



## basic education

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

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TO: HEADS OF EXAMINATIONS  
HEADS OF CURRICULUM  
PRINCIPALS (SECONDARY SCHOOLS THAT OFFER SASL HL)  
SUBJECT ADVISORY SERVICES  
TEACHER UNIONS  
UMALUSI

### CIRCULAR E 21 OF 2019

#### PREPARATIONS FOR THE CONDUCT AND ADMINISTRATION OF SOUTH AFRICAN SIGN LANGUAGE HOME LANGUAGE (SASL HL) NOVEMBER 2019 EXAMINATIONS

1. In order to ensure that the National Senior Certificate (NSC) examination in South African Sign Language Home Language (SASL HL) is conducted in a credible and reliable manner, the Department of Basic Education (DBE) requests all stakeholders to adhere to the procedures outlined in this circular. The dates of the examinations for SASL HL are as follows:

	<b>09:00</b>
Thursday 24/10	SOUTH AFRICAN SIGN LANGUAGE HL P1
	<b>09:00</b>
Tuesday 19/11	SOUTH AFRICAN SIGN LANGUAGE HL P2
	<b>09:00</b>
Wednesday 27/11	SOUTH AFRICAN SIGN LANGUAGE HL P3

2. The *Guidelines for the Implementation and Conduct of Examinations in South African Sign Language Home Language* is attached and all stakeholders also need to be familiar with the contents thereof.
3. In Circular E5 of 2019, Provincial Education Departments (PEDs) were requested to audit all schools offering SASL HL in 2019, as per **Annexure A** of the attached guideline. Schools and PEDs are requested to conduct a final check to ensure that they are completely ready for the administration of the November 2019 examinations.

4. **Annexure C** of the attached guideline must be completed by the Head of Examinations in the PED and submitted to Mr C Thurston at [Thurston.C@dbe.gov.za](mailto:Thurston.C@dbe.gov.za) by no later than 19 September 2019. This annexure serves as a declaration by the PED that all challenges identified in the audit conducted at the beginning of 2019 have been resolved.
5. The school principal/chief invigilator must verify that the software and hardware used for the SASL HL examination complies with the set Information Technology requirements outlined in the *Guidelines for the Implementation and Conduct of Examinations in South African Sign Language Home Language*.
6. PEDs must support schools offering SASL HL to acquire software licences where necessary.
7. **Procedures TWO weeks prior to the examination:**
  - a) Schools must ensure that all equipment needed for the examination is serviced and in working order.
  - b) Schools must provide evidence to the PED that equipment was tested and working properly. Schools must make provision for a backup system to cater for a possible equipment failure.
  - c) PEDs must provide schools with 2 DVDs per candidate on which candidates' responses will be recorded.
  - d) Local authorities should be informed about the examination timetable at least TWO weeks prior to the examination to ensure that load shedding is not applied.
  - e) Provision must be made to ensure that candidates will be seated in chairs without armrests, because armrests interfere with the signing of responses.
8. **Procedures ONE day prior to the examination:**
  - a) The examination venue must be prepared and all pictures, posters and all other material not part of the examination process must be removed.
  - b) The lighting in the examination venue must be conducive for examination conditions. This implies that
    - i) There are no windows in the background
    - ii) No light shines from the background of the recording space
    - iii) Lighting is consistent for the full duration of the examination
    - iv) There are no reflections that could cast shadows into the recording space
  - c) The school must ensure that they have backup power in case of power failure. All electronic equipment in respect of SASL HL at the school should be inspected prior to the examination, e.g. electricity cables and wall connections must be in working order.
  - d) The folders and the documents on the DVD must be loaded on each candidate's computer.
  - e) The recycle bin on each computer must be cleaned.

