) If a learner fails to present a component or components of the School Based Assessment and/or a Practical Assessment Task/Language Oral

during the course of the year, and valid reasons are provided, the learner should be allowed the opportunity to redo the task and/or Practical Assessment Task/Language Oral or, where this is not possible, the mark for that component of the School-Based Assessment and/or a Practical Assessment Task/Language Oral component should not be taken into consideration and the maximum mark, in this particular case, must be recalculated, based on the remaining number of tasks (refer to Table 1).

- (5) If a learner fails to present a component or components of the Practical Assessment Task during the course of the year, and valid reasons are provided, the learner should be allowed the opportunity to redo the task.
- (6) If a learner fails to present a component or components of the School-Based Assessment and Language oral, without a valid reason, the learner must be awarded a zero mark ("0") for such component or components, provided that if all components are awarded a zero mark ("0") the learner will receive an incomplete mark, recorded as absent (refer to Table 2).

**Table 1**

**SBA components of subject with learner's marks:**

	Component 1	Component 2	Component 3	Component 4	Component 5	Component 6	Component 7
<b>Max marks</b>	<b>5</b>	<b>5</b>	<b>30</b>	<b>20</b>	<b>40</b>	<b>40</b>	<b>40</b>
<b>Learner</b>	4	Did not offer (valid reason given)	16	Did not offer (valid reason given)	20	15	12

$$\begin{aligned} \text{SBA mark} &= (4+16+20+15+12) / (5+30+40+40+40) \\ &= 67/155 \\ &= 43\% \end{aligned}$$

**Table: 2**

**SBA components of subject with learner's marks:**

	Component 1	Component 2	Component 3	Component 4	Component 5	Component 6	Component 7
<b>Max marks</b>	<b>5</b>	<b>5</b>	<b>30</b>	<b>20</b>	<b>40</b>	<b>40</b>	<b>40</b>
<b>Learner</b>	4	Did not offer (no valid reason given)	16	Did not offer (No valid reason given)	20	15	12

$$\begin{aligned} \text{SBA mark} &= (4+0+16+0+20+15+12) / (5+5+30+20+40+40) \\ &= 67/180 \\ &= 37\% \end{aligned}$$

## 2. INCOMPLETE RESULTS

A learner's results are regarded as incomplete if he or she did not submit any assessment tasks of the School-Based Assessment and/or a Practical Assessment Task, a Practical Assessment or a Language Oral mark and no valid reason was provided. This implies that the learner did not submit any assessment tasks specified for School-Based Assessment, Practical Assessment Task, Practical Assessment or Language Oral requirements in the policy document, *National Protocol for Assessment Grades R – 12* and Curriculum and Assessment Policy Statements. In such an event, the code "444" is indicated on the mark sheet. Therefore the candidate cannot receive a result in the subject, since he or she has not satisfied the requirements of the National Senior Certificate and will not qualify for a National Senior Certificate. In such an event, the code "444" is indicated on the mark sheet. Such a candidate must repeat the subject in the subsequent examination, but not the supplementary examination. If a candidate fails to do this, he or she will not qualify for a National Senior Certificate, until outstanding requirements have been met.

## 3. OUTSTANDING MARKS

- (1) A mark is regarded as outstanding if, during the capturing process, the reason for the outstanding mark is not established. The code, "777", is used to indicate an outstanding mark. An outstanding mark must be finalised as soon as possible and the "777" code replaced with either a mark or a "444" code (absent) or a "999" code.
- (2) In the event that the candidate was absent, based on valid reasons, code "999" will be captured. The outstanding School-Based Assessment, and/or Practical Assessment Tasks, Practical Assessment or Language Oral mark must be submitted within the stipulated three-month period. The result in the subject will be regarded as incomplete. In such an event the candidate cannot receive a result, since he or she has not satisfied the requirements of the National Senior Certificate. Should the candidate not submit the School-Based Assessment tasks and/or Practical Assessment Tasks/Language Oral in the stipulated period, the code "777" will be changed to "444".

- (3) Candidates who repeat the National Senior Certificate qualification or a subject and who have not met the School-Based Assessment and Practical Assessment Task or Language Oral component requirements, may be allowed to improve their marks obtained in the School-Based Assessment and Practical Assessment Task/Language Oral components, subject to satisfactory arrangements being made with the relevant assessment body.

#### **4. STATISTICAL MODERATION OF SCHOOL BASED ASSESSMENT MARKS**

- (1) All School-Based Assessment tasks and Practical Assessment Tasks/ Language Oral are statistically moderated, based on the norm determined by Umalusi. The norm, which is articulated as a formula for the statistical moderation process, will be provided by Umalusi. The Department of Basic Education will ensure that the computer system is programmed to process the marks in accordance with the formula. However, the final responsibility rests with Umalusi to verify the accuracy of the statistical moderation process on the IT system.
- (2) Learners whose School-Based Assessment marks and/or Practical Assessment Task/Language Oral marks are outstanding, absent or have not been finalised at the time of the statistical moderation, are removed from the moderation process. The examination results for these learners are initially left out of the moderation process, and the moderated marks are calculated at a later stage, using information from the rest of the group.



## ANNEXURE B

### THE APPROVAL PROCESS FOR SUBJECTS OFFERED BY OTHER ASSESSMENT BODIES

#### THE STATUS OF SUBJECTS OFFERED BY OTHER ASSESSMENT BODIES

1. Candidates in public and independent schools may offer a maximum of one subject developed by an assessment body other than the Department of Basic Education and approved by the Minister of Basic Education, in addition to the required seven compulsory subjects for the National Senior Certificate.
2. All requests regarding the offering of additional subjects to be listed in the National Senior Certificate must be directed to the Department of Basic Education, in order to determine whether the Department of Basic Education will consider the inclusion of the subject in the *National Curriculum Statement Grades R-12*.
3. Additional subjects to be considered by the Department of Basic Education for inclusion in the *National Curriculum Statement Grades R-12* must be supported by the following documents:
  - (a) a Curriculum and Assessment Policy Statement that includes the; and
  - (b) in the case of additional languages, the appropriate English Language level documents, i.e. Home, First Additional and Second Additional Language level should be used as a template.
4. An assessment body approved by the Minister of Basic Education and which has been accredited by Umalusi, should undertake the development of the additional subject requested, as well as the conduct of the examination thereof.
5. However, no guarantee can be given to institutions that the Minister of Basic Education will approve the developed documents submitted to the Department of Basic Education. All development is done at own risk and any costs incurred must be borne by the applicant.
6. All relevant documents referred to in *sub-regulation (3)* above, must be submitted not later than April of the year prior to the planned implementation.

7. Once satisfied that all the above requirements have been met, the Department of Basic Education will evaluate the subject in question and make a recommendation to the Minister of Basic Education.
8. Subjects that have been approved by the Minister of Basic Education for offering as part of the National Senior Certificate will be implemented for the first time in Grade 10 in the month of January, following the year of approval.
9. Assessment bodies and schools that wish to enrol learners for additional subjects to the National Senior Certificate, developed and assessed by an assessment body, should contact the Head of the relevant assessment body for details about the enrolment and assessment procedure for the additional subject.
10. The Department of Basic Education could request assessment bodies, accredited by Umalusi and approved by the Minister of Basic Education, to assist with the examination of the approved additional subject, offered by a learner as part of his or her 7-subject package.

## ANNEXURE C

### REQUIREMENTS FOR THE OFFERING OF MUSIC PROGRAMMES OF ACCREDITED ASSESSMENT BODIES

- (1) A learner at a public or independent school may offer one of the following external music programmes as an additional subject, i.e. as an eighth or ninth subject for the National Senior Certificate-
  - (a) Associated Board of the Royal Schools of Music (ABRSM);
  - (b) Trinity College of London (TCL): and
  - (c) Unisa.
  
- (2) The external music programmes listed in paragraph 1 may be offered in terms of the conditions contemplated in *paragraph 28(7)* of the policy document, *National policy pertaining to the programme and promotion requirements of the National Curriculum Statement Grades R – 12*.

## ANNEXURE D

### APPOINTMENT OF EXAMINERS AND INTERNAL MODERATORS: AN EXCERPT FROM THE PERSONNEL ADMINISTRATION MEASURES

In addition to the general criteria referred to in *Regulation 23*, the following minimum criteria should apply with regard to the selection and appointment of examiners (for the setting and moderation of examination question papers and accompanying memoranda) and internal moderators-

- (1) Advertisements for the posts of examiners and internal moderators for the public National Senior Certificate examination, should be included in a departmental circular, as well as published in the national or local press.
- (2) For the examination, set by the Department of Basic Education, a selection panel shall be appointed by the Department of Basic Education. Teacher unions that are members of the Education Labour Relations Council shall be allowed observer status on such a panel.
- (3) The following minimum criteria will apply in respect of the selection and appointment of candidates-

The appointee must-

- (a) have at least a recognised three-year post matric qualification, which must include the subject concerned at second or third-year level;
- (b) have extensive experience as a teacher in the particular subject or in a related area, and at least two (2) years teaching experience during the last five (5) years, at the appropriate level; and
- (c) he or she must have experience as a marker.

## **ANNEXURE E**

### **EXAMINATION PANELS**

1. It is advantageous to appoint two to four examiners to set an examination question paper, in order to maintain the appropriate standard for a subject. This allows for the perspectives of two to four experts in the particular subject to be utilised in the setting of the examination question paper.
  
2. Advantages of the panel system:
  - (a) it allows for capacity-building, by including one or two persons who lack prior experience in the setting of examination question papers.
  - (b) If a panel of examiners is used, it is important that a chief examiner be appointed.
  - (c) The chief examiner takes final responsibility for the quality and standard of the examination question paper.
  
3. Duly binding contracts must be signed between the examiner and the Department of Basic Education or the assessment body.

## ANNEXURE F

### PROCESSING OF EXAMINATION QUESTION PAPERS

#### 1. Typing of examination question papers

- (1) A team of selected staff members, not exceeding four to five typists, supervised by a chief typist, may carry out the typing of examination question papers.
- (2) They may do their work on personal computers, not linked to an external network, and all the work should be done in a restricted area.
- (3) This task should be supervised by a senior staff member. The hard disks should be cleared and transferred to other relevant media, such as compact discs (CDs), which must then be locked away daily.
- (4) The typing of examination question papers must be executed in terms of the security measures as contemplated in *paragraph 4*.

#### 2. Editing of examination question papers

- (1) Language editing may be carried out by specially appointed language editors.
- (2) Alternatively, this function may be carried out by a select group of subject specialists, who must complete the Contract of Confidentiality document.
- (3) The final editing should be the task of the chief examiner, and he or she, together with the internal moderator, should sign it off, certifying that he or she has checked the examination question paper in every respect and that the examination question paper is ready for printing.
- (4) The editing of examination question papers must be executed in terms of the security measures as contemplated in *paragraph 4*.

### **3. Printing of examination question papers**

#### **(1) Collection of master copies of examination question papers for printing**

- (a) For security reasons, two senior officials from each Provincial Education Department collect the master copies of the examination question papers from the Department of Basic Education.
- (b) On arrival in the province, the senior manager acknowledges the receipt of the master copies of the examination question papers by sending a fax to the Department of Basic Education, and in return receives a password to open the CD.
- (c) The question papers received from the Department of Basic Education are under the direct custody of the Senior Manager.
- (d) The daily operation of examination question papers at provincial level is managed by an official nominated by the Senior Manager.
- (e) The senior officials from each Provincial Education Department collecting the master copies of the examination question papers from the Department of Basic Education must sign for these copies once they are satisfied that they have received the correct copies for printing.
- (f) The management of the collection and safekeeping of the master copies of the examination question papers must be executed in terms of the security measures as contemplated in *paragraph 4*.

#### **(2) Printing process of examination question papers**

The assessment body must ensure the following-

- (a) In terms of printing, the assessment bodies must move to establish in-house printing facilities.
- (b) Where in-house printing is done, the person involved in the printing may also be involved in the packaging.
- (c) The printing process must be carried out under the close supervision of a senior official.
- (d) This official must be entrusted with the task of approving the quality and standard of the first batch of printed examination question papers.
- (e) The master copies of the examination question papers issued to the senior official responsible for printing must be verified by him or her and must be signed for on a print register.

- (f) The senior official responsible for printing first proof reads the final printed copy and then grants approval for the bulk printing to commence.
- (g) The printing venue must be cleared of all materials and all machines must be flushed before starting a new print.
- (h) Operators must checked regularly 200 printed copies at intervals to ensure that the quality is not compromised.
- (i) For security reasons, all pre-packed examination question papers must be sealed in transparent plastic bags according to the needs of the various provinces.
- (j) In cases where it is possible to print two examination question papers simultaneously, it must be ensured that the examination question papers are not printed in the same room.

The printing of examination question papers must be executed in terms of the security measures as contemplated in *paragraph 4*.

- (l) Where assessment bodies choose to use external agencies for the purpose of printing, the agency concerned should be fully investigated to ensure that, *inter alia*, strict security measures are in place, and that the quality of the printing is of an acceptable standard. A detailed contract, a service level agreement and a Contract of Confidentiality must be signed between the assessment body and the external provider of printing services.

### **(3) Packing and packaging of the examination question papers**

- (a) Packing and packaging are carried out by officials in the employment of the Provincial Education Department and authorised by the Head of the assessment body or his or her representative.



- (b) Packing teams must be established comprising:
  - (i) an official in charge of the packing and packaging staff;
  - (ii) a team leader; and
  - (iii) a verifier.
  
- (c) The following preparation for packing and packaging needed to be done-
  - (i) sufficient stationery must be provided;
  - (ii) The correct statistics must be obtained. Packing schedules may be used as a verification mechanism;
  - (iii) all centres/schools must be captured; and
  - (iv) labels must be created using the following information-
    - (aa) subject;
    - (bb) examination question paper;
    - (cc) time allocation;
    - (dd) date of examination;
    - (ee) centre number
    - (ff) name of school;
    - (gg) district;
    - (hh) number of candidates;
    - (jj) number of examination question papers; and
    - (kk) language version of the examination question papers.
  
- (d) The following packing and packaging procedure must be followed-
  - (i) the packing venue must be cleared of previous packing material;
  - (ii) the official in charge must ascertain that the packing is done according to the time table;
  - (iii) one examination question paper/subject must be packed at a time;
  - (iv) the packing schedule and labels must be given to each packing team;
  - (v) the packing team leaders must calculate the number of examination question papers per subject, district and school;
  - (vi) the official in charge retrieves the examination question papers from the strong room and issues them to the packing teams;
  - (vii) each packing team must ensure that the examination question papers are properly sealed;

- (viii) each packing team must ensure that the correct labels are affixed to the examination question papers;
  - (ix) examination question papers must be counted, scanned out and packed into security bags/boxes per district and per school; and
  - (x) the packed papers must be stored correctly in terms of a delivery plan.
- (e) The following quality checks should be performed-
- (i) The official in charge/packing team leader/verifier must ensure that quality checks are done randomly;
  - (ii) a control register must be maintained for each subject packed; and
  - (iii) quality checks must be done by other senior departmental officials.
- (f) The packing and packaging processes must be executed in terms of the security measures as contemplated in *paragraph 4*.