**9. Procedures on the day of the examination**

**9.1 It is the responsibility of the chief invigilator to ensure the following:**

- a) TWO HOURS prior to the examination, the chief invigilator will receive the passwords to access the question papers on the DVDs. Therefore, he/she must be at the examination venue at 06:30.
- b) All equipment is tested TWO HOURS prior to the commencement of the examination session.
- c) All examination material is loaded and accessible TWO HOURS prior to the commencement of the examination.
- d) ALL files/folders of the question paper are opened to ensure that candidates will be able to access the paper to be written on that day.
- e) Each candidate must complete the required information on the cover sheet of the rough work booklet.
- f) The rough work booklet for SASL HL may be used for planning answers for all papers.
- g) The backup DVD of each candidate's responses is made immediately after the examination session and it is verified that the files/folders can be accessed.
- h) Any problem with accessing the files/folders must be reported to the PED IMMEDIATELY.
- i) Attendance registers and mark sheets must be completed and must accompany the DVDs. These DVDs must be packaged in a sealed bag which will be placed in the PED secure box/envelope/bag for transporting scripts.

**9.2 The Chief invigilator must:**

- a) Hand out the printed booklet issued by the DBE for rough work to each candidate.
- b) Collect the booklets for rough work and ensure that each candidate completed his/her details on the cover.
- c) Submit the rough work booklets together with the candidates' recorded responses (DVDs) to the PED. No written responses will be considered during the marking process.

**10. Procedures during the examination.**

**The chief invigilator must ensure that:**

- i) In addition to the invigilator, the SASL HL teacher and an IT technician are present to provide assistance if necessary.
- ii) All invigilation requirements are adhered to. In particular, it must be ensured that the SASL HL teacher, invigilators and monitors may not cause any disturbance/interference during the recording of candidates' responses.
- iii) Invigilators and monitors must be positioned in front of the candidates and may not move around during the recording of responses.
- iv) The correct procedures are followed in case of a power failure.
- v) All laptops/computers are connected to power supplies for the full duration of the examination.

## 11. Procedures after the examination is completed

### The chief invigilator must ensure that:

- i) Candidates have checked that all files are saved in their examination folders and labelled with the correct examination number and examination centre number.
- ii) The teacher retrieves all candidates' folders from their computers and copies the folders onto a DVD, per learner.
- iii) Each candidate's DVD is clearly marked with the candidate's examination number.
- iv) One DVD is submitted to the PED and the backup DVD is stored safely at the school. The copying of DVDs must be done under the supervision of the chief invigilator.
- v) Candidates may NOT leave the examination room until all administrative processes regarding the examination have been completed.

## 12. After the examination is completed

### The SASL HL teacher must:

- i) Retrieve all candidates' folders from their computers and copy folders onto a DVD, per learner.
  - ii) Write candidates' folders onto the DVD to be submitted for marking. Mark each candidate's DVD clearly with the candidate's examination number.
  - iii) Writes a backup DVD each candidate in the event that the first DVD is faulty at any point.
  - iv) Ensure that all files in the candidate's examination folder can open, before the DVDs are packed and handed over to the chief invigilator.
  - v) Ensure that the number of DVDs correlate with the number of candidates on the mark sheet. For example, if five candidates registered for the examination, then five DVDs must be submitted (one per candidate) to the PED and five backup DVDs must be kept at the school.
  - vi) Complete and sign the checklist provided by the provincial examination directorate. A sample of this checklist is included as **Annexure B** in the attached guideline.
13. Under no circumstances may candidates' files be saved on flash drives. PEDs are requested to ensure that schools have access to DVD writers and that the SASL HL teachers know how to write DVDs before the SASL HL NSC examinations commence.
14. A full report on any technical irregularities or problems that might have occurred during the examination must be submitted to PED (e.g. missing/damaged files, time lost due to power outages, faulty equipment, and deviation from instructions).

15. The following signing time frames must be followed. It must be noted that a special concession is granted to SASL HL candidates with regard to the time allocation. Candidates must be seated by 8:30.

ACTION	TIME ALLOCATION	DURATION
Reading time	20 minutes	08:40 to 09:00
Signing of Paper 1	Maximum 4 hours	09:00 to 13:00
Signing of Paper 2	Maximum 4 hours	09:00 to 13:00
Signing of Paper 3	Maximum 3 hours	09:00 to 12:00
Saving folders to DVD	Approximately 120 minutes (depending on number of candidates)	Paper 1 and Paper 2: 13:00 to 15:00 Paper 3: 12:00 to 14:00

16. If there are any queries regarding the procedures for the conduct of the examination, it should be directed to the examinations directorate of the PED.