**(4) The distribution of printed examination question papers**

- (a) The distribution of printed examination question papers should be conducted as follows-
- (i) a management plan for complete distribution procedure, including communication information with all truck drivers, all District/Circuit officials and Head Office officials should be drawn up;
  - (ii) the following security measures for distribution should be adhered to-
    - (aa) the signing of the Service Level Agreement documents with private companies;
    - (bb) the administering of security clearance to the armed security officials;
    - (cc) the installing of tracking devices into delivery trucks;
    - (dd) ensuring that there is police escort/security guards during delivery;
    - (ee) the sealing/locking of trucks to secure the consignment of examination question papers; and

- (ff) striving for a daytime delivery of the examination question papers.
  - (b) Provinces should have procedures in place when examination question papers are in transit.
  - (c) The following breakdown procedures should be followed-
    - (i) a breakdown should first be reported to the Head Office;
    - (ii) trucks must not be opened by a unauthorised person; and
    - (iii) a departmental official delegated in writing for this purpose should visit the breakdown to ascertain the extend of the breakdown and to put appropriate measures in place.
- (5) The distribution process from Provincial Head Office to the District/Circuit Office and from District/Circuit Office to school**
- (a) For deliveries from the Provincial Head Office, the District/Circuit Office must -
    - (i) ascertain whether the locks/seals are still intact before opening the truck;
    - (ii) ensure that the deliveries from the Provincial Head Office are staggered;
    - (iii) secure locking/sealing of trucks with secret codes; and
    - (iv) monitor the tracking system from the Provincial Head Office.
  - (b) For deliveries from the District/Circuit Office to schools, District/Circuit Office must -
    - (i) the District/Circuit must deliver examination question papers on a daily basis according to a delivery plan and the final examination timetable; and
    - (ii) ensure that the correct examination material is delivered to the correct examination centre.

#### 4. Security Measures

- (1) The adaptation, translation, typing, editing and printing of examination question papers must be conducted in a secure venue which must include the following minimum security measures-
  - (a) secured building;
  - (b) controlled access;
  - (c) closed circuit camera surveillance and recording;
  - (d) alarm systems;
  - (e) guarded security at all entrances;
  - (f) smoke detectors; and
  - (g) fire extinguishers.
  
- (2) Officials involved in the adaptation, translation, typing, editing and printing of examination question papers, as well as any other person entering or exiting restricted examination administrative areas must comply with the following requirements-
  - (a) security clearance;
  - (b) signing of an agreement to maintain secrecy; and
  - (c) declare if a close relative has registered for the examination.
  
- (3) The packing and packaging venue must also comply with the following additional security measures-
  - (a) the entry door to the packing venue must have a dual locking system;
  - (b) a register must be kept at the entrance of each door and signed regularly upon entry and exit;
  - (c) keys must be kept in a safe and a register must be in place for the issuing and returning of the keys;
  - (d) windows of the packing venue must be sealed and burglar proofed; and
  - (e) if possible the packing venue should be located on the same floor where the printing is done.

## ANNEXURE G

### PRACTICAL EXAMINATION IN COMPUTER APPLICATIONS TECHNOLOGY AND INFORMATION TECHNOLOGY

1. Computer laboratories should be visited by the assessment bodies accompanied by IT support staff to ensure that the infrastructure is compliant with the Practical Examination guideline document. This must be done six (6) weeks prior to the commencement of the final National Senior Certificate examination.
2. The security measures to be taken in the subjects Computer Applications Technology (CAT) and Information Technology (IT), comprise three phases, namely the computer laboratory certification, the invigilation during the examination sitting, and the verification of CDs/DVDs.
3. Local authorities should be informed about the examination timetable at least six (6) weeks prior to the examinations to ensure that load shedding is not applicable.
4. The following measures must be taken during the computer laboratory certification process-
  - (1) All schools offering Computer Applications Technology and Information Technology must complete a specified checklist that should be certified by the Principal of the school and submitted to the assessment body two (2) days prior to the commencement of the examination.
  - (2) One day prior to the examination in Computer Applications Technology and in Information Technology, the specific centre and/or network shares to be used for these examinations should be off limits to all candidates.
  - (3) All electronic equipment in respect of Computer Applications Technology and Information Technology at the school should be inspected prior to the examinations, for example the electricity cables and wall connections must be in good working order. This may prevent

a power failure caused by defective electrical apparatus. Preferably each computer room should be on its own circuit breaker as strenuous load, for example, due to air conditioners create problems.

- (4) All hardware and software must be checked to ensure working condition. Computers/Networks must be virus-free. Anti-virus software must be updated shortly (at least one day) before the examination.
- (5) Only approved hardware configurations and versions of software, as specified by Practical Examination guidelines, may be used and certified. Only legal copies of software may be used.
- (6) The Computer Applications Technology and/or Information Technology teacher must ensure that all computers are “clean”. No program or documents, (other than those required by the said examination), hidden files and/or examples of any kind may be stored or be accessible on the hard disks or the network.
- (7) E-mails and/or messaging systems must be de-activated during the examination.
- (8) Security should be in place to prevent candidates from accessing any other computers, folders and/or documents other than those required by the said examination. In the case of peer-to-peer networks or where learners store on local hard drives, all network communication devices must be switched off. This includes wireless and wired network connectors such as switches and routers.
- (9) Passwords, which are familiar only to the invigilators, should be used as a security measure during the examination session.
- (10) If an examination is conducted in two sessions, technical support person/teacher must ensure that all computers are clean when the second session starts. This includes emptying the recycle bin. Candidates from two sessions should not make contact.

- (11) Printing certain work may be required by the examination paper. Ensure the following-
- (a) printers are installed;
  - (b) Printers must print clearly.
  - (c) Use new cartridges, if possible.
  - (d) The assessment body is responsible for supplying sufficient suitable paper for printers.
- (12) Ensure that the following settings for each computer are correct and in keeping with South Africa-
- (a) date and time; and
  - (b) regional settings (South Africa).
- (13) Compact disks or related storage media:
- (a) The assessment body must supply each examination centre with at least three (3) CDs/DVDs or related storage media (one for backup) per mark sheet sent to the school on which to save the candidate's work on.
  - (b) One [backup] CD/DVD containing the candidates' saved answers must be submitted immediately after writing to the relevant assessment body and two (2) duplicate backup CDs/DVDs kept at the centre.
- (14) Peer-to-peer networks do not provide the same level of security as server-based networks. Therefore, the use of peer-to-peer networks is discouraged and schools should disconnect the network cables for the duration of the examination and use the computers as stand-alone machines.

- (15) If schools use network facilities to conduct practical examinations, the following steps must be taken to prevent possible copying of files by candidates-
- (a) Separate folders must be created for each candidate on the appropriate network drive. The folder should be labelled with the candidate's examination number.
  - (b) The data files required by each candidate must be copied into each folder or onto a suitable saving device.
  - (c) It must not be possible for the candidate to access any other data folders on the network.
  - (d) A separate user ID and password must be created for each candidate and these must be linked to a specific folder and the file re-direction setup must be tested to ensure files are not pointing to one folder.
  - (e) The user ID and password must differ from those used by the candidates during the normal course of their practical work.
  - (f) Access codes should preferably be randomly generated, e.g. user ID: AxCyfDT, Password: ShwOfT.
  - (g) Electronic messaging systems between work stations must be deactivated during the examination, so that candidates are not able to send messages or files from one work station to another.
- (16) On some networks, it is possible to keep a log of access to folders. If the network makes use of this facility, it should be activated during the examination and retained after the completion of the examination, should any queries concerning irregularities arise.
- (17) There should be at least two (2) additional computers and one (1) additional printer available as backup.
- (18) An experienced Computer Applications Technology or Information Technology teacher must be present during all practical sessions, so that he or she can provide the necessary technical assistance if computers are faulty. This teacher is NOT part of the invigilation team and may not work on any computer during the writing session, unless to provide technical assistance.



(19) Invigilation

- (a) A minimum of two teachers must be present as invigilators in any one computer centre during the examinations in Computer Application Technology and Information Technology.
- (b) Additional invigilators should be present in accordance with Table 1:

**Table 1**

<b>Number of candidate</b>	<b>Computer Applications Technology/Information Technology teacher</b>	<b>Invigilators</b>	<b>End-of-session assistance</b>	<b>Total number of invigilators during the end of the session</b>
<b>Less than 10</b>	1	1	1	3
<b>10 – 25</b>	1	2	2	5
<b>26 – 40</b>	1	3	3	7
<b>More than 40</b>	2	4	4	10

(20) Document retrieval

- (a) One week before the examinations commence, schools must receive a disk or related storage media containing the documents (data files/folders) for retrieval on the day of the examination.
- (b) The responsible teacher must make a backup copy of this storage media immediately and determine if he or she can access the files. Thereafter, the original and the backup storage media is placed in safekeeping with the principal of the school. Any problem with accessing the files must be reported to the assessment body immediately.
- (c) It is the task of the responsible teacher to save this information on the network or on the hard drives of individual computers, or to prepare an individual disk for each candidate, one day prior to the commencement of the examination. Examination centres must

then be off limits to candidates or any other learners or teachers on this day.

- (d) It is essential that each folder is carefully prepared a day before the examination session commences.
  - (e) The teacher must ensure that each candidate has an electronic folder clearly marked with that candidate's examination number and the centre number.
  - (f) Candidates may, under no circumstances, have access to the examination data (folders/files) prior to the examination.
- (21) All security processes must be carried out under the supervision of the chief invigilator.
- (22) Schools will be permitted to run a maximum of two consecutive sessions of computer practical examinations per day. The necessary precautions must be taken in order to prevent any communication between candidates in the two groups.
- (23) No cellphones, manuals and/or electronic documents are allowed inside the examination centre, unless otherwise specified by the Department of Basic Education and the assessment body.
- (24) Candidates may use the help functions on the computer.
- (25) Where candidates may have visible access to adjacent computers, dividers between workstations must be set up.

5. Procedure during the examination session
  - (1) Invigilators play a vital role in ensuring that no copying of any kind takes place. Therefore, it is crucial that all supervisory requirements are strictly adhered to.
  - (2) The additional assistant used at the end of the session (last 30 minutes of the session) must assist with printing (if required) and verifying that candidates' files are written to CDs/DVDs and are saved correctly and ensure that all candidates' files/folders saved on the CDs/DVDs can be accessed afterwards. In the event of stand-alone computers, invigilators must use flash drives to retrieve all candidates' work from the individual workstations. Invigilators must ensure that no editing or keying in takes place after the examination time has elapsed.
  - (3) Candidates should save their work at regular intervals, e.g. every 10 minutes. In addition, auto save recovery options should be set to every five minutes.
6. If a power failure occurs during the examination, the following procedure should be followed-
  - (1) Candidates are to remain in the computer room until the power supply has been restored or two (2) hours have elapsed.
  - (2) Candidates may not communicate with each other while waiting for the power supply to be restored.
  - (3) The time lost during the power failure should be allowed as additional examination time.
  - (4) If, after two hours, the power supply has not been restored yet, the examination should be rescheduled.
  - (5) The Department of Basic Education and the assessment body should be informed of the power failure immediately.

- (6) When a power failure occurs, the centre manager should inform the local authorities immediately. He or she should also ascertain, if possible, how long the power failure is likely to last.
  - (7) The disks with the work completed by the candidates are to be handed in and submitted to the assessment body.
  - (8) In the case of an examination being cancelled due to a power failure, the candidates should write the backup examination question paper on another date.
  - (9) In the event where two examination sessions are scheduled during an examination, namely in the morning and afternoon, the above procedure applies to both sessions.
7. In the event of a computer breakdown during the examination, the following procedure should be followed-
- (1) Candidates must be moved to backup equipment immediately, and appropriate additional time must be provided to the candidates concerned. A maximum period of 10 minutes must be provided in cases where the work has not been saved by the candidate.
  - (2) No additional time will be allowed for work lost that was not correctly saved.
  - (3) Candidates must complete the examination question paper within the set time.
  - (4) Only the printing, saving of learners' work to CD/DVD and testing of CDs/DVDs will be allowed after the set time has elapsed.
  - (5) Printouts
    - (a) Invigilators must take all precautionary measures to ensure that the candidates' files are written to CD/storage media and are able to be opened correctly.

- (b) Any printouts as required by the examination question paper must be handed in to the invigilator.
  - (c) In certain instances, candidates may print their work to show evidence of work done, in the case of software failure. This must then be submitted with a letter giving an explanation as to what happened.
  - (d) No printouts are allowed to leave the examination room.
8. In the event where two sittings per day take place, the following procedure must be followed-
- (1) The responsible teacher will divide the candidates into two groups.
  - (2) Group 1 will complete the examination during the first sitting and Group 2 will complete it during the second sitting.
  - (3) Candidates in Group 2 must meet at least one hour before the end of the first sitting. They will be supervised and escorted to the computer room before the start of the second sitting and after all the candidates from the first sitting have left the computer room.
  - (4) No candidate may leave the examination room before the end of the examination session.
  - (5) No contact between the two groups is permitted during either of the two sessions.
9. Responsibilities of candidates-
- (1) Each candidate must fill in his or her examination number, the examination centre number and the workstation number as well as complete the information sheet and/or folder accompanying the examination question paper.
  - (2) Candidates must further indicate what software packages they have used in completing the examination question paper.

- (3) Ensure that each candidate has saved his or her work and that it is available on the disk/storage media/folder provided by the assessment body.
  - (4) These disks or storage media must be submitted, together with the printouts (if applicable) to the examination section of the assessment body.
  - (5) After completion of the examination, the candidates must make sure that each file is stored in his or her examination folder and that each file opens from the storage media.
  - (6) Where two groups of candidates will use the same computer and printer, it is essential that the first group of candidates close all their files on the computer and remove all printouts before [the] that computer and/or printer is used by the next group of candidates.
10. After the practical examination session, the following procedure must be followed-
- (1) The responsible teacher must make two (2) backup or duplicate copies of candidates' work on relevant storage media. One disk must be send to the marking centre and two (2) disks must be kept at the school.
  - (2) After each CD/DVD has been written, the invigilator/teacher must ensure that all folders/files can be accessed and opened.
  - (3) Printouts required and disks must be handled in the following way-
    - (a) Each printout must have the candidate's examination number inserted as a header.
    - (b) Check that the printouts of a candidate are in the correct order, if applicable. Only one printout per question must be submitted.
    - (c) Place the candidate's information sheet, printouts and disk in a specially designed examination folder (standardised format). This will not be applicable if all the candidates' folders are written to one CD/DVD.

- (d) The examination number and the centre number must be clearly indicated on all media submitted to the assessment body.
- (e) Organise all folders numerically and place them in a marked box/bag.
- (f) Answers to questions will be marked from the disks or storage media, therefore it is essential that disks or storage media reach the marking centre intact.

11. All CDs/DVDs must be verified for completeness and accessibility of all files/folders by the assessment body BEFORE the marking commences.

ANNEXURE H

PRO FORMA SERVICE CONTRACT ENTERED INTO BY,  
AND BETWEEN, THE  
PROVINCIAL ASSESSMENT BODY  
AND AN  
INDEPENDENT SCHOOL IN RESPECT OF REGISTRATION AS AN EXAMINATION  
CENTRE  
FOR THE NATIONAL SENIOR CERTIFICATE EXAMINATION  
FOR  
YEAR

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This is only valid for the year of examination (inclusive of the supplementary  
**(NAME OF SCHOOL)**  
examination).

1. The conclusion of this contract confirms that the independent centre has met the following minimum preliminary requirements for registration as an examination centre:
  - (1) sufficient space and appropriate furniture for the seating of candidates;
  - (2) adequate general security;
  - (3) a lock-up facility for the storage of examination material;
  - (4) clearance – in terms of the applicable municipal by-laws – from the local fire and health services;
  - (5) provision of proper lighting;
  - (6) access to sufficient water and acceptable and adequate toilet facilities;
  - (7) teaching staff, suitably qualified and in sufficient numbers, to be trained and utilised as invigilators; and
  - (8) clear evidence of the ability to meet any and all costs relating to electricity, water, taxes and/or rental for the premises for the duration of the examination.



2. The Head of Department retains the right to re-evaluate the independent centre at any time in respect of any or all of the above-mentioned criteria.
3. The Department of Basic Education retains the right to monitor the conducting of the National Senior Certificate examination and related assessment processes at the independent centre at any time, without prior warning. This includes the appointment of a monitoring invigilator at the assessment centre for the duration of the National Senior Certificate examination.
4. The independent centre, in concluding this service contract, commits itself to abide unquestionably by all regulations in respect of the conducting, administration and management of the National Senior Certificate examination and related assessment processes, as well as procedures contained in the applicable national and provincial regulations.
5. Where, in the opinion of the Head of Department, and as a result of a preliminary investigation, developments at the independent centre may adversely affect the interests of candidates or the integrity of the examination or related assessment processes, the Department of Basic Education reserves and retains the right to take control of the conducting, administration and management of the examination centre with immediate effect.
6. Failure to abide by any of the regulations or other reasonable requests in respect of the conducting, administration and management of the National Senior Certificate examination and related examination processes, as well as procedures contained in the national or provincial regulations, may result in the deregistration of the independent centre as an examination centre by the Department of Basic Education.
7. All examination centres are required to operate on premises that were approved for this purpose by the Head of Department. Where relocation does occur, the new premises must again be inspected by the relevant provincial education department for evaluation as an examination centre.