**17. Procedures in the event of a power failure**

- 17.1 If a power failure occurs during the examination, the following procedures should be followed:

- Candidates are to remain in the examination room until the power supply has been restored or two hours have elapsed.
- Candidates may NOT communicate with one another while waiting for the power supply to be restored.
- The time lost during the power failure should be allowed as additional examination time.
- If the power supply has not been restored after two hours, the examination should be rescheduled.
- When a power failure occurs, the school principal should inform the local authorities immediately. He/She should also ascertain, if possible, how long the power failure is likely to last.
- The PED must be informed immediately.
- If the examination is to be rescheduled due to a power failure, the DVDs with the candidates' responses must be handed in and submitted to the PED. The candidates will sit for the backup examination question paper on a date scheduled by the DBE.

**18. Procedures in the event of a computer breakdown**

- There should be at least TWO additional computers available as backup.
- Candidates must be moved to the backup equipment immediately and appropriate additional time must be provided to the candidates concerned.
- Candidates must complete the examination question paper within the allocated duration of the question paper.
- Only the saving of candidates' work to a DVD and the testing of DVDs will be allowed after the allocated time has elapsed.

- e) Invigilators must take all precautionary measures to ensure that the candidates' files are written to DVDs and files/folders can be accessed.

**19. Returning candidates' responses (DVD) to the PED**

- a) The examination DVD should either be collected from the examination centre by a PED official, or delivered to the PED by the chief invigilator.
- b) A register should be kept at all points where DVDs are being transferred. Officials involved in the transfer of examination DVDs should sign this register and indicate the time of transfer. The register should be kept at the regional or district office until the end of the examination and then transferred to the PED.
- c) Under NO circumstances should DVDs be kept overnight at an examination centre.
- d) DVDs should also be sealed in a special envelope/bag provided for this purpose in order to prevent them from being tampered with.
- e) When DVDs are received at the PED they should be checked against the relevant mark sheet before being transferred to the marking centre. A record should be kept of all DVDs transferred to the marking centre and the marking centre manager must sign for the receipt of these DVDs.

20. Enquiries regarding this circular on the conduct and administration of SASL HL examinations should be directed to Mr C Thurston at [Thurston.C@dbe.gov.za](mailto:Thurston.C@dbe.gov.za) or telephone 012 357 4510.

21. Your support is highly appreciated.



**MR SG PADAYACHEE**

**DEPUTY-DIRECTOR-GENERAL: PLANNING, INFORMATION AND ASSESSMENT**

**DATE:** 2019/09/12



# **basic education**

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

**Guidelines for the Conduct and  
Administration of Examinations  
in South African Sign Language  
Home Language  
2019**

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## **1. Introduction**

South African Sign Language (SASL) is a visual-spatial language and uses a different modality to spoken languages with meaning being made by non-verbal forms of communication including movement of the hands, upper body and face.

The basic principles of assessment, i.e. fair and equitable opportunities for all learners, is important in the examination process. Even though the examination of SASL HL will be conducted in signed (video) format, it must ascribe to the general principles of fairness, reliability and validity, as well as uphold the integrity of the National Senior Certificate examinations. It must not advantage the candidates in terms of technology access, assistance from officials or access to curriculum material in the examination room.

Credibility in assessment will be assured through sound and fair assessment procedures and practices that should not in any way hinder or advantage a learner.

*Regulations Pertaining to the Conduct, Administration and Management of Assessment for the National Senior Certificate*, Government Gazette 31337 dated 29 August 2008, and as amended, must be adhered to.

The guidelines relating to the conduct of SASL HL examination should be read in conjunction with the Act, the regulations, relevant circulars issued by the National Department of Education and the manuals on standard operating procedures.

This document will help to ensure that the conduct of the SASL HL examination is valid, reliable and consistent in all examination centres across all provincial education departments (PEDs).

## **2. Minimum requirements for offering SASL HL**

### **2.1 Registration requirements for offering SASL HL**

Learners need to comply with the promotion requirements for Grade 11 as contemplated in the policy document, *National Policy Pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R–12*.

A learner must be registered as a candidate for the National Senior Certificate examinations.

Learners must offer an additional language at FAL level, Life Orientation, Mathematics/Mathematical Literacy and three further subjects for the National Senior Certificate qualification. In the event that a learner applies for and is approved to offer the NSC endorsed qualification, the learner must offer SASL HL, Life Orientation, Mathematics/Mathematical Literacy and two more subjects.

In order to offer SASL HL in schools for the Deaf the following must be in place:

## **2.2 Human Resources**

Schools should have a qualified sign language teacher as well as a Deaf teaching assistant (DTA) to teach SASL in the FET phase.

## **2.3 LTSM**

Schools, teachers and learners must have minimum resources in order to offer SASL HL.

### **2.3.1 Schools**

Must have:

- Sufficient computers/laptops with a webcam and DVD player for each learner
- Appropriate software (as specified in number 4 of this document)
- Internet (at least 1 GB per month) for use by SASL teachers and DTAs

### **2.3.2 SASL teacher**

For each phase must have:

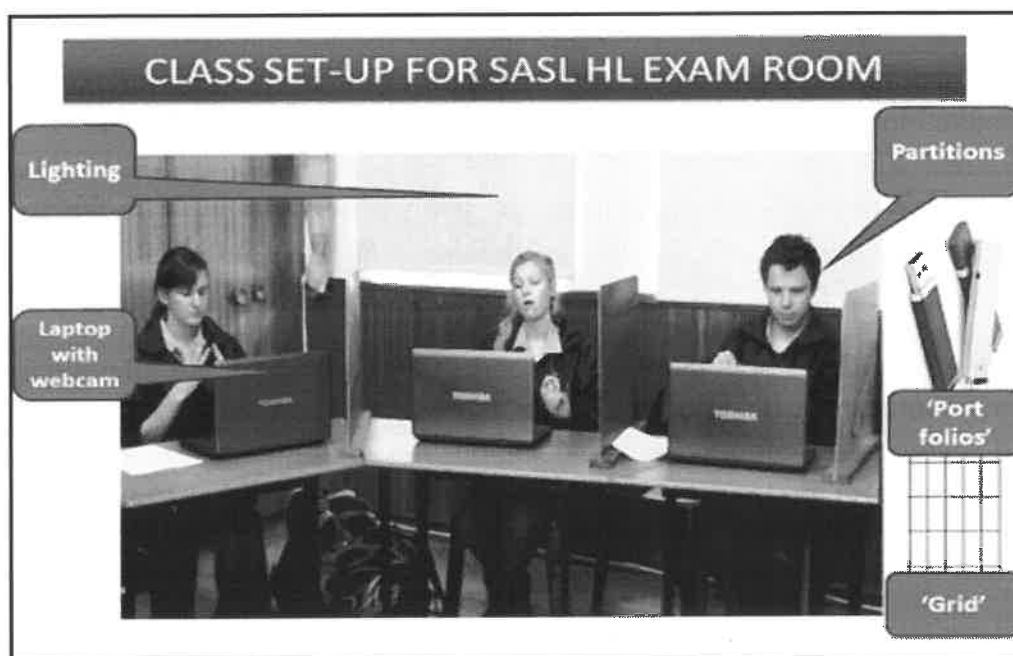
- Laptop with a webcam and DVD player
- Software for editing, e.g. Photoshop, Pinnacle
- Memory stick or external hard drive to save learners' responses/answers
- Data projector
- Whiteboard/Screen
- Video camera with a memory card
- Tripod
- Rewritable DVDs for recording
- USBs for each learner (learner portfolio)
- A range of SASL materials/texts, as well as prescribed set works

## **2.4 Room for SASL teaching and assessment**

The SASL examination room should be equipped with sufficient laptops/computers with a webcam for each candidate. Computers must comply with the hardware and software requirements as outlined in number 4 of this document.

Each candidate should have his/her own cubicle or partitioned private space during assessment/examination sessions. Candidates should NOT be able to see each other, as information in SASL is easily communicated over a distance. Ensure that back views do not record other candidates (on the webcam). The background should be as uncluttered as possible to facilitate ease of marking.