8. No examination centre may consider relocation within or less than sixty (60) days before the commencement of the final National Senior Certificate examination.
9. Where relocation of an independent centre is unavoidable, due to external factors (e.g. a natural disaster), the following procedure must be strictly adhered to:
  - (1) The Head of Department must immediately be informed in, writing, of the enforced relocation.
  - (2) Learners and their parents or guardians must be informed.
  - (3) The independent centre is obliged to ensure the presence of proper notices at the old centre, clearly indicating, *inter alia*, the location of the new venue, the name of a contact person and a telephone number for the contact person.
  - (4) The relevant provincial education department will ensure the publication of such information in the printed/electronic media.
10. Procedure to follow when a centre relocates to new premises
  - (1) Should any centre relocate to new premises, their registration as an examination centre lapses immediately and they will be forced to seek registration at the new premises from the Department of Basic Education.
  - (2) In exceptional circumstances, and provided that the centre has an unblemished record as far as irregularities and administration are concerned, the Head of Department may allow the centre to continue to operate for the current final exit examination year only, during which time the centre must apply for, and be granted examination centre status in respect of the new premises. Should such permission be refused, or for any other reason not be granted, the registration of the centre shall lapse forthwith.
  - (3) Should this process run over the year-end, no new candidates may be registered until a decision has been taken on the registration of the centre.

- (4) The onus is on the Head of the institution (centre manager/principal) to inform the Head of Department timeously of the intention to relocate.
- (5) The Head of Department shall inform the chief invigilator, in writing, of the course to be followed.
- (6) If the application for the registration of the centre is unsuccessful, the Head of Department shall inform the head of the institution (centre manager/principal) that the registration of the centre has elapsed.
- (7) The Head of the institution shall have the right to respond to the decision and furnish reasons as to why the centre should not be deregistered.
- (8) The Head of Department shall consider such representation before making a final decision. This decision must be conveyed, in writing, to the Head of the institution. This decision is final.

DEPARTMENT OF BASIC EDUCATION:

INITIALS & SURNAME	CAPACITY	DATE
WITNESS I	_____	_____
WITNESS II	_____	_____

OWNER(S) OF INDEPENDENT SCHOOL:

INITIALS & SURNAME	CAPACITY	DATE
WITNESS I	_____	_____
WITNESS II	_____	_____

MANAGEMENT OF INDEPENDENT SCHOOL (IF DIFFERENT FROM OWNER(S)):

INITIALS & SURNAME	CAPACITY	DATE
WITNESS I	_____	_____
WITNESS II	_____	_____

## ANNEXURE I

### APPOINTMENT AND DUTIES OF CHIEF INVIGILATORS AND INVIGILATORS

#### 1. Chief Invigilators

- (1) The Head of the assessment body must appoint the Principal of a school as chief invigilator. However, the Head of the assessment body reserves the right to appoint any competent school or office-based educator as chief invigilator, should the Principal of the school be deemed to be incapable of protecting the integrity of the external examination.
- (2) The chief invigilator may delegate his or her duties, in writing, to his or her representative, should he or she be absent, and must inform the assessment body accordingly.
- (3) The chief invigilator must appoint teachers, in writing, as invigilators before the start of the National Senior Certificate examination and provide the assessment body with a copy of the invigilation timetable.
- (4) The chief invigilator must have a thorough knowledge of the procedures, rules and regulations pertaining to the examination.
- (5) The chief invigilator must train the invigilators before the start of the National Senior Certificate examination.
- (6) If a Principal has a child or children or close relative in Grade 12 he or she cannot be appointed as the chief invigilator. The District Director or the Head of an independent assessment body must be informed in writing and the next most senior official at the institution may be appointed as chief invigilator.
- (7) All examination centres writing the public National Senior Certificate examination are bound by these regulations.

## **2. Invigilators**

- (1) At examination centres, suitably qualified teachers from the teaching staff may be appointed as invigilators by the chief invigilator. At private centres, invigilators are to be appointed in accordance with the instructions of the Head of the assessment body.
- (2) Invigilators must be appointed, in writing, before the commencement of the examination. In the case of provincial assessment bodies, the relevant head office and regional or district office should be informed of all appointments.
- (3) In addition to the chief invigilator, one invigilator must be appointed per 30 candidates or part thereof for every examination session.  
Example:      1 - 30 candidates:    1 invigilator  
                  31 - 60 candidates:    2 invigilators  
                  61 - 90 candidates:    3 invigilators
- (4) Under no circumstances should teachers be appointed to invigilate or even to relieve other invigilators when the subject that they teach is being written.
- (5) Relief invigilators may be appointed for sessions with a duration of two hours or longer. However, the relief period may only be for a maximum period of twenty minutes during the session.

## **3. Briefing of Chief Invigilators and training of Invigilators**

- (1) Chief invigilators must attend a meeting where they are thoroughly briefed with regard to the procedures, rules and regulations pertaining to the examination.
- (2) Invigilators must be fully trained in invigilation and examination administration, by the chief invigilator, before they assume duty in the examination room.

#### **4. Contravention of any regulation or rule by an official**

- (1) All persons involved in the exit examinations must sign the declaration of confidentiality form.
- (2) Should any Head of institution, chief invigilator, invigilator or other official contravene any of the above prohibitions, or contravene any regulation or rule, an irregularity shall be declared and a charge laid against the official concerned in terms of *section 17* of the *Employment of Educators Act, 1998 (Act No. 76 of 1998)*, or *sections 18 and 20* of the *Public Service Act, 1994 (Act No.103 of 1994)*, or any other legislation that is applicable.
- (3) A departmental inquiry may be instituted and simultaneously, the suspect party may be suspended from any duty until an outcome has been achieved by the inquiry. The Head of institution shall be held accountable for any breach of these prohibitions/regulations/rules.

#### **5. Invigilation**

- (1) Duties of the Principal of the school or chief invigilator-
  - (a) The Principal of the school or chief invigilator is fully responsible and therefore accountable for the examination conducted at his or her examination centre. He or she must be present at the examination centre for the entire duration of every examination session.
  - (b) The Principal of the school or chief invigilator's specific examination-related duties may include the following-
    - (i) Distribute the individual examination timetables in good time to all the candidates registered at his or her examination centre.
    - (ii) Select and appoint invigilators.
    - (iii) Arrange for an additional examination room in cases where centres have candidates for which an amanuensis has been approved as a concession,

- (iv) Draw up invigilation and relief invigilation timetables and submit these to the assessment body for approval.
- (v) Ensure the preparation and readiness of the examination rooms, which include the following-
  - (aa) candidates may not sit two to a desk or table;
  - (bb) candidates must be seated at least one metre apart;
  - (cc) all subject matter, such as drawings, must be removed from the walls;
  - (dd) chalk-boards must be cleared of any writing, formulae or drawings;
  - (ee) examination rooms must be sufficiently ventilated and illuminated; and
  - (ff) where the examination venue is sufficiently big enough to accommodate all the candidates, candidates should be allocated permanent seats for the duration of the examination;
- (vi) With the assistance of the invigilators, ensure that no material and/or equipment that are not required for the writing of the examination are present in the examination room, including cell phones.
- (vii) Read the instructions relating to the examination to candidates, and inform them that they could forfeit their results should they contravene any of the instructions.
- (viii) Point out before the commencement of the examination session, that the candidate must read all the instructions carefully, so as to ascertain whether they should answer all the questions or only a certain number of questions.
- (ix) Ensure that candidates have ten minutes reading time per examination question paper, during which time no writing may take place, before the official commencement of the examination. This is over and above the reading of any other instructions that may be necessary.
- (x) Ascertain with the assistance of an invigilator before opening the examination question papers in the examination room, that the examination question paper

is the correct one, in terms of the time and date specified on the examination timetable. In the case of languages, whether the correct language level examination question paper has been issued.

- (xi) Open the examination question paper envelopes in front of the candidates and remain in the examination room until the examination question papers have been issued to candidates.
- (xii) Visit the examination room frequently during each session, and ensure that a high standard of invigilation is maintained.
- (xiii) Draw up a seating plan, indicating the examination room with the desk arrangements and the examination numbers of candidates. Such seating plan must be submitted for each examination question paper written. If the chief invigilator prefers to combine groups in one hall or room, the arrangement will have to be reflected on the plan.
- (xiv) Ensure that there are no unauthorised persons in and around the examination room.
- (xv) Ensure that all candidates are advised timeously of requisites such as rulers and drawing instruments to be used in the writing of specific subjects.
- (xvi) Ensure that the invigilators complete the absent and present columns on the mark sheets correctly.
- (xvii) Assist with relief invigilation in centres.
- (xviii) Ensure that no one, except the candidate himself or herself, is allowed to make any alterations to the examination number on the answer book. The candidate must initial next to the changes.
- (xix) Ensure that examination answer scripts are properly batched and packed according to the candidates' examination numbers, once the session has ended. The mark sheet pertaining to a specific batch of examination answer scripts must be included with that batch.



- (xx) Seal examination answer scripts in a special envelope provided for such purpose, in order to prevent them being tampered with.
- (xxi) Take responsibility for the collection of the examination answer scripts and the delivery of the examination answer scripts to the regional, district or circuit office, as arranged by the regional, district or circuit office.
- (xxii) Ensure that all equipment, including computers, printers, typewriters and drawing boards, to be used by candidates, are serviced timeously and are in perfect working condition, and that they are available at the examination venue on the day of the examination. See Annexure G.
- (xxiii) Collect, check and sign all invigilation claim forms, if applicable.
- (xxiv) Submit written reports on all suspected cases of irregularities to the assessment body without delay.

(2) Specific duties of invigilators

- (a) Admission of candidates to, and their exit from the examination room.
  - (i) Ensuring that every candidate produces his or her admission letter, as well as proof of identity.
  - (ii) Ensure that candidates are seated at least thirty minutes before the commencement of the examination session.
  - (iii) Ensure that the candidates have ten minutes reading time per examination question paper.
  - (iv) Ensure that only in exceptional circumstances may a candidate be admitted to the examination room after the commencement of an examination, but not after an hour has passed.
  - (v) Ensure that a candidate does not leave the examination room during the course of the first hour of the examination session.
  - (vi) Ensure that only candidates who have registered for the examination, the invigilators concerned, and the chief

invigilator or an authorised representative of the assessment body, are the only allowed people to be present during an examination.

- (vii) Ensure that only in a case of an emergency a candidate may leave the examination room temporarily but only under supervision.
- (viii) Move around the examination room constantly, but without disturbing the candidates.
- (ix) Refer to the chief invigilator without delay, any candidate contravening the rules and regulations of the examination.
- (x) Check whether a candidate's examination number, which appears on his or her timetable, is written at the top of each examination answer book, and at the top of each loose sheet of paper used by that candidate during the examination.

(b) Instructions to candidates

The invigilator must read the instructions to candidates during an information session before the actual start of the examination and, if necessary, again at the start of each examination session.

(c) The following is a guideline of instructions should be brought to the attention of candidates-

- (i) **NO** cell phones are allowed inside the examination room.
- (ii) **NO** food or drinks are allowed inside the examination room (except where necessary for diabetic candidates).
- (iii) **NO** smoking shall be permitted in a room where an examination is being conducted.
- (iv) No explanation of examination questions may be asked for or given. Only questions relating to the number of questions to be answered, and whether some questions are compulsory, would be answered.
- (v) As soon as the candidates have handed in their examination answer scripts, they must leave the examination room. They will not be allowed to leave the

examination room within the first hour of the session. In an emergency, a candidate will be allowed to leave the examination room under supervision.

- (vi) Candidates must not assist other candidates or try to assist a candidate in getting help or communicating with anybody. Any questions should be directed to the invigilator.
- (vii) Candidates may not create a disturbance in the examination room or behave in an improper or unseemly manner.
- (viii) Candidates may not disregard the instructions of the invigilator.
- (ix) Candidates may not have a book, memorandum, notes, maps, photos or other documents or papers (including unused paper), or any other material, which may be of help to them in the examination, other than that which was provided to them by the invigilator, and their letters of admission or permits in their possession, while they are in the examination room.
- (x) Only calculators, as approved and prescribed, may be used by a candidate in the examination, except in subjects where these are indicated on the examination question paper as being prohibited.
- (xi) If candidates do not obey these instructions, they render themselves liable to suspension from current and future examinations, and the assessment body may, in such an event, refuse to give them credit for other examination question papers written.
- (xii) All aids and examination answer scripts, as well as answer sheets issued to candidates, must be handed in before they leave the examination room.
- (xiii) Any errata on a specific examination question paper must be read to the candidates concerned.
- (xiv) Candidates are allowed ten minutes reading time of the examination question paper before the official commencement of the examination, during which time no writing of any kind may take place.

- (d) Where only one invigilator is present, he or she may leave the examination room only in exceptional circumstances and then only if relieved, with the approval of the chief invigilator, by a member of the teaching staff.
- (e) An invigilator **shall not-**
- (i) allow candidates access to any textbook, diagram, summary or any other material that will assist them in answering a question;
  - (ii) answer any question posed by a candidate which may result in the explanation of an examination question;
  - (iii) provide a candidate with loose paper for 'rough work' or make any changes in an examination paper without the prior instruction or permission of the Department or act in a way that will disturb or distract a candidate;
  - (iv) read over the candidate's shoulder or stand behind the candidate in such a way that a candidate may be disturbed or distracted;
  - (v) give a copy of the examination question paper to any person other than a candidate, before the end of the examination;
  - (vi) allow more than the stipulated time for each examination question paper, except in cases where candidates have been granted extra time as indicated on their individual timetables;
  - (viii) read to candidates any examination question paper or part of an examination question paper or draw attention to any error which he or she may observe in any of the examination papers or mark allocation, unless he or she has been instructed to do so in the errata sheet or by an examination official of the Department;
  - (ix) by his or her conduct, create any opportunity which facilitates the contravention of any examination instruction by a candidate;
  - (x) assist a candidate in any way in answering an examination question paper, or allow another person to assist any candidate in any way whatsoever; or

- (xi) communicate with the media, teachers' organisations or any other unofficial personnel concerning the administration of the examination or about any problems with examination question papers, etc. These issues should be raised with the Examinations Directorate at the Head Office.
- (f) The chief invigilator must also refer candidates to the last two pages of the examination timetable, where the Rules and Regulations for Examinations are printed.

## 6. Invigilation session

- (1) Invigilators must ensure that candidates write their correct identity numbers/examination numbers on their examination answer scripts.
- (2) Chalk-boards must be cleared of all writing and drawings. All drawings and maps must be removed from the walls.
- (3) Each session must commence and be terminated according to the time specified on the examination timetable.
- (3A) One or more invigilators shall be present in the examination room at **all times** while the examination is being written.
- (4) An invigilator may not knit, read, mark or do any work that will hamper him or her in the execution of his or her duties as an invigilator. Cellular phones may not be used by invigilators under any circumstances.
- (4A) During the entire session, invigilators must maintain constant supervision over the candidates, so as to preclude the possibility of candidates availing themselves of unauthorised assistance.
- (4B) Invigilators must give their entire attention to supervision. Under no circumstances may an invigilator read, knit, write, mark or listen to Walkmans, iPods, etc.