The following picture serves as a typical example of a SASL examination room:



## 2.5 Application for accommodations/concessions for candidates

A learner that offers SASL HL and who is identified as having a barrier to learning may apply for an accommodation to support him/her during the examination/ assessment.

*It is advisable that all accommodations are applied for by the end of Term 3 in the Grade 10 year and that there is at least six months of prior testing of the requested accommodation to support the application.*

An application for the accommodation should be submitted to the District Assessment Accommodations Committee (DAAC) with all the supporting documentation, including SIAS forms, medical reports, psychological assessments, supporting historical evidence, class or subject teacher comments, school report, school samples or any other supporting documentation. A schedule/log of consultation(s) with the parent/legal guardian/caregiver/learner should be available and, in the event of an assessment accommodation being requested, a declaration of consent from the parent/legal guardian/caregiver should be submitted with the other evidence listed above.

All applications will be evaluated by the DAAC and a recommendation will be made to the Provincial Assessment Accommodations Committee (PAAC) who will approve the accommodation and provide the learner with a letter of approval for the accommodation. Learners must present the approved accommodation letter during the examination.

## **2.6 School-based Assessment**

### **2.6.1 Mark sheet and record sheet for SASL HL**

Schools must ensure that SASL HL complies with the language requirements as indicated in the Curriculum Assessment Policy Statements (CAPS).

Schools must capture the candidates' marks on a record sheet that complies with CAPS requirements. This record sheet must be supplied by the provincial/national department.

After provincial moderation, the moderated mark for school-based assessment (SBA) must be recorded on the departmental National Senior Certificate mark sheet in October of the year of the examination. This departmental mark sheet will be supplied by the moderator to the PED for capturing the final SBA mark.

### **2.6.2 Moderation of SBA**

After moderation at provincial level, the DBE will appoint a team of officials who will conduct the moderation of the SASL HL school-based assessment as well as the moderation of Paper 4 (Observations and Signing) in each province. Each candidates' SBA evidence and SASL Paper 4 will be moderated by the DBE team of moderators.

## **3. Role-players and their responsibilities in the administration of the examination**

It is important to establish systems, processes and procedures for the conduct of the SASL examination in accordance with the policy and regulations governing the NSC to avoid incorrect procedures or actions that could disadvantage candidates.

Several officials play a role in the conduct and administration of the examination, i.e. the chief invigilator, invigilator, SASL teacher, candidate, technician and monitor.

In order not to compromise the fairness, validity and reliability of the examination processes and procedures as contained in the Examination Procedure Manual for Chief Invigilators/Invigilators should be strictly adhered to by all officials.

In addition, the roles and responsibilities of each role-player for SASL HL are highlighted.

### **3.1 Chief invigilator**

- a) The chief invigilator should be the principal or the head of the institution appointed by the district/provincial office.
- b) The chief invigilator must undergo intensive training by the provincial examination training team or by the district examination training team and is appointed in writing by the PED.
- c) At no time should a chief invigilator be allowed to perform his/her duties if he/she is not trained and/or declared unfit to carry out his/her roles and responsibilities.
- d) Training must include all processes and procedures that must be implemented to ensure that a fair, valid and reliable examination is conducted.
- e) The principal must fulfil his/her role as chief invigilator, as specified in the Examination Procedure Manual for Chief Invigilators/Invigilators.
- f) All security processes must be carried out under the supervision of the chief invigilator.
- g) At the end of the examination session, after each DVD has been written, the chief invigilator must ensure that all folders/files can be accessed and opened.
- h) The examination number and the centre number must be clearly indicated on all DVDs submitted to the PED after completion of the SASL HL examination.
- i) The chief invigilator must arrange all DVDs according to the register/mark sheet and place them in a marked box/bag.
- j) Candidates' responses will be marked from the DVDs, therefore it is essential that DVDs reach the marking centre intact.
- k) All DVDs must be verified for completeness and accessibility of all files/folders by the PED BEFORE marking commences.

### **3.2 Invigilator**

- a) All appointed invigilators must be suitably qualified teachers who are SACE registered and must be accountable and responsible for all their actions during the examination.
- b) Invigilators are not allowed to invigilate the subjects they teach; however, in the case of SASL HL (such as other practical examinations, e.g. CAT and IT), the SASL HL teacher may be present, but NOT in the role of an invigilator.
- c) Appointed invigilators must undergo intensive training by the chief invigilator and must be issued with a certificate of attendance.
- d) 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.
- e) An invigilator must conduct his/her duties as specified in the National Examination Procedure Manual for Chief Invigilators/Invigilators.
- f) Invigilators must ensure that no editing or keying in takes place after the examination time has elapsed.

### **3.3 SASL HL teacher**

- a) The SASL HL teacher may be present in the examination room, but may NOT invigilate.
- b) The SASL teacher may NOT explain or answer any questions about the examination paper. Texts may NOT be resigned or clarified by the SASL teacher.
- c) Two days before the examination commences, schools should receive a DVD containing the documents (folders/documents) for retrieval on the day of the examination. When the DVD is received by the chief invigilator, it must be placed in safekeeping. Any problem with accessing the files must be reported to the PED immediately.
- d) One day before the examination: the folders and the documents on the DVD must be loaded on each candidate's computer.
- e) Examination venues must then be off-limits to candidates or any other learners or teachers on this day.
- f) The SASL HL teacher may NOT, under any circumstances, have access to the examination data (folders/files) prior to the examination.

### **3.4 Candidate**

- a) One day prior to the SASL HL examination, the specific examination centre to be used for this examination should be off-limits to all candidates.
- b) No cell phones, manuals and/or electronic documents are allowed inside the examination centre, unless otherwise specified by the DBE and the PED.
- c) 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.
- d) Candidates must record their answers on the webcam on their individual computers.
- e) Scripts may be used for planning essay answers for all papers. These scripts must be handed in to the chief invigilator. The chief invigilator must ensure that these scripts are also submitted with candidates' responses on DVDV.
- f) Candidates must answer the questions by indicating the number first.
- g) Candidates must rename the clips according to the question numbers.
- h) Responses must be saved in a folder and renamed to the relevant sections of the question paper. The folder must contain the candidate's examination number, examination centre number and the question paper he/she is sitting for, e.g. 045254 SASL HL Paper 1.
- i) After completion of the examination each candidates must make sure that answers are stored in his/her examination folder and that each file opens.

### **3.5 Monitor**

- a) All official monitors must produce the necessary credentials to the chief invigilator before entering the examination venue.
- b) The chief invigilator must ensure that the monitor signs the monitors' attendance register.
- c) The monitor should avoid walking around as Deaf learners are easily distracted by movement.

### **3.6 Technician**

- a) All electronic equipment in respect of SASL HL at the examination centre should be inspected prior to the examination, e.g. 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 loads, e.g. due to air conditioners, create problems.
- b) Prior to the examination all hardware and software must be checked to ensure that these are working properly.
- c) Computers/Networks must be virus-free. Antivirus software must be updated one day before the examination.
- d) E-mails and/or messaging systems must be deactivated during the examination period.
- e) The SASL teacher and/or technician 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.
- f) 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.
- g) There should be AT LEAST TWO additional computers available in the event that a candidate's computer malfunctions.
- h) An IT technician must be present during the examination so that he/she can provide the necessary technical assistance. He/She is NOT part of the invigilation team and may NOT work on any computer during the examination session, unless when providing technical assistance.
- g) The PED must supply each examination centre with two DVDs per candidate on which to save responses. Each candidate will have two DVDs. One DVD with responses must be submitted to the relevant PED IMMEDIATELY after the examination. The second DVD must be used as a backup on which to save each candidates' responses. This second DVD must be kept at the examination centre



- for at least six months after the conclusion of the examination. Therefore, one DVD must be sent to the marking centre and one DVD must be kept at the school.
- i) At the end of the session the technician must assist with verifying that candidates' files are written to these DVDs and responses are saved correctly. The technician must ensure that all candidates' responses saved on the DVDs.
  - j) The same procedures as specified under numbers 6 and 7 in ANNEXURE A of the National Policy Pertaining to the Conduct, Administration and Management of the National Senior Certificate Examinations should be followed when a computer malfunctions or during a power failure.