- (5) An invigilator may not sit down, but must move about the examination room without disturbing the candidates.
- (6) An invigilator may not assist a candidate with the answering of any examination question or explain any "unclear" part of the examination question paper to a candidate.
- (7) An invigilator may not invigilate a subject which he or she teaches in any grade, except where the subject demands it, e.g. Information Technology, Computer Application Technology and Engineering Graphics and Design.
- (8) Invigilators may not cause any disturbance.
- (9) Invigilators may not leave the examination room or leave the candidates unattended.
- (10) An invigilator may not invigilate from outside the examination room by looking through a window.
- (11) Invigilators may not allow candidates to copy, or assist them, or allow candidates to be assisted by anyone during the examination.
- (12) Copies of examination question papers may not be given to anybody outside the examination room, nor may they be taken out of the examination room before the session has ended and the candidates have left the room.
- (13) Invigilators must adhere to the special examination requirements of certain subjects.

## **7. Relief invigilation**

- (1) All invigilators invigilating sessions longer than two hours should be relieved for a maximum of 20 minutes.

- (2) The Principal of the school or the chief invigilator acts as relief invigilator for the first six invigilators.
- (3) One (1) relief invigilator may be appointed for each six invigilators or part thereof, for example-
  - 1 - 6 invigilators: Principal of the school head or the chief invigilator;
  - 7 - 12 invigilators: Principal of the school or the chief invigilator, + 1 relief invigilator.

## **8. Monitoring Invigilators**

- (1) The monitoring invigilators are appointed at independent schools for the duration of the examination by the Head of Examination in the Provincial Education Department. The Provincial Education Department, may where necessary, appoint a monitoring invigilator at a public school.
- (2) The Monitoring Invigilator should be remunerated for the duration of his deployment at an independent school even if such a person is not in the employ of the Provincial Education Department.
- (3) The duties of the Monitoring invigilator are, to-
  - (a) monitor the invigilation at independent schools or any learning institution that has registered as an examination centre with the Provincial Education Department;
  - (b) monitor the transport of examination answer scripts to and from the regional/ district and or circuit offices; and
  - (c) perform any other duty as may be assigned by Head of Examination.

## **9. Identification of candidates**

- (1) Full-time candidates writing in schools may be identified from their individual examination timetables by the invigilators provided that the invigilators know the candidates. Since the National Senior Certificate Examinations are monitored by external bodies such as Umalusi, candidates must be able to produce identification when writing.

- (2) National Senior Certificate supplementary examination candidates generally write at cluster centres or other venues, or are invigilated by persons who do not necessarily know them. To gain admission to an examination centre, National Senior Certificate supplementary examination candidates **MUST** produce their **letter of admission, as well as proof of their identity** and their individual **examination timetable**. It is incumbent upon the chief invigilator to check the photograph and date of birth in the identity document and to compare it with each candidate's physical appearance.
- (3) The current Grade 11 learners must be informed that they need to apply for their South African identity document from their local office of the Department of Home Affairs before the end of their Grade 11 year, to ensure that they have an ID number for inclusion on their examination registration form.
- (4) Dealing with candidates who cannot be identified
- (a) Heads of institutions and chief invigilators of centres or private examination centres or other venues must ensure that candidates produce a valid identity document, i.e. South African identity document, valid passport (South African or foreign) or a driver's licence.
- (b) In the event where a candidate has not yet received his or her official identity document from the Department of Home Affairs by 1 October, the following procedure must be followed-
- (i) The candidate must submit to the chief invigilator an identity-size colour photograph of him or herself.
- (ii) The chief Invigilator must ascertain that the person is the same person who has registered for the examination.
- (iii) The chief invigilator must attach the proof of application for an identity document.



- (5) Dealing with candidates during the examination
- (a) The temporary examination identity document form remains at the centre/school in the examination file. (If not available, centres/schools must create such a file.)
  - (b) The temporary examination identity document form must be handed to candidates prior to the commencement of each examination.
  - (c) The temporary examination identity document form must be placed/displayed on the left-hand corner of the candidate's desk.
  - (d) The temporary examination identity document must be collected by the chief invigilator 45 minutes before the end of each examination session.
- (6) Dealing with candidates after the examination
- (a) Only in cases where the candidate writes the examination **without** a valid identity document, i.e. South African identity document, valid passport (South African or foreign), any other document with a photo affixed to it, e.g. driver's license or the duly completed temporary examination identity document, an irregularity must be declared.
  - (b) The examination answer script must be marked in such a manner (ID number, date of birth) that it can be identified or traced back to the particular candidate.
- (7) Candidates who have not registered for a specific subject are **not allowed** to write the examination. However, if a candidate **insists** on writing, the candidate should be allowed to write in the interests of good order, but the candidate must be told at the end of the examination session that the results will not be released. The following procedure must then be followed-
- (a) An irregularity must be declared, according to the procedures.
  - (b) The national policy is not to release the results of these candidates until the irregularity is resolved.

## 10. Attendance register

- (1) Accompanying the examination question papers and examination answer scripts that are collected from the distribution points, is a computer-generated attendance register for each examination centre. Each sheet will indicate the names and examination numbers of the candidates entered for the particular examination in numerical sequence. On each sheet there is a column to indicate present/absent and a column for the candidate's signature. The candidate signs the attendance register personally- just printing the first letters of the names and surname does not constitute signing or initialing the form.
  
- (2) Once the examination has settled and all the examination material issued to the candidates, the invigilator must ensure that no candidate signs the attendance register and vacate the examination venue as this will cause an irregularity. The invigilator may take the register on a clipboard from candidate to candidate to sign as they are seated in the room or hall. Under no circumstances may the register be passed from candidate to candidate while the examination is in progress.
  - (a) The attendance register must be signed by every candidate present for a specific examination session and ticked (✓) in the column with \* above it.
  - (b) Absentees must be indicated with the letter "A" alongside the name and examination number of the candidate in the column with \* above it.
  - (c) The attendance register must be returned with the candidates' examination answer scripts to the distribution point – each attendance register with the names of candidates must be placed on top of the batch of examination answer scripts of these particular candidates listed on the attendance register, with the wrapper placed around the examination answer scripts and register of that particular batch. The number of examination answer scripts used by a learner during the specific examination session must be indicated on the attendance register and verified and signed by the chief invigilator. The candidate must also verify and sign the attendance register indicating that he or she agrees with number of examination answer scripts handed

in. The list of absentees completed by the chief Invigilator must correspond with the attendance register.

- (d) Invigilators must ensure that candidates sign in the correct space in the attendance register and that absentees are correctly indicated. In cases where a candidate insists on writing a different examination question paper other than the one registered for (e.g. Home Language instead of First Additional Language), the candidate must not sign the attendance register where his or her name appears as he or she is not writing the particular subject. The following must be written next to the name of the candidate in the attendance register, “**IRR**”. A candidate is then required to sign an attendance register for irregularities form indicating the subject he or she is actually writing.
- (3) The attendance register contains the names of the candidates, and will therefore not be available to markers at the marking centres. At the marking centre, the official mark sheet will be used that only reflects the candidates’ examination numbers. It is therefore imperative that the correct transferring of “✓” or “**A**” is done at the office when the examination scripts are received.

## **11. Absence of candidates**

- (1) If it is the policy of chief invigilators to paste a label on the desks of candidates indicating their names and examination number, etc. The candidate’s contact telephone number should be written on the label to enable the school/centre to contact the learner in a case of an emergency. Alternatively, an updated list of each candidate’s contact telephone numbers should be kept available in the examination room.
- (2) Should a candidate not present him or herself on time for an examination, the missing candidate must be phoned to ascertain the reason for his or her absence

- (3) Should a candidate miss an examination without a valid reason, he or she will not be allowed to write a supplementary examination the following year, and the candidate will not receive a result.
- (4) Candidates may only miss an examination, supported by documentary evidence, for the following reasons-
  - (a) illness (a valid medical doctor's certificate required);
  - (b) family bereavement (letter required);
  - (c) attending an initiation school (letter required); and
  - (d) representing the country or province in a sporting or cultural event (official letter required);
- (5) The doctor's certificate or letter must be handed in to the chief invigilator within seven (7) days. Any supporting documents handed in must contain the candidate's examination number, candidate's surname. The names must correspond with the registration details. **The candidate must ensure that he or she registers for the supplementary examinations.**
- (6) The following procedures must be followed-
  - (a) The word 'Absent' must be written in the attendance register alongside the candidate's name.
  - (b) Particulars of the candidate must be filled in on the absentee form.
  - (c) The medical certificate or the letter from the family or organisation **AND** a letter from the Head of the institution, validating the candidate's absence must be attached. A copy of the medical certificate must be kept and attached to the supplementary examination entry form.
  - (d) Documents must then be sent to the District/Regional Office where an official will forward them to the Provincial Head Office.

## 12. Examination answer scripts

- (1) All work, including rough work, must be done on the examination answer script, answer book or papers provided. Candidates may not be given additional examination examination answer scripts for rough work.

All used answer books, including spoiled answer books, are to be collected.

- (2) Strict attention must be paid to the instructions, if any, printed at the top of an examination question paper, on using separate answer sheets for particular sections or parts of an examination question paper.
- (3) Invigilators may not issue a second answer book to a candidate before they have satisfied themselves that the first answer book is full, except where *sub-regulation (2)* is applicable. Invigilators must ensure that candidates do not receive more examination answer scripts than they require. Where more than one (1) answer book is used, every answer book is to be numbered to indicate the number of the answer book and the total number of examination answer scripts handed in, 1 of 1 (only one answer book was handed in), 2 of 3 (the second answer book of a total of 3).
- (4) Under no circumstances may the names of the candidates or the name of the institutions where they are enrolled, appear anywhere on their examination answer scripts.
- (5) Under no circumstances may a candidate be allowed to remove either a used or an unused examination answer script from the examination room.
- (6) Aerial photographs and topographic maps are to be collected on conclusion of the examination and these may become the property of the school concerned for future use in the teaching of Geography.

### **13. Handling of examination question papers**

- (1) Before the examination commences, the chief invigilator is to draw the attention of all candidates to-
  - (a) the main instructions on the examination timetable and on the examination answer scripts;
  - (b) the fact that no recognition will be given to examination answer scripts or any other answer sheets that candidates omit to hand

- in immediately upon conclusion of the examination session in the examination question paper concerned; and
- (c) the number of questions to be answered.
- (2) After the examination question papers have been distributed to candidates, the invigilator must ask candidates to go through the examination question paper with him or her, page by page, checking it against the certified copy, in order to ensure that:
- (a) the number of each page is correct;
- (b) the name of the examination question paper is the same on each page; and
- (c) the frame/border around the printed matter is complete.
- (3) Invigilators are to check against a control list (mark sheet) that every candidate has received the correct examination question paper for the subject the candidate entered. An examination question paper is therefore not to be issued simply on a show of hands.
- (4) Invigilators may not, on any account, read aloud any question or part of a question to a candidate, or draw attention to any error which he or she may have observed in any of the examination questions, unless an erratum has been included in the examination question paper. They may not respond to any enquiry from a candidate in a manner that could be regarded as an explanation of the question.

#### **14. Candidates with special concessions**

- (1) The following concessions in respect of languages may be applied to candidates who experience barriers related to deafness, aphasia and dyslexia:
- (a) Deaf, aphasic or dyslectic candidates may offer only one official language at First Additional Level;
- (b) Candidates suffering from a Mathematical disorder such as dyscalculia may be exempted from offering Mathematical Literacy or Mathematics as a subject-

- (2) All applications for concessions must be directed to the Head of the Assessment body when the learner enters Grade 10 or immediately after the learner has been diagnosed with the learning disorder.
- (3) All applications referred to above must be accompanied by an evaluation conducted by structures responsible for learners with special educational needs, as well as by external, professionally registered experts in the relevant fields.
- (4) Chief invigilators must take cognisance of their candidates who have been granted a special concession for the examinations-
  - (a) The concessions granted are clearly indicated at the bottom of the examination timetable of a particular candidate, which may differ from what has been requested by the school. For example, the concession approved will appear on the timetable as follows: "Writing problem: Additional Time: 5 minutes per hour."
  - (b) Invigilators may not deviate from these instructions on the admission letter. This must not be used as a guide for a candidate with a similar problem who was not granted a concession or who did not apply for a concession.
  - (c) Where concessions have been granted, excluding additional time, (e.g. language concessions for the deaf, aural impairment, Braille papers, visual impairment, spelling and writing problems, alternative questions, attention deficit problems), an examination form of the province must be completed and attached to the candidate's answer book together with a copy of the candidate's admission letter.
- (5) The official sign language interpreter must-
  - (a) Obtain the examination question paper when the box is opened and must read through the documents to prepare him or herself to sign for the examination question paper.
  - (b) Transcription must take place immediately after the examination question paper has been completed.
  - (c) The candidate must be available after the examination to clarify any part of the written record.

- (d) The scribe should not be the subject teacher or be related to the candidate.
  - (e) The original script must be attached to the transcription and both must be submitted.
  - (f) Transcribing must not take place in the examination room. A separate, suitable room should be provided.
  - (g) The scribe and a candidate must each receive a copy of the examination question paper and the errata sheet where applicable.
- (6) With the exception of learners with barriers to learning and development, the only concession that is likely to be granted to a candidate in a mainstream school is that of additional time (extra minutes for every hour of the examination), or the use of a typewriter or computer.
- (7) Chief invigilators who may need clarification concerning special concessions or training on the conducting of special concessions for candidates, should contact the coordinator of their District/Region Examinations Concessions Committee (DECC). Should it become necessary for a candidate to be assessed in an alternative way owing to an injury sustained before or during the examination, an application in this regard, accompanied by a medical report, should be submitted to the District Examination Concession Committee coordinator.

**15. Packaging of the examination answer scripts by Invigilators after each session**

- (1) Invigilators must-
- (a) Check that candidates who were present, and who wrote the examination question paper, are marked present, and those who were absent are marked absent.
  - (b) Arrange the examination answer scripts that belong to a specific mark sheet in numerical order, in accordance with the examination numbers appearing on the mark sheet. For example, if there are hundred and fifty (150) candidates, there



should be three (3) mark sheets and three (3) piles of examination answer scripts.

- (c) Place the mark sheet that belongs to a specific pile of examination answer scripts on top of the pile of examination answer scripts.
- (d) Wrap the examination answer scripts and the mark sheets and write the centre number, the subject, for example Home Language or First Additional Language, and the number of examination answer scripts on the wrapper.
- (e) Make sure that all the examination answer scripts are handed in and that each parcel of examination answer scripts is accompanied by the relevant mark sheet.
- (f) Deliver the examination answer scripts to the assessment body or the official responsible for the collection of the examination answer scripts. Examination answer scripts should be returned daily to the assessment body by the chief invigilator, or by a designated official.

## **16. Dealing with mark sheets**

- (1) Mark sheets must be correctly completed by the invigilators on duty in the examination room and checked with the help of the chief invigilator. The following should be noted with regard to mark sheets-
  - (a) There must be at least one mark sheet for each subject written at a centre.
  - (b) Different mark sheets are provided for languages.
  - (c) If there are more candidates entered for the subject that can appear on one mark sheet further mark sheets, each with an own unique number, must be created.
  - (d) The examination numbers of candidates should appear on the mark sheets.
  - (e) It is imperative that mark sheets be accompanied by the correct set of examination answer scripts.
  - (f) The only "writing" which invigilators should do on the mark sheet, is the completion of the "absent or present" columns.
  - (g) All mark sheets must be returned to the Provincial Head Office via the regional, district or circuit office concerned, even if none

of the candidates wrote that particular examination question paper.

- (h) Under no circumstances should any information be added to the mark sheet.
- (i) Information appearing on a mark sheet may not be deleted or changed.
- (j) If a mark sheet has not been included with the examination question papers, this should be reported by the Principal of the school or by the chief invigilator to the assessment body.
- (k) In instances where mark sheets are not included with the examination question papers, hand-written copies should be completed and submitted.

## **ANNEXURE J**

### **RETURN OF EXAMINATION ANSWER SCRIPTS**

1. Examination answer scripts should either be fetched from the examination centre by an assessment body official, or delivered to the assessment body by the chief invigilator or a representative.
2. A register should be kept at all points where examination answer scripts are being transferred. Officials involved in the transfer of examination answer scripts should sign this register, which should be kept at the regional or district office until the end of the examination and then transferred to the provincial head office.
3. Under no circumstances should examination answer scripts be kept overnight at an examination centre.
4. Examination answer scripts should also be sealed in a special envelope provided for this purpose, in order to prevent them from being tampered with.
5. When examination answer scripts are received at the assessment body where they should be checked against the relevant mark sheet, before being transferred to the marking centre. A record should be kept of all examination answer scripts transferred to the marking centre, and the marking centre manager must sign for the receipt of these examination answer scripts.
6. A bar code tracking system, using hand-held scanners, is recommended.