#### **4. Minimum IT requirements**

Computers (with webcams) to be used for examination administration should have Adobe Flash Player and virus-protection programs. It should meet the hardware and software requirements as outlined below.

##### **4.1 MINIMUM Office system requirements**

- 1 GHz processor
- 2 GB RAM
- Screen resolution of a minimum 1280x800
- Windows 7 SP1, or above, operating system. This works best on the latest operating system according to Microsoft.
- The browsers used must be the latest versions or the versions immediately preceding the latest versions.
- At least Net 3.5. Preferred 4.5 LCR

##### **4.2 MINIMUM QuickTime system requirements**

- Intel, PowerPC G5 or Power PC G4 (867 MHz or faster) processor
- At least 512 MB of RAM
- QuickTimeInstaller 7

##### **4.3 MINIMUM VLC media player requirements**

- 3 GHz AMD Athlon processor
- Single-core 1 GB RAM 64/128 MB AMD
- On-board Graphics
- Windows XP Professional
- Screen resolution: 1080p or 720p minimum

##### **4.4 Audit of IT requirements**

Two Months prior to the examination, the PEDs must ensure that all schools offering SASL HL are audited. The checklist for this process is attached (ANNEXURE A).

PEDs must consolidate the audit reports and determine the readiness of schools offering SASL HL to conduct the examination.

After consolidation of the audit reports, PEDs must submit a declaration to the DBE indicating the outcome of the audit. The declaration form (ANNEXURE A) is attached and should be forwarded to the DBE for the attention of Mr C Thurston, telephone number 012 357 4510 or e-mail [Thurston.C@dbe.gov.za](mailto:Thurston.C@dbe.gov.za).

## **5. Preparations prior to the examination**

### **5.1 TWO weeks prior to the examination**

- a) Two weeks before the examination commences, schools must ensure that all equipment needed for the examination is serviced and in working order.
- b) Schools must provide evidence to the PED that equipment was tested and working properly. Schools must make provision for a backup system if any of the equipment fails.
- c) PEDs must provide schools with two DVDs per candidate on which their responses will be recorded.
- d) Local authorities should be informed about the examination timetable at least TWO weeks prior to the examination to ensure that load shedding is not applied.

### **5.2 ONE day prior to the examination**

- a) The examination venue must be prepared and all pictures, posters and all other material not part of the examination process must be removed.
- b) The examination centre must ensure that they have backup power in case of power failure. All electronic equipment in respect of SASL HL at the examination centre should be inspected prior to the examination, e.g. electricity cables and wall connections must be in good working order.

## **6. Procedures on the day of the examination**

It is the responsibility of the chief invigilator to ensure the following:

- a) TWO HOURS prior to the examination, the chief invigilator will receive the passwords to access the question papers on the DVDs. Therefore, he/she must at the examination venue at 06:30.
- b) Test all equipment TWO HOURS prior to the commencement of the examination session.
- c) Ensure that all examination material is loaded and accessible.
- d) Open ALL files/folders of the question paper to ensure that candidates will be able to access the paper to be written on that day.
- e) Immediately after the examination session the chief invigilator must ensure that a backup DVD of each candidate's responses is made and that the files/folders can be accessed.

- f) Any problem with accessing the files/folders must be reported to the PED IMMEDIATELY.
- g) Attendance registers and mark sheets must be completed and must accompany the DVDs. These DVD must be packaged in a sealed bag which will be placed in the PED secure box/envelope/bag for transporting scripts.