**ANNEXURE K**  
**APPOINTMENT OF MARKERS**

**1. An excerpt from the Personnel Administration Measures**

“4.3 In respect of setting of an examination question paper where no suitable candidate can be recruited with the set minimum qualifications or experience, the Director-General (Basic Education) may approve the appointment of a suitable candidate with other appropriate post school qualifications or with less than the required experience, after consultation in this regard with the relevant teacher unions. The final decision with regard to the appointment of examiners and internal moderators rests with the Director-General.” (*Personnel Administration Measures (PAM)*, pp. 104 & 105).” (*Refer to a paragraph*).

Markers are appointed in terms of the Personnel Administration Measures (PAM). The criteria for the appointment of markers are as follows:

- “4.4 The criteria to qualify for appointment as markers (including senior markers, deputy chief markers and chief markers) should, in addition to those referred to in *paragraph 4.1* of the PAM document, include the following:
- (1) a recognised three-year post school qualification, which must include the subject concerned at second or third year level or other appropriate post matric qualifications;
  - (2) appropriate teaching experience, including teaching experience at the appropriate level, in the subject concerned;
  - (3) language competency; and
  - (4) in addition to the above criteria, preference should be given to serving teachers who are presently teaching the subject concerned.
  - (5) The provision in *paragraph 4.2* of the PAM document for the relaxation of requirements in respect of qualifications and experience also applies in respect of these appointments.

- (6) The selection of markers for a specific examination question paper should be carried out by a panel comprising:
- (a) the chief examiner;
  - (b) relevant departmental officials; and
  - (c) teacher unions (as observers).” *(Personnel Administration Measures (PAM), p.105).*

## **ANNEXURE L**

### **MARKING PROCEDURES**

1. Marking will commence at the termination of the examination.
2. The marking procedure, in terms of the different subjects, should be left to the chief marker, in consultation with the assessment body.
3. Chief examiners must submit detailed plans with regard to the marking procedure and with special emphasis on:
  - (a) the flow of examination answer scripts through the marking teams;
  - (b) the mechanisms for controlling the flow of examination answer scripts;
  - (c) the moderation by senior markers;
  - (d) the checking of totals;
  - (e) the final mark is rounded down if the first decimal is less than 5 and rounded up if the decimal is 5 and above e.g. a final mark of 70,3 will be rounded down to 70 and a final mark of 70.6 is rounded up to 71.
  - (f) the completion of mark sheets; and
  - (g) the dispatching of completed examination answer scripts.

## **ANNEXURE M**

### **DEALING WITH DISCIPLINE AND MISCONDUCT – EXAMINATION IRREGULARITIES**

#### **1. STRUCTURES FOR THE HANDLING OF IRREGULARITIES**

(1) The National Examinations Irregularities Committee (NEIC)

The NEIC is a committee, established by the Minister, to support the Provincial Departments of Education in ensuring that the credibility of the examination is maintained. This committee will co-ordinate the handling of irregularities on a national level, and will ensure that a consistent approach is implemented in the handling of irregularities across all nine provincial departments of education.

(a) Composition of the NEIC

(i) The NEIC will comprise the following persons:

- (aa) Two representatives from the Department of Basic Education, appointed by the Director-General. The representative from the Chief Directorate: Educational Measurement, Assessment and Public Examinations will serve as chairperson and the second representative will be nominated from the Department of Basic Education's Legal Section.
- (bb) One official from each of the Provincial Departments of Education, nominated by the Head of Department.
- (cc) One representative from each of the independent assessment bodies.

(ii) Additional members with observer status:

- (aa) one representative from Higher Education South Africa;

- (bb) one representative from the South African Qualifications Authority;
- (cc) one representative from Umalusi; and
- (dd) one representative from each of the teacher unions recognised by the Education Labour Relations Council (ELRC).

(iii) The members of the Committee, including the chairperson, will be appointed by the Director-General. The Minister will appoint the additional members with observer status, based on nominations from the respective organisations/institutions.

(b) Responsibilities of the NEIC

- (i) The National Examinations Irregularities Committee will have jurisdiction over any alleged examination irregularity relating to, or occurring during the various stages of the assessment process. These include:
  - (aa) registration of candidates;
  - (bb) compilation of School-Based Assessment and the Practical Assessment Task/Language Oral Assessment marks;
  - (cc) monitoring and moderation of School-Based Assessment and the Practical Assessment Task/Language Oral Assessment;
  - (dd) setting and moderation of examination question papers;
  - (ee) writing of the examination;
  - (ff) marking of examination answer scripts;
  - (gg) capturing of marks;
  - (hh) standardisation of results;
  - (ii) the release of examination results; and
  - (jj) the certification process.

(ii) All decisions taken by the Provincial Examinations Irregularities Committees (PEICs), relating to



irregularities in the above stages of the assessment process, will be subject to final ratification by the NEIC.

(c) Functions of the NEIC

- (i) The NEIC will be responsible for co-ordinating, as well as supporting the PEICs in the handling of examination irregularities in their respective provinces.
- (ii) The NEIC will co-ordinate, as well as support the Examinations Irregularities Committees of independent assessment bodies.
- (iii) The NEIC will also ensure that examination irregularities are handled in a consistent manner across the country. This will be accomplished by taking responsibility for the following:
  - (aa) supporting the Provincial Departments of Education in the development of capacity relating to the identification, investigation and reporting of examination irregularities;
  - (bb) supporting the Provincial Departments of Education in the establishment of appropriate systems and structures for the handling of irregularities;
  - (cc) providing time-frames for the finalisation of examination irregularities that occur during the different stages of the assessment process, so as to ensure that a reasonable number of these examination irregularities are finalised prior to the release of the results;
    - (ccA) Decisions taken without any appeals must be finalised within 14 days;
    - (ccB) Special cases, court cases and appeals may delay the timeframe;
    - (ccC) If an investigation has not been completed yet, provinces may not use this as an excuse for not

completing their own processes. Provincial Education Departments must therefore complete their own processes and impose sanctions where needed;

- (dd) ensuring that all PEICs comply with the requirements relating to the submission of irregularity reports to Umalusi.
- (ee) evaluating the reports on irregularities received from the PEICs and from the Examinations Irregularities Committee of independent assessment bodies, so as to ensure that the irregularities are dealt with appropriately;
- (ff) reviewing the recommendations of the PEICs and the Examinations Irregularities Committee of independent assessment bodies relating to sanctions to be imposed, so that there is consistency in the severity of sanctions;
- (gg) supporting the Provincial Education Departments in the handling of appeals submitted to the Department;
- (hh) assisting the Provincial Education Departments in identifying institutions that have recurring irregularities and establishing whether those institutions have sufficient credibility to be registered as examination centres, and making recommendations on action to be taken; and
- (ii) investigating examination irregularities as requested by the Director- General.

(2) The PEIC

- (a) Each Provincial Education Department must establish a PEIC.
- (b) The PEIC must take responsibility for the handling of examination and assessment irregularities at provincial level.

- (c) The Head of Department must appoint the members of the PEIC.
- (d) The composition of the PEIC should be as follows:
  - (i) Five officials who are in the employ of the Provincial Education Department, are recommended to the Head of Department for appointment by the Provincial Examinations Board.
  - (ii) The Provincial Education Department must include persons with competencies and expertise in the following areas-
    - (aa) the education system as a whole;
    - (bb) the examination system;
    - (cc) practising as a professional legal practitioner;
    - (dd) subject area specialisation, who will be co-opted as the need arises; and
    - (ee) labour relations.
  - (iii) In addition, the following persons will be appointed as observers-
    - (aa) one representative from Higher Education South Africa;
    - (bb) one representative from the South African Qualifications Authority;
    - (cc) one representative from Umalusi; and
    - (dd) one representative from each of the recognised teacher unions that are active in the province, or recognised by the Education Labour Relations Council.
  - (iv) All members of the PEIC, as well as the chairperson, will be appointed by the Head of Department. Additional members with observer status will be appointed by the MEC.

- (e) Jurisdiction of the PEIC
  - (i) The PEIC has jurisdiction over any alleged examination irregularities, relating to, or occurring during the following processes-
    - (aa) the compilation, monitoring and moderation of internal assessment;
    - (bb) the printing and distribution of examination question papers;
    - (cc) writing of the final National Senior Certificate examination;
    - (dd) the marking of examination answer scripts;
    - (ee) the processing and release of examination results; and
    - (ff) any other irregularities related to the examination.
  
- (f) Functions of the PEIC
  - (i) The PEIC must investigate and make recommendations regarding appropriate action to the Head of Department, or his or her representative, in respect of the following:
    - (aa) misconduct by educators in the compilation, monitoring or moderation of internal assessment;
    - (bb) misconduct by any person involved in any one or all processes with regard to assessment;
    - (cc) misconduct by chief invigilators, examination monitors or officials involved in the administration, running, management or monitoring of examinations;
    - (dd) misconduct by invigilators or any other person involved in the administration, management or monitoring of examinations at public or independent schools, or learning institutions, which are registered as examination centres with the relevant provincial education department;
    - (ee) examination irregularities involving candidates in public or independent schools, or learning

institutions, which are registered as examination centres with the relevant provincial education department;

- (ff) irregularities in the appointment of chief invigilators, invigilators, internal moderators, chief examiners, chief markers, deputy chief examiners, deputy chief markers, senior markers, markers, monitors or administrative assistants;
- (gg) any action by an outside body or person that may impact adversely in any way on the successful administration, management or monitoring of the assessment or examination, or compromise the integrity and legitimacy of such assessment or examination;
- (hh) examination irregularities, based on reports or complaints received from any quarter; and
- (ii) any other irregularities related to the examination.

- (ii) The PEIC may utilise the services of other officials from provincial education departments to conduct investigations and hearings. These officials will operate under the jurisdiction of the PEIC and will report to the PEIC.

(2A) The District/Regional Assessment Irregularities Committee (DAIC)

- (a) The District Assessment Irregularities Committee (DAIC) must be established by the Head of Department, based on recommendations from the District/Regional Manager and the Head of Examinations in the province.
- (b) The DAIC will take responsibility for the handling of irregularities relating to internal assessment conducted at school level. This will be done by ensuring a consistent approach in the handling of irregularities across all schools in the district/region.

- (c) The DAIC will become involved in the handling of examination related irregularities, only on instruction of the PEIC or the Head of Examination in the province. The primary focus of the DAIC are the internal assessment irregularities.
  
- (d) The DAIC is an appendage of the Provincial Examination Irregularities Committee (PEIC) and will operate under the jurisdiction of the PEIC and report to the PEIC on a regular basis. The PEIC will consolidate the inputs from all the DAICs and present a provincial report to the National Examinations Irregularities Committee.
  
- (e) The DAIC will comprise the following members:
  - (i) The District /Regional manager or his representative will serve as the chairperson of the DAIC.
  - (ii) The District/Regional coordinator/official responsible for the co-ordination of examinations at the district/regional level.
  - (iii) Circuit Managers (maximum of 10) in cases where the number of circuits is greater than 10, the PED must decide on how all circuits will be represented within the designated number.
  - (iv) One member of the PEIC. This official will serve as a link between PEIC and DAIC.
  - (v) Subject area specialists from the district/region co-opted on a needs basis, based on the nature of the irregularity being handled.
  - (vi) The representative from each of the recognised teacher unions will be nominated as observers i.e. National Professional Teachers' Association of South Africa (NAPTOSA), South African Democratic Teachers' Union (SADTU), and the Suid-Afrikaanse Onderwysersunie (SAOU).
  
- (f) The duration of the term of office of the DAIC will be three years.

- (g) The DAIC will have jurisdiction in any alleged irregularity that occurs at the schools within the control of the Region/District which are identified during internal assessment conducted at school. These irregularities relate to the following processes-
  - (i) registration of learners;
  - (ii) compilation of internal assessment marks;
  - (iii) monitoring and moderation of internal assessment;
  - (iv) capturing and processing of data in respect of internal assessment;
  - (v) setting and moderation of internal assessment question papers;
  - (vi) quarterly Assessment School reports; and
  - (vii) any other irregularity related to internal assessment, which cannot be resolved by the SAIC.
  
- (h) All decisions taken by the DAIC, relating to irregularities in the above stages of the assessment process will be subject to final ratification by the PEIC.
  
- (i) The DAIC must -
  - (i) support the schools in the establishment of the School Assessment Irregularities Committee and review the recommendations of the SAIC;
  - (ii) build capacity of the SAICs in terms of identification, investigation, imposition of sanctions and reporting of irregularities;
  - (iii) ensure that the sanctions, as formulated by the PEIC, with regard to School-Based Assessment and the Practical Assessment Task/Language Oral Assessment are implemented consistently across all schools;
  - (iv) coordinate and support the School Assessment Irregularities Committee in the handling of assessment irregularities in their respective schools;
  - (v) receive reports from the SAICs on a regular basis, on all irregularities committed by educators and learners during the School-Based Assessment and the Practical Assessment Task/Language Oral Assessment process;

- (vi) intervene in the case of School-Based Assessment and the Practical Assessment Task/Language Oral Assessment irregularities that cannot be resolved by the SAIC;
  - (vii) investigate any other School-Based Assessment and the Practical Assessment Task/Language Oral Assessment irregularity as and when requested by the regional or district director or his/her nominee;
  - (viii) ensure that assessment irregularities are handled in a consistent manner across the region/district;
  - (ix) identify schools that have recurring irregularities or high frequency of irregularities and offer support in solving the problems; and
  - (x) investigate or assist in the handling of examination irregularities as requested by the PEIC or the Head of Examinations.
- (j) Irregularities involving learners during School-Based Assessment and the Practical Assessment Task/Language Oral Assessment may include the following-
- (i) a candidate who refuses to abide by any or all of the minimum requirements in respect of the compilation of a mark for internal assessment in a subject, with no valid reason. The DAIC must approve the validity of the reason presented; and
  - (ii) A candidate who presents work that is not his or her original work.
  - (iii) This may take various forms and may include the following-
    - (aa) copying verbatim from another source. In this case, if the teacher is suspicious and has evidence of sections or the complete assignment or project being lifted verbatim from another source, this must be declared an irregularity;



- (bb) an assignment/project that is not his or her own effort. This may have been completed by another learner, his or her parent, or purchased;
- (cc) reproduction of an assignment or project from another learner and there is evidence of such copying;
- (dd) work that has been previously presented and for which credits were received, which could either be his or her own effort or that of another individual;
- (ee) the whole or part of a portfolio that is not his or her own, but that of another learner from the same school/learning institution or another school/learning institution; and
- (ff) a candidate who resorts to any dishonest act to mislead the teacher in terms of the authenticity/ originality of the portfolio presented.
- (gg) A candidate who, in respect of a component of a mark for School-Based Assessment and the Practical Assessment Task/Language Oral Assessment that is completed under controlled conditions does the following-
  - (aaa) creates a disturbance or intimidates others, or behaves in an improper or unseemly manner despite a warning;
  - (bbb) is drunk or behaves in a disorderly manner;
  - (ccc) disregards the arrangements or reasonable instructions of the teacher despite a warning; or
  - (ddd) continues to disregard assessment regulations despite a warning.
- (iv) A candidate making a false statement in respect of the authenticity of a particular component of the mark for School-Based Assessment and the Practical Assessment Task/Language Oral Assessment.

- (v) An educator who misrepresents or fraudulently compiles School-Based Assessment marks to candidates without any authentic source how the marks were generated.
  - (vi) The assessment irregularities involving teachers during School-Based Assessment and the Practical Assessment Task/Language Oral Assessment may include the following-
    - (aa) the teacher willfully and intentionally, without a valid reason, fails to satisfy the requirements or excludes one or more assessment tasks from the compilation of the final assessment marks;
    - (bb) the teacher/practitioner alters, in other words, either decreases or increases the marks of candidates without the approval of the internal moderator or Head of the institution;
    - (cc) the teacher willfully provides assistance to a learner that advantages a learner unfairly in comparison to other learners; and
    - (dd) the teacher who collaborates with a candidate who presents the whole or part of the portfolio that is not her or his own work.
  - (k) The DAIC must report on a quarterly basis to the PEIC on all irregularities detected and handled by the SAIC. In cases where an irregularity requires an investigation, the initial reporting must be followed by a detailed report on conclusion of the investigation.
  - (l) The DAIC will recommend to the PEIC the sanctions to be imposed for each of the irregularities identified and investigated.
- (3) The Independent Examinations Irregularities Committee
- (a) Such independent assessment body must establish an Examinations Irregularities Committee.

- (b) The composition and functions of the Examinations Irregularities Committee, established by the independent assessment bodies, may be similar to that of the PEIC.
  - (c) The Examinations Irregularities Committee, contemplated in *sub-regulations (3)(a) and (3)(b)*, must handle and report all irregularities to the NEIC.
- (4) School Assessment Irregularities Committee
- (a) Each school must establish a School Assessment Irregularities Committee (SAIC) whose composition and functions will be determined by the provisions of the policy of the assessment body.
  - (b) The SAIC must be established by the school principal, subject to the approval of the Head of Department or an official delegated by the Head of Department. This committee will ensure the credibility of School-Based Assessment and the Practical Assessment Task/Language Oral Assessment and examinations conducted at school, by co-ordinating the handling of irregularities and ensuring a consistent approach in the handling of irregularities.
  - (c) The SAIC must consist of the following persons-
    - (i) the district official serving the school should be the Chairperson of the SAIC;
    - (ii) the School Principal;
    - (iii) one person from the School Management Team (SMT);
    - (iv) one person from the teaching staff who is not a member of the SMT; and
    - (v) one member of the School Governing Body (SGB).
  - (d) One District official nominated by the District Manager will serve as the ex-officio member of SAIC.
  - (e) In addition, one representative from each of the teacher unions recognised by the ELRC, will be nominated as observers.

- (f) All members of the SAIC will be appointed by the District Manager.
- (g) The duration of the term of office of the SAIC will be three years.
- (h) All vacant posts must be filled and approved by the Head of the District Manager or his or her delegate.
- (i) The jurisdiction of the SAIC-
  - (i) The SAIC will have jurisdiction in any alleged internal assessment irregularities.
  - (ii) These irregularities may occur during the various stages of the School-Based Assessment and the Practical Assessment Task/Language Oral Assessment process, which includes-
    - (aa) compilation of School-Based Assessment and the Practical Assessment Task/Language Oral marks; and
    - (bb) monitoring and moderation of School-Based Assessment and the Practical Assessment Task/Language Oral Assessment.
  - (iii) Conditions under which educators conduct School-Based Assessment and the Practical Assessment Task/Language Oral Assessment.
  - iv) Conditions under which learners are internally assessed.
  - (v) Capturing and processing of data in respect of School-Based Assessment and the Practical Assessment Task/Language Oral Assessment.
  - (vi) Any other irregularity related to School-Based Assessment and the Practical Assessment Task/Language Oral Assessment.
  - (vii) Setting and moderating of School-Based Assessment and the Practical Assessment Task/Language Oral Assessment question papers.

- (j) The functions of the SAIC
  - (i) The SAIC must -
    - (aa) work closely with the examination official based at the District offices in respect of all School-Based Assessment and the Practical Assessment Task/Language Oral Assessment irregularities that could occur at all stages;
    - (bb) investigate all irregularities by educators in the School-Based Assessment and the Practical Assessment Task/Language Oral Assessment process;
    - (cc) investigate all School-Based Assessment and the Practical Assessment Task/Language Oral Assessment irregularities by any other person involved in School-Based Assessment and the Practical Assessment Task/Language Oral Assessment processes;
    - (dd) investigate all irregularities committed by learners during the School-Based Assessment and the Practical Assessment Task/Language Oral Assessment process;
    - (ee) investigate any other School-Based Assessment and the Practical Assessment Task/Language Oral Assessment irregularity as and when requested by the district/regional director or his or her nominee; and
    - (ff) report all School-Based Assessment and the Practical Assessment Task/Language Oral Assessment irregularities to the PEIC.
  
- (k) Irregularities relating to School-Based Assessment and the Practical Assessment Task/Language Oral that may be handled by the SAIC-
  - (i) Irregularities involving candidates during School-Based Assessment and the Practical Assessment Task/Language oral, may include the following-

- (aa) a candidate who refuses to abide by any or all of the minimum requirements in respect of the compilation of a mark for School-Based Assessment and the Practical Assessment Task/Language Oral Assessment in a subject, with no valid reason; and
- (bb) a candidate who presents work that is not his or her original work. This may take various forms and may include the following-
  - (aaa) copying verbatim from another source. In this case, if the teacher is suspicious and has evidence of sections or the complete assignment or project being lifted verbatim from another source, this must be declared an irregularity;
  - (bbb) an assignment/project that is not his or her own effort. This may have been completed by another learner, his or her parent, or purchased;
  - (ccc) reproduction of an assignment or project from another learner and there is evidence of such copying;
  - (ddd) work that has been previously presented and for which marks were awarded, which could either be his or her own effort or that of another individual;
  - (eee) the whole or part of a portfolio that is not his or her own, but that of another learner from the same school/learning institution or another school/learning institution; and
  - (fff) a candidate who resorts to any dishonest act to mislead the educator in terms of the authenticity/originality of the portfolio presented.
- (cc) A candidate who, in respect of a component of a mark for School-Based Assessment and the Practical Assessment Task/Language Oral that is

completed under controlled conditions does the following-

- (aaa) creates a disturbance or intimidates others, or behaves in an improper or unseemly manner despite a warning;
  - (bbb) is drunk or behaves in a disorderly manner;
  - (ccc) disregards the arrangements or reasonable instructions of the educator despite a warning; or
  - (ddd) continues to disregard assessment regulations despite a warning.
- (dd) A candidate making a false statement in respect of the authenticity of a particular component of the mark for School-Based Assessment and the Practical Assessment Task/Language Oral Assessment.

(ii) Irregularities involving teachers and other assessment officials during School-Based Assessment and the Practical Assessment Task/Language Oral may occur during the following stages at the school or learning institution-

- (aa) the compilation of the mark for School-Based Assessment and the Practical Assessment Task/Language Oral Assessment and Practical Assessment Tasks;
- (bb) the monitoring or moderation of the mark achieved in respect of School-Based Assessment and the Practical Assessment Task/Language Oral Assessment and Practical Assessment Tasks;
- (cc) the capturing and processing of data; and
- (dd) investigations in respect of suspected School-Based Assessment and the Practical Assessment Task/Language Oral irregularities.

- (iii) The assessment irregularities may include the following-
  - (aa) the teacher willfully and intentionally, without a valid reason, fails to satisfy the requirements or excludes one or more assessment tasks from the compilation of the final assessment marks;
  - (bb) the teacher alters, in other words, either decreases or increases the marks of candidates without the approval of the internal moderator or head of the institution;
  - (cc) the teacher willfully provides assistance to a learner that advantages a learner unfairly in comparison to other learners; and
  - (dd) the teacher who collaborates with a candidate who presents the whole or part of the evidence of learner performance that is not her or his own work.

(l) Reporting

The SAIC must report all School-Based Assessment and the Practical Assessment Task/Language Oral Assessment irregularities, in writing, to the (PEIC), within seven days of the alleged irregularity. In cases where an irregularity requires an investigation, the initial reporting must be followed by a detailed report on conclusion of the investigation.

**2. Categorisation of examination irregularities**

- (1) Examination irregularities must be categorised as follows-
  - (a) administrative errors or omissions;
  - (b) behavioural Offences; and
  - (c) Acts of Dishonesty.



**3. Identification of irregularities in respect of School-Based Assessment and the Practical Assessment Task/Language Oral Assessment**

(1) Candidates

(a) Irregularities in respect of School-Based Assessment and the Practical Assessment Task/Language Oral Assessment assessment, and involving candidates, may occur via administrative errors or omissions, or they may derive from behavioural offences or acts of dishonesty.

(b) This category of irregularity includes-

(i) A candidate not fulfilling the minimum requirements in respect of the compilation of a mark for School-Based Assessment and the Practical Assessment Task/Language Oral Assessment in a subject.

(ii) A candidate refusing to abide by any or all of the minimum requirements in respect of the compilation of a mark for School-Based Assessment and the Practical Assessment Task/Language Oral Assessment in a subject and Practical Assessment Tasks.

(iii) A candidate who, in respect of any component of a mark for School-Based Assessment and the Practical Assessment Task/Language Oral Assessment, completed under controlled conditions, is guilty the following-

(aa) continues to create a disturbance or intimidate others, or behave in an improper or unseemly manner, despite a warning;

(bb) drunk or disorderly conduct;

(cc) persists in disregarding the arrangements or reasonable instructions of a teacher, despite a warning; or

(dd) continues to disregard assessment regulations, despite a warning.

(iv) A candidate knowingly making a false statement in respect of the authenticity of a particular component of the mark for any part of the School-Based Assessment

and the Practical Assessment Task/Language Oral Assessment in a subject, or the internal assessment mark for the subject as a whole.

(2) Examination officials

(a) Irregularities in respect of School-Based Assessment and the Practical Assessment Task/Language Oral Assessment could be committed by-

- (i) Educators, such as teachers or Principals at schools or learning institutions, or staff members from Professional Support Services or related directorates, or circuit managers, whose normal job description automatically incorporates such duties.
- (ii) Teachers in the immediate employ of an independent school or learning institution, registered as an examination centre with the relevant Provincial Education Departments who, in the performance of assessment duties, are acting under the jurisdiction of the relevant Provincial Education Department.
- (iii) Administrative staff members whose duties include work being done in respect of examination, certification and accreditation.
- (iv) Administrative staff members in the immediate employ of an independent school or learning institution, registered as an examination centre with the relevant Provincial Education Department who, in the performance of examination duties, are acting under the jurisdiction of the relevant Provincial Education Department.
- (v) Irregularities in respect of internal assessment, involving examination officials, may be identified at any of the following stages-
  - (aa) the compilation of the mark for School-Based Assessment and the Practical Assessment Task/Language Oral Assessment at the school or learning institution;

- (bb) the monitoring or moderation of the mark achieved in respect of School-Based Assessment and the Practical Assessment Task/Language Oral Assessment;
  - (cc) the capturing and processing of data; and
  - (dd) an investigation in respect of suspected School-Based Assessment and the Practical Assessment Task/Language Oral Assessment irregularities.
- (vi) The assessment irregularities may include the following-
- (aa) the teacher wilfully and intentionally, without any valid reason, fails to satisfy the requirements, or excludes one or more assessment tasks from the compilation of the final assessment marks;
  - (bb) the teacher alters, in other words, either decreases or increases, the marks of candidates without the approval of the internal moderator or Head of the institution;
  - (cc) the teacher wilfully provides assistance to a learner that gives such learner an unfair advantage compared to other learners;
  - (dd) the teacher collaborates with a candidate who presents an entire portfolio or part thereof, which is not his or her own work;

#### **4. Identification of examination irregularities in respect of the National Senior Certificate examination**

- (1) Examination irregularities, caused by administrative errors and omissions
- (a) Administrative errors and omissions include-
    - (i) failure of the candidate to produce an identity document (as opposed to a fraudulent identity document);
    - (ii) failure of the invigilator to check identity documents.
    - (iii) Late delivery of examination question papers at an examination centre;
    - (iv) an incorrect or no examination number;

- (v) the examination number not appearing on the mark sheet;
- (vi) an examination answer script that is damaged;
- (vii) an examination answer script that is found amongst examination answer scripts from another examination centre or a different subject;
- (viii) examinations conducted at an examination centre other than the examination centre where the candidate is registered;
- (ix) an examination answer script that is lost or missing; and
- (xi) any other technical difficulty or problem with either examination answer scripts, answer sheets or proceedings.

(2) Examination irregularities involving candidates, arising from behavioural offences or wilful disobedience with regard to regulations or instructions issued during an examination. This category of examination irregularity includes-

- (a) candidates creating a disturbance or intimidating others or behaving in an improper or unseemly manner, despite a warning;
- (b) disorderly conduct;
- (c) disregard for the arrangements or reasonable instructions of the invigilator, despite a warning;
- (d) disregard for examination regulations, despite a warning; and
- (e) the non-disclosure of, or refusal to hand over a cellphone or any other material.

(3) Examination irregularities involving examination officials

- (a) Examination irregularities in respect of the examination could be committed by-
  - (i) educators, such as teachers or Principals at schools, or staff members from Professional Support Services or related directorates, or circuit managers, etc., whose normal job descriptions automatically incorporate such duties;

- (ii) teachers in the immediate employ of an independent school, registered as an examination centre with the relevant Provincial Education Department who, in their performance of examination duties, are acting under the jurisdiction of the relevant Provincial Education Department;
  - (iii) administrative staff members whose duties include work being done in respect of examinations, certification and accreditation; and
  - (iv) administrative staff members in the immediate employ of an independent school or, registered as an examination centre with the relevant Provincial Education Departments who, in the performance of examination duties, are acting under the jurisdiction of the relevant Provincial Education Departments.
- (b) Examination irregularities may be identified at any of the following stages-
- (i) registration of candidates;
  - (ii) appointment of examiners and internal moderators;
  - (iii) the setting, as well as the internal and external moderation of the examination question papers;
  - (iv) editing, proof-reading, translation and final approval of examination question papers;
  - (v) printing, packaging and storage, as well as the distribution of examination question papers to examination centres;
  - (vi) the setting, moderation, translation or editing of external examination question papers;
  - (vii) the typing, printing, packaging, distribution, collection or delivery of external examination question papers or examination answer scripts;
  - (viii) checking of examination answer scripts by assessment bodies, and the distribution of examination answer scripts to marking centres;
  - (ix) invigilation and monitoring;
  - (x) marking;

- (xi) data capturing and processing; and
- (xii) the release of examination results.

- (4) Irregularities that may occur during the conducting of the examination
  - (a) Examination irregularities, identified during the writing of the examination, may be classified as follows-
    - (i) Candidates misbehaving or wilfully disobeying regulations or instructions issued during an examination.
    - (ii) Candidates engaging in dishonest acts during the examination process.
    - (iii) Department officials/teachers contravening the legislation in terms of the conducting of the National Senior Certificate examination, so as to give candidates an unfair advantage/disadvantage in the examination.
  - (b) The above categories of examination irregularities include-
    - (i) candidates creating a disturbance, intimidating others or behaving in an improper or unseemly manner;
    - (ii) disorderly conduct;
    - (iii) disregard for the arrangements or reasonable instructions of the invigilator, despite a warning; and
    - (iv) disregard for examination regulations.
  - (c) Candidates engaging in dishonest acts during the examination process include acts that are identified before the commencement of the examination, as well as acts that are identified while the examination question paper is being written.
  - (d) Acts by candidates or officials that are identified before the commencement of the examination, include the following-
    - (i) presentation of fraudulent identification documents;
    - (ii) failure to present identification documents;
    - (iii) bribery or attempted bribery;
    - (iv) access to leaked examination question paper; and
    - (v) possession of unauthorised examination material, such as equipment.

- (e) Acts that are identified while the examination question paper is being written, include the following-
- (i) possession of notes or any other unauthorised material that could, in any way, assist them in the answering of questions related to the subject matter;
  - (ii) copying from notes or textbooks or any other unauthorised material;
  - (iii) copying from fellow-candidates;
  - (iv) attempting to obtain assistance from, or being assisted by another candidate or any other individual;
  - (v) assisting or attempting to assist another candidate;
  - (vi) receiving assistance from any other source;
  - (vii) an examination question paper written by another or a substitute candidate;
  - (viii) the use of another candidate's examination number;
  - (ix) any other type of conduct or possession, which could render improper assistance or an unfair advantage to a candidate and thereby prejudicing other candidates;
  - (x) the use or possession of a cellphone, programmable calculators or any other electronic device that may be of assistance to the candidates while writing the examination, except where the examination instructions specify otherwise; and
  - (xi) any other action that is in contravention of the relevant legislation.
- (f) Acts that are identified while examination answer scripts are handed in or marked, include the following-
- (i) the examination answer script handed in is different to the one issued by the invigilator;
  - (ii) different sets of handwriting are identified in an examination answer script;
  - (iii) two examination answer scripts are submitted for one candidate;
  - (iv) crib notes that are discovered;
  - (v) there are no crib notes, but there is clear evidence of copying;

- (vi) evidence of possible assistance by an invigilator;
  - (vii) indications that the candidate has been allowed to write the examination as an “open book” examination, although this was not included in the instruction to the invigilator;
  - (viii) answers that are identical or too similar to the memorandum;
  - (ix) an answer script, or any part thereof, being removed from the examination room and submitted later; and
  - (x) an examination conducted outside the examination room or examination centre, without prior authorisation.
- (g) If, at any of the stages relating to the writing of the examination, there should be evidence that there has been a contravention of the relevant legislation on the part of examination officials involved in these processes, which could result in an unfair advantage to a candidate writing the examination, this must be declared an irregularity.

(5) Irregularities that may occur during the marking process

Irregularities during the marking process relate to irregularities identified by markers of examination answer scripts, and any other acts committed by examination officials and markers, which are in contravention of the national and provincial regulations.

(6) Irregularities committed by examination officials or markers

- (a) Any evidence indicating that an examination official or a marker has engaged in the following acts constitutes an irregularity-
  - (i) Failure to adhere to the criteria and the prescribed process for the appointment of markers, senior markers, chief markers, examination assistants and other persons involved in examination-related work, as prescribed in the *National Education Policy Act, 1996 (Act No. 27 of 1996)*.
  - (ii) An appointed marker is found to have made a false statement in his or her application.



- (iii) Markers who are not adhering to prescribed policy and the requirements for marking.
- (iv) Misbehaviour by a marker at a marking venue or at the place of accommodation for markers.
- (v) Any action that indicates wilful intent to misplace or destroy the examination answer scripts of a candidate or candidates.
- (vi) The removal of examination answer scripts from the marking centre.
- (vii) Awarding of marks to candidates that cannot be justified by the evidence on the examination answer script or the memorandum.
- (viii) Manipulation of the marks, so as to unfairly advantage or disadvantage a candidate or candidates.
- (ix) Any other act that is in contravention of these regulations.
- (x) Any attempt of assisting a candidate that may result in an unfair advantage.

(7) Irregularities identified by markers

- (a) Irregularities identified by markers at marking centres, include the following-
  - (i) the examination answer script handed in is different from the one issued by the invigilator;
  - (ii) different sets of handwriting are identified in an examination answer script;
  - (iii) two examination answer scripts, written by two different candidates, are submitted with the same examination number;
  - (iv) crib notes discovered in the examination answer script;
  - (v) no crib notes, but there is clear evidence of copying;
  - (vi) evidence of possible assistance by an invigilator;
  - (vii) indications that the candidate has been allowed to write the examination in terms of an “open book” examination; and
  - (viii) answers that are identical or too similar to the memorandum.

- (8) Irregularities that may occur during the capturing process, during standardisation, the release of results, the issuing of statements and during the certification process
- (a) A contravention of these regulations at any of the stages relating to the capturing, processing, standardisation, release of the results and certification, on the part of examination officials involved in these processes, which could undermine the credibility of the examination results, must be declared an irregularity.
  - (b) Some of the actions deemed to be irregular during the processes include are as follows-
    - (i) negligence;
    - (ii) indolence;
    - (iii) failure to abide by relevant legislation or policies or regulations;
    - (iv) the unauthorised release of sensitive/confidential information;
    - (v) misuse of authority for private gain or reward;
    - (vi) unauthorised access to examination data or subject credits;
    - (vii) failure to verify information accurately on certificates and qualifications; and
    - (viii) any act by a candidates or official, which may give the candidate concerned, an unfair advantage.
  - (c) It is the duty of the examination official or the systems administrator or the service provider responsible for these functions, to ensure the accuracy of the examination data that is provided. Any data being presented that is inaccurate, must be regarded as an irregularity.
  - (d) The provision of examination data to any institution or individual, without the approval of the Director-General or Head of Department, or his or her representative, constitutes an irregularity.

## 5. Assessment irregularity procedures

- (1) Procedures in respect of internal assessment candidates
  - (a) Internal assessment irregularities involving candidates must be dealt with at school or learning institution level, by the SAIC, in accordance with the policy provided by the Provincial Education Departments. Serious cases may be referred to the regional or PEIC.
  - (b) Where a candidate does not comply with the minimum requirements of any component of the internal assessment mark, the following applies-
    - (i) in the event of a valid reason for failure to comply, the candidate must be allowed the opportunity to redo the task; or
    - (ii) where impractical, the mark for that particular component of the internal assessment mark should not be taken into consideration.
  - (c) Where a candidate does not comply with the minimum requirements for internal assessment for a subject, without a valid reason, a “0” (zero) mark is recorded and used in the compilation of the mark for the particular component, or for internal assessment as a whole (as may be applicable).
  - (d) The absence of an internal assessment mark in any subject must result in the candidate, registered for that particular subject, receiving an “incomplete” result.
- (2) Procedures in respect of internal assessment pertaining to assessment officials
  - (a) All alleged irregularities in respect of internal assessment, involving examination officials, must be reported by the Head of the institution to the provincial Head of Department or his or her representative. Recurring cases must be reported to the NEIC.

- (b) Suspected internal assessment irregularities involving teachers, constitute an act of misconduct and must be dealt with in terms of the *Employment of Educators Act, 1998 (Act No. 76 of 1998)*.
  - (c) Suspected internal assessment irregularities, involving assessment officials employed in terms of the *Public Service Act*, constitute an act of misconduct and must be dealt with in accordance with the relevant Public Service Regulations.
  - (d) Prior to an investigation being conducted in respect of assessment officials suspected of a School-Based Assessment and the Practical Assessment Task/Language Oral Assessment irregularity, the Head of Department or his or her representative, provided that substantial evidence in respect of the alleged irregularity exists, may-
    - (i) immediately suspend the services of a suspected defaulting official with regard to marking, monitoring or moderation;
    - (ii) immediately suspend the services of a suspected defaulting official in respect of any or all related assessment processes; or
    - (iii) in the event of independent schools or learning institutions registered as examination centres with the relevant Provincial Education Departments, the Head of Department or his or her representative may insist on the application of the relevant clauses of the Service Contract entered into with the particular examination centre.
- (3) Procedures in respect of irregularities, identified during the Planning and Preparatory Phase of the external examination
- (a) The Head of Department or his or her representative may immediately suspend an examination official from undertaking assessment-related activities, or suspend an examination official who contravenes any of these regulations, and the matter must be dealt with in terms of the *Employment of Educators Act, 1998*

(Act No. 76 of 1998) or in terms of *the Public Service Act*, or in terms of any other relevant legislation.

- (b) Examination irregularities, identified as having occurred prior to the examination question paper being written, may include the leakage of the examination question papers.
  - (i) The first step in such an event is to determine the extent of the leakage; which must be determined by the PEIC or by a team delegated by the PEIC.
  - (ii) In the event of the leakage of a national examination question paper, the Director-General of the Department of Basic Education and the Minister of Basic Education should decide on the most appropriate course of action.
  - (iii) The PEIC must institute a full investigation, in order to ascertain the source of the leakage. The South African Police Services (SAPS) and other investigation experts may be included in the investigation process.
  - (iv) Any other examination irregularity, identified prior to the writing of the examination question paper, which may impact on the integrity of the examination, must be dealt with prior to the examination question paper being written.
  
- (4) Procedures in respect of Examination Irregularities identified during the conducting of examinations
  - (a) The Head of Department or his or her representative may immediately suspend an examination official from undertaking any examination-related activities, or suspend an official who contravenes any of these regulations, and the matter must be dealt with in terms of the *Employment of Educators Act, 1998 (Act No. 76 of 1998)* or in terms of *the Public Service Act*, or in terms of any other relevant legislation.
  
  - (b) Examination irregularities, arising from misconduct or disobedience with regard to regulations or instructions issued during an examination, must be dealt with as follows-

- (i) In all cases the invigilator must immediately bring the specific examination irregularity to the attention of the chief invigilator.
  - (ii) The chief invigilator must then offer the candidate suspected of an irregularity the opportunity to make a representation, in writing, in the presence of the invigilator.
  - (iii) If the chief invigilator, after considering the facts, finds that such an irregularity has indeed occurred, he or she must submit the matter to the PEIC for further investigation and a decision.
  - (iv) In the event of a candidate persistently refusing to co-operate, the chief invigilator must request the candidate suspected of an irregularity to leave the examination room.
  - (v) The examination answer script must be removed from the candidate's possession and a note made of the date and exact time of its confiscation. Should the candidate refuse to leave, the chief invigilator may call upon the SAPS for assistance.
  - (vi) If the candidate agrees to co-operate, the chief invigilator must allow him or her to continue with the written examination, in which case a new answer book, with the date and exact time of issue noted thereon, must be provided to the candidate.
  - (vii) The chief invigilator must forward his or her report, together with a report from the invigilator on duty at the time of the alleged irregularity, as well as the candidate's representation and a written account of events or any statement or exhibit, to the PEIC.
- (c) In the event of examination irregularities being identified while the examination question paper is being written, the following procedure should apply-
- (i) The invigilator must remove the candidate's examination answer script and write the word, "IRREGULARITY", on the front outside cover page, as well as the kind of

- irregularity, and the date, time and place of the irregularity.
- (ii) The words, “Examination answer script confiscated on...at...hours”, must be written, in bold print, on the outside front cover page.
  - (iii) The invigilator must take possession of any unauthorised or incriminating material, such as notes, or any other object used directly or indirectly, or found in the possession of the candidate, which may have been used to commit the irregularity. By bringing the unauthorised material into the examination room, the candidates should take responsibility for the resulting implications.
  - (iv) Such material must be attached to the confiscated examination answer script, which then becomes the property of the relevant Provincial Education Department, and neither the candidate nor his or her parents or guardians has/have the right to demand its return.
  - (v) The invigilator must then hand the candidate a new answer script. This answer script must also be endorsed with the words, “NEW ANSWER SCRIPT”, together with the date and time of issue.
  - (vi) The candidate must be informed that the fact that he or she is being allowed to continue with the examination, does not serve as a condonation of his or her contravention of the examination regulations, and that a written report will be submitted to the chief invigilator at the conclusion of the examination, and that the incident will be reported to the PEIC.
  - (vii) The invigilator must not allow any additional time to compensate for time lost in the course of detecting and processing the examination irregularity.
  - (viii) The invigilator, following the completion of the examination, must immediately submit a full report, in writing, to the chief invigilator regarding the irregularity.
  - (ix) The candidate, following the completion of the examination, must be confronted about the irregularity

and requested to provide a written declaration or response to the alleged offence.

- (x) Should the candidate refuse to submit the required written declaration or to provide a response, this refusal must be confirmed in writing by the invigilator. The candidate must then sign the invigilator's written statement.
  - (xi) Should the candidate refuse to comply with *sub-regulation (4)(c)(iii)*, another invigilator, attached to the examination centre, must provide a written statement, confirming the refusal of the candidate to provide a written declaration.
  - (xii) The examination answer script, any incriminating material and all applicable statements must then be sent for marking in the normal way, and subsequently forwarded to the Provincial Examinations Irregularities Committee.
- (5) Procedures in respect of examination irregularities identified during the marking process
- (a) In the event of examination irregularities relating to the marking process, as contemplated in *sub-regulation 5(4), 5(5) and 5(6)*, which are committed by examination officials, the Head of Department or his or her representative may immediately suspend an examination official who contravenes any of these regulations, and the matter must then be dealt with in terms of the *Employment of Educators Act, 1998 (Act No. 76 of 1998)* or in terms of *the Public Service Act*, or in terms of any other relevant legislation.
  - (b) Examination irregularities, identified by markers during the marking process, must be dealt with as follows-
    - (i) All examination irregularities suspected by markers, must be reported immediately to the senior marker, the deputy chief marker or the chief marker, who then refers it to the



centre manager. The matter is then referred to the Head of the assessment body and the PEIC.

- (ii) Examination answer scripts in which alleged examination irregularities were identified, must be marked as usual. The word "IRREGULARITY" must be written in red ink on the front cover, along the margin.
- (iii) These examination answer scripts must then be handed in, together with the other examination answer scripts and completed mark sheets, for the attention of the senior marker, the deputy chief marker, or the chief marker. The marks of the suspect candidate must be entered onto the mark sheet, with an indicator stating "Irregular".
- (iv) Where an examination answer script is found amongst those from another examination centre, or where a candidate has been writing the examination at an examination centre other than the examination centre where originally registered, the first examination centre must then contact the examination centre at which the examination should have been conducted, and arrange, via the regional office or area project office, for the transfer of the candidate's examination answer script.
- (v) Where an examination answer script is lost, the matter must be referred to Umalusi to decide upon the most appropriate course of action, as this constitutes an irregularity.
- (vi) If the senior marker agrees with the finding of the marker, he or she must clearly indicate the location of the examination irregularity on each examination answer script and hand the whole batch of examination answer scripts over to the relevant deputy chief marker or to the chief marker.
- (vii) Where the senior marker disagrees with the findings of the marker, the examination answer script should be handed to the deputy chief marker or to the chief marker for a second opinion. If the deputy chief marker or the chief marker concurs with the senior marker, the

examination answer script must be returned to the marker for normal processing.

- (viii) If the suspected examination irregularity is confirmed by the deputy chief marker or the chief marker, the prescribed irregularity report must be completed and forwarded, together with the evidence, to the Head of Examinations and the PEIC.

(6) Procedures in respect of irregularities that occur during the capturing, processing, standardisation, release of the results and certification processes

- (a) The Head of Department or his or her representative may immediately suspend an examination official from examination-related activities, or suspend an examination official who contravenes any of these requirements, and the matter must then be dealt with in terms of the *Employment of Educators Act, 1998 (Act No. 76 of 1998)* or in terms of the *Public Service Act*, or in terms of any other relevant legislation.
- (b) All irregularities relating to the above processes must be reported immediately to the PEIC and to the Head of Examinations.
- (c) Confidentiality and security of information must be enforced. Any breach in this regard must be considered an examination irregularity.

(7) Procedures in respect of investigations

The following procedure must be followed in respect of an investigation-

- (a) A minimum of two members of the PEIC or two departmental officials, delegated by the PEIC, must be involved in all investigations.
- (b) The PEIC may call upon any official in the service of the relevant Provincial Education Department, or any candidate or candidates to appear before the Committee or the two-person team delegated to carry out the function, and it may also question any candidate accused of an alleged irregularity.

- (c) The PEIC or the delegated officials may also call upon any person, not in the immediate employ of the relevant Provincial Education Department, but who falls under its jurisdiction, to appear before the PEIC or the two-person team delegated to carry out this function, and it may also question any such person during the normal course of an investigation.
- (d) The PEIC and the delegated officials have access to any room or place at any school registered with the relevant Provincial Education Department as an examination centre, and may scrutinise or take possession of any document, article or any other evidence which, in the opinion of the PEIC, may facilitate the investigation.
- (e) In cases of serious misconduct, the relevant Provincial Education Department should reserve the right to report such cases to the relevant state security agents with a view to a criminal investigation.
- (f) All investigations undertaken by the PEIC or by the delegated officials, regardless at what level, must be clearly documented or minuted, should it take the form of a meeting.
- (g) The findings of an investigation must be submitted to a full sitting of the PEIC, which must then take a decision as to whether a hearing must take place or not.
- (h) No member of the PEIC may be involved in, or allowed access to, any examination irregularity investigation or hearing or documentation involving a relative or any other person in respect of whom the said investigator cannot be impartial.

(8) Procedures in respect of hearings

Should the relevant irregularity committee decide that a hearing must be held, such hearing must be held in terms of the following procedure-

- (a) The hearings must be lawful, reasonable, timely and procedurally fair, and no rights of the individual should be infringed. The principle of openness and transparency of administrative action must be adhered to.

- (b) The following procedure must be followed in respect of hearings-
- (i) Procedures for hearings vary according to circumstances and persons involved.
  - (ii) A written notification must be submitted to the candidate involved in the alleged examination irregularity, or to the parent or guardian in the event of candidates being under the age of 18, as well to the Principal or Centre Manager of the institution. The following procedure must be followed-
    - (aa) The written notification must be forwarded either by registered mail or be delivered to a particular individual who must acknowledge receipt of the notification.
    - (bb) The written notification must state clearly that the absence of a reply will not delay the hearing in respect of the suspected examination irregularity.
    - (cc) Where a candidate, who is alleged to have committed an examination irregularity, or his or her parent or guardian or representative cannot be contacted, the Principal or Centre Manager of the institution will be required to assist with contacting the candidate. If the Principal or Centre Manager of the institution is unable to contact the candidate, he or she must accordingly inform the secretary of the PEIC in writing. The inability to make contact with the candidate concerned, or with his or her parent or guardian or representative, should not unnecessarily delay the processing of the irregularity.
    - (dd) All candidates suspected of an examination irregularity must be allowed the opportunity to respond to the invitation to attend a hearing regarding the alleged irregularity, within ten (10) working days of being notified of an irregularity investigation.
    - (ee) Candidates who do not wish to attend a hearing, have the option of making an admission of guilt in

the form of a declaration, which must be forwarded to the secretary of the PEIC within ten (10) working days of being notified of an irregularity investigation.

- (ff) In the event where a candidate is under 18 years of age, the candidate may be accompanied by his or her parent or guardian, the school principal, or any other representative.
- (gg) Should the candidate or his or her parent or guardian choose to make use of legal representation during the hearing, this will be allowed and the chairperson of the PEIC must be so informed at least three (3) working days prior to the scheduled hearing.
- (iii) All hearings must be recorded and the recording must be kept until the matter has been finalised.
- (iv) The findings of a hearing must be submitted to a full sitting of the PEIC, by the persons involved in the hearing process.
- (ivA) If the Head of a province is not satisfied with the NEIC report, and the dispute cannot be resolved, the MEC of that province must make a final decision.
- (v) Decisions and consequent recommendations by the PEIC, as approved by the Head of Department or his or her representative, must be communicated, in writing, to the person, school or learning institution under investigation, within thirty (30) working days of the completion of the hearing.

(9) Sanctions

- (a) The relevant Irregularities Committee may impose the sanctions contemplated in these regulations.
- (b) Mandatory minimum periods of sanction may be imposed by the PEIC or the NEIC, upon finding the offender guilty of an irregularity. The reason for the stipulation of mandatory minimum periods of sanction is primarily to ensure that irregularities are handled in a uniform manner across all Provincial Education Departments. Secondly, it is to combat and reduce the frequency of irregularities.
- (c) There may be cases where the PEIC or the NEIC is of the opinion that, considering the specific circumstances of the case, the imposition of one of the minimum periods of sanction would be very harsh and unjust. The Committee may, however, be freed from the obligation of imposing the minimum period of sanction should there be “substantial and compelling circumstances”, which justify the imposition of a lesser punishment than the prescribed one.

(10) Irregularities involving candidates-

No.	Irregularity	Action to be taken or applicable sanctions
(a)	Failure to produce identification documents	<ul style="list-style-type: none"><li>• The candidate must be allowed to write the examination, but must produce the identification document within 24 hours or, alternatively, provide an affidavit.</li><li>• Should the candidate fail to produce the identification document or the affidavit within 24 hours, he or she will not be allowed to continue with the next examination session.</li></ul>
(b)	Incorrect examination number or no examination number	<ul style="list-style-type: none"><li>• The assessment body must use all available means to establish the correct examination number and this number must then be verified with the school or the candidate concerned.</li></ul>

No.	Irregularity	Action to be taken or applicable sanctions
(c)	Late arrival at the examination centre	<ul style="list-style-type: none"> <li>• A candidate must not be admitted to the examination room should he or she arrive after the first hour of the commencement of the examination.</li> <li>• A candidate who arrives within the first hour of the commencement of the examination must be allowed into the examination room, but will not be allowed any additional writing time.</li> </ul>
(d)	Examination answer script missing or lost by the assessment body	<ul style="list-style-type: none"> <li>• After all possible steps to locate the examination answer script have been exhausted and an investigation conducted, a report in this regard must be submitted to the Department of Basic Education which will apply to Umalusi on behalf the candidate. Based on the report, Umalusi will officially declare the examination answer scripts missing and request the assessment body to determine a calculated mark in accordance with Umalusi guidelines. The final calculated marks must be submitted to Umalusi for approval.</li> <li>• An examination answer script lost due to the negligence of an official, constitutes an act of misconduct and will be dealt with in terms of the <i>Employment of Educators' Act, 1998 (Act No. 76 of 1998)</i>, or other appropriate measures.</li> </ul>
<u>(dA)</u>	Writing on an incorrect grade	<ul style="list-style-type: none"> <li>• If the action was unintentional or the result of misinterpretation, the candidate's mark must be converted as indicated in the Umalusi guidelines</li> <li>• If the action was intentional or deliberate, the results of the candidate must be declared null and void.</li> </ul>

<b>No.</b>	<b>Irregularity</b>	<b>Action to be taken or applicable sanctions</b>
(e)	Candidates found in possession of unauthorised material during the examination	<ul style="list-style-type: none"> <li>• The candidate's results for that examination question paper is declared null and void</li> <li>• The candidate may be barred, depending on the circumstances and severity of the case, from a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations.</li> </ul>
(f)	Candidates found in possession of an unauthorised electronic device during the examination	<ul style="list-style-type: none"> <li>• The candidate's result for that examination question paper is declared null and void.</li> <li>• The candidate may be barred from a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations.</li> </ul>
(g)	Candidate caught copying or obtaining help from a fellow-candidate	<ul style="list-style-type: none"> <li>• The results of the candidate caught copying may be declared null and void for that examination question paper.</li> <li>• The candidate may be barred from a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations.</li> <li>• If there is evidence of collusion, the candidate offering the assistance must also be sanctioned as indicated above.</li> </ul>
(h)	Candidate assisting another candidate during the examination session.	<ul style="list-style-type: none"> <li>• The candidate's results for that examination question paper is declared null and void</li> <li>• The candidate may be barred, depending on the circumstances and severity of the case, from a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations.</li> </ul>



<b>No.</b>	<b>Irregularity</b>	<b>Action to be taken or applicable sanctions</b>
(i)	Presentation of fraudulent identification or an imposter	<ul style="list-style-type: none"> <li>• The candidate's result for that examination question paper must be declared null and void.</li> <li>• The candidate may be barred from a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations.</li> <li>• In addition, this matter must be reported to the SAPS.</li> </ul>
(j)	Assistance to a candidate, provided by an invigilator, a teacher or principal, or any other official	<ul style="list-style-type: none"> <li>• In the event of the candidate being found guilty, the results for that examination question paper may be declared null and void.</li> <li>• The candidate may be barred from a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations.</li> <li>• In the case of the invigilator, teacher or principal, it must be regarded as an act of misconduct. The official must be suspended immediately from all examination-related work, and be dealt with in terms of the relevant legislation.</li> <li>• This must also be reported to SAPS.</li> <li>• If an invigilator at a private examination centre is negligent in the execution of his or her functions, such invigilator must not be appointed as an invigilator again.</li> </ul>
(k)	Handwriting of a different person on the examination answer script	<ul style="list-style-type: none"> <li>• The candidate's results for that examination question paper is declared null and void</li> </ul> <p>The candidate may be barred, depending on the circumstances and severity of the case, from a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations.</p>

<b>No.</b>	<b>Irregularity</b>	<b>Action to be taken or applicable sanctions</b>
(l)	Two examination answer scripts with the same examination number	<ul style="list-style-type: none"> <li>• If the act was unintentional, the examination numbers must be corrected and the results of the candidates concerned must be released.</li> <li>• If the action was intentional or deliberate, the results of the guilty candidates must be declared null and void for that examination question paper.</li> <li>• The candidate may be barred from a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations.</li> </ul>
(m)	Crib notes discovered in examination answer scripts at the marking centre	<ul style="list-style-type: none"> <li>• The candidate's results for that examination question paper is declared null and void</li> <li>• The candidate may be barred, depending on the circumstances and severity of the case, from a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations.</li> </ul>
(n)	An examination answer script removed from the examination room and submitted at a later stage	<ul style="list-style-type: none"> <li>• The examination answer script must be marked as normal, pending the outcome of the investigation.</li> <li>• In the event where the candidate is found guilty, the results for the examination question paper concerned must be declared null and void.</li> <li>• The candidate may be barred from a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations.</li> </ul>

No.	Irregularity	Action to be taken or applicable sanctions
(o)	Submission of work that is not candidate's own work.	<ul style="list-style-type: none"> <li>• The person who submits work that is not his or her own, may have his or her results for that examination question paper declared null and void.</li> <li>• The candidate may be barred from a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations.</li> <li>• If there is evidence of collusion, the candidate offering the assistance must also be sanctioned as indicated above.</li> </ul>
(p)	Leaked/stolen examination question paper	<ul style="list-style-type: none"> <li>• A leaked examination question paper is a paper to which a learner had access, e.g. a copy of the examination question paper, a part of it or a transcript which resembles the examination question paper.</li> <li>• This must be regarded as a criminal case and be referred to the SAPS.</li> <li>• In the event where it can be proven that specific candidates have stolen an examination question paper prior to it being written, the guilty candidates must be barred from writing the examination for a period of three (3) to five (5) years, from the date of the offence.</li> <li>• The results obtained for the subject should be declared null and void.</li> <li>• In the case of a leaked examination question paper, the Director-General: Basic Education must in conjunction with Umalusi and the relevant Head of the assessment body decide what action should be taken to ensure the credibility of the examination.</li> </ul>

<b>No.</b>	<b>Irregularity</b>	<b>Action to be taken or applicable sanctions</b>
(q)	Bribery or attempted bribery	<ul style="list-style-type: none"> <li>• This must be regarded as a criminal case and be referred to the SAPS.</li> <li>• In the event where the candidate is found guilty, the candidate must be barred from writing the examination for a period of three (3) to five (5) years, from the date of the offence.</li> <li>• In the event where a teacher or a departmental official is involved, this must be regarded as an act of misconduct and must be dealt with in terms of the relevant legislation.</li> </ul>
(r)	Creating a disturbance, intimidation and drunkenness, disregarding the arrangements and/or the reasonable instructions of the invigilator	<ul style="list-style-type: none"> <li>• The candidate must be warned and, if he or she persists with the behaviour or action, the candidate must be removed from the examination centre.</li> <li>• The candidate then forfeits the opportunity to write or to continue writing that specific examination question paper.</li> <li>• Where the candidate has commenced with the examination, the marks attained will be declared null and void.</li> <li>• The candidate retains the marks awarded for the other components in the subject, and the results are released as such.</li> <li>• Criminal charges may be instituted.</li> </ul>

No.	Irregularity	Action to be taken or applicable sanctions
(s)	Resulting of a candidate who is irregular in an eight and ninth subject:	<ul style="list-style-type: none"> <li>• Where a candidate is irregular in any component of the subject, the result for the subject will be declared null and void and the candidate must redo the entire subject. The candidate will receive the subject results for the subjects where there is no irregularity and will not receive the overall result until the period of the sanction has expired and the candidate satisfies the minimum requirements for the National Senior Certificate.</li> <li>• Where a candidate is irregular in the eight or ninth subject, the candidate will receive the subject results in the subjects where there is no irregularity. The candidate will not receive the overall result relating to the qualification.</li> </ul>

(11) Appeals

- (a) Should the candidate or his or her parent or guardian be dissatisfied with the way the hearing has been conducted, an appeal may be lodged to the Head of Department via the channels provided by the relevant Provincial Education Department.
- (b) A candidate may appeal to the MEC against the decision of the Head of Department within fourteen (14) working days of receipt of the written pronouncement of the judgement or sanction, if the candidate was present at the hearing.
- (c) All appeals must be in writing and must include reasons in support of the appeal.

(12) Reporting of irregularities

Reporting of examination irregularities is categorised into two components. The first component relates to reporting of the irregularity from the venue of identification, to the relevant officials at the assessment body, and the second

component relates to the reporting of the irregularity to the external role-players, by the Head of the assessment body.

(13) Internal reporting

All alleged irregularities must be reported immediately to the next level of responsibility in the assessment process, which, in turn, must report it to the Chairperson of the PEIC and the Head of the assessment body. This reporting may be done verbally, but must be followed with a written report within 12 hours.

(14) External reporting

(a) All assessment bodies must report all examination irregularities to Umalusi, the Director-General and the Head of independent assessment body within 48 hours of the identification of such irregularities. This may be done telephonically, but it must be followed with a written report within 48 hours.

(b) The Director-General, the Head of independent assessment body and Umalusi will provide the format of the report. Reporting the irregularity can differ, depending on the nature of the irregularity.

## **ANNEXURE N**

### **MINIMUM REQUIREMENTS FOR A COMPUTER SYSTEM**

1. Browse information on files: Must enable the user to browse through information available on all data files, e.g. look through the names of candidates registered at a specific centre, in order to find a specific candidate's information.
2. Entries: Candidates' entries are registered per examination by means of approved off-line systems, or directly within the on-line environment. Full candidate validation takes place in accordance with the rules and regulations, as set out by the Department of Basic Education.
3. Mark sheets: The generation of mark sheets, as well as the capturing and controlling of mark sheets. The mark sheets are furthermore printed with bar codes for controlling the flow of mark sheets at strategic points.
4. Examination results: All results are processed by the computer system, in accordance with the rules and regulations, as set out by the Department of Basic Education and Umalusi.
5. Standardisation of marks: A process used to adjust the marks, using qualitative and quantitative data and reports as set out per Umalusi directives.
6. Subject information: All subject and examination question paper information is carried forward from the previous examination and, where required, changes are made. Subject information has a direct influence on the validation of candidates' entries, candidates' promotion, as well as on conversion, examination packing material, timetables, admission letters, etc.
7. Irregularities: Candidates found guilty of irregularities are suspended individually or per examination centre. This sub-system controls the correspondence with regard to, and investigations into these irregularities.

8. Region, or Examination centres: All examination centres are registered and allocated to a region and district, as well as according to their respective provinces.
9. Candidates' documentation history: Candidates, who enter on a continuous basis (repeaters) and apply for certification, are processed along with their historical information for possible combination certification.
10. Document issuing and issues: Enquiries with regard to all system documents issued or controlled by the Department of Basic Education via the computer system.
11. Preliminary number of candidate entries: Documentation should be available to be used by management to gauge the number of candidate entries per school, with a view to planning, budgeting and stationery requirements.
12. Re-marking and re-checking: When a candidate applies for re-marking or re-checking, his or her marks are suspended and re-marking or re-checking takes place.
13. Supplementary examinations: Candidates who qualify for supplementary examinations or informed by letter that their certificates are withheld.
14. Packaging of stationery/examination question papers: Reports are generated to assist with the packaging and distribution of examination question papers, as well as with examination stationery supplied by the Department.
15. Statistics: All statistics pertaining to pass and failing rates, entry irregularities, etc., can be extracted per province, per region, or at a national level, and made available for the purpose of media releases, or for use by subject advisors, planners and management.
16. Timetable: Dates, times and the duration of each examination question paper are maintained for candidate admission letters, payment of examiners, etc.
17. System parameters and system index maintenance Standard/generic information used, etc., are maintained by the systems administrator.



18. Examination marking claims: Control and payment of examiners for bulk marking sessions by means of a cheque or direct payment is managed by the Provincial Education Department.