## **7. Conduct of the SASL HL examination**

- a) To standardise the assessment of SASL HL, the Grade 12 SASL HL responses will be marked centrally at the DBE.
- b) Teachers and schools must verify that the software and hardware tools used for the SASL HL examination comply with the set information technology requirements.
- c) PEDs must support schools offering SASL HL to acquire software licences where necessary.
- d) The procedures stipulated in Annexure G of the Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate Examinations are applicable.
- e) Prior to the examination, PEDs must:
  - i. Ensure that all schools offering SASL HL have been audited and are ready to conduct the examination. Where schools do not have the resources to conduct the examination, PEDs must ensure that adequate arrangements have been made for candidates to sit for the examination at an alternative venue.
  - ii. Have plans in place to organise SASL HL laboratories and all hardware in preparation for the examination.
  - iii. Ensure that all software meet the minimum requirements to administer the examination successfully.
- f) During the examination the chief invigilator must ensure that:
  - i. In addition to the invigilator, an experienced SASL HL teacher and an IT technician are present to provide assistance if necessary.
  - ii. All invigilation requirements are adhered to.
  - iii. All security processes are carried out under the supervision of the chief invigilator.
  - iv. The correct procedures are followed in case of a power failure.
- g) After the examination is completed, the chief invigilator must ensure that:
  - i. Candidates check whether all files are stored in their examination folders and labelled with the correct examination number and examination centre number.
  - ii. The teacher retrieves all candidates' folders from their laptops/the network and copies the folders onto a DVD.

- iii. The teacher writes the candidate's folders to the DVD to be submitted for marking. Each candidate's DVD must be clearly marked with the candidate's examination number.
  - iv. The teacher must ensure that a backup DVD is written for each candidate in the event that the first DVD is faulty at any point.
  - v. The copying of DVD must be done under the supervision of the chief invigilator. One DVD is submitted to the PED and the backup DVD is stored safely at the school.
  - vi. Candidates may NOT leave the examination room until all administrative processes regarding the examination have been completed.
- h) The SASL HL teacher must ensure that each candidate's folder is labelled with the candidate's examination number and examination centre number, has been saved onto the DVD and that all files in the candidate's examination folder can open, before the DVDs are packed and handed over to the chief invigilator.
- i) The number of DVDs must correlate with the number of candidates on the mark sheet. For example, if five candidates registered for the examination, then five DVDs must be submitted (one per candidate) to the PED and five backup DVDs must be kept at the school.
- j) The SASL HL teacher, together with the invigilators, should complete and sign the checklist provided by the provincial examination directorate. A sample of this checklist is attached (ANNEXURE B).
- k) Under no circumstances may candidates' files be saved on flash disks. PEDs are requested to ensure that schools have access to DVD writers and that the SASL HL teachers know how to write DVDs before the SASL HL NSC examinations commence.
- l) A full report on any technical irregularities or problems that might have occurred during the examination must be submitted to PED (e.g. missing/damaged files, time lost due to power outages, faulty equipment, deviation from instructions).

m) The following timeframes are suggested for the examination:

ACTION	TIME ALLOCATION	DURATION
Seated in SASL examination venue		08:30
Reading time	20 minutes	08:40 to 09:00
Signing according to length of the paper	2 hours OR 2½ hours	09:00 to 11:00 OR 09:00 to 11:30
Concessions	Up to 1 hour	11:00/11:30 to 12:00/12:30
Saving folders to DVD	120 minutes (will depend on the number of candidates)	12:00 to 14:30

- n) Candidates may NOT leave the examination venue until all candidates' folders/files have been written to the DVD and submitted.
- o) If there are any queries regarding the procedures for the conduct of the examination, it should be directed to the examinations directorate of the PED.

#### **8. Procedures in the event of a power failure**

If a power failure occurs during the examination, the following procedure should be followed:

- Candidates are to remain in the computer room until the power supply has been restored or two hours have elapsed.
- Candidates may NOT communicate with one another while waiting for the power supply to be restored.
- The time lost during the power failure should be allowed as additional examination time.
- If the power supply has not been restored after two hours, the examination should be rescheduled.
- When a power failure occurs, the examination centre manager should inform the local authorities immediately. He/She should also ascertain, if possible, how long the power failure is likely to last.
- The PED must be informed immediately.
- If the examination is to be rescheduled, the DVDs with the candidates' responses must be handed in and submitted to the PED.
- In case the examination is cancelled due to a power failure, the candidates should sit for the backup examination question paper on a date scheduled by the DBE.

## **9. Procedures in the event of a computer breakdown**

- a) There should be at least TWO additional computers available as backup.
- b) Candidates must be moved to the 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.
- c) Candidates must complete the examination question paper within the set time.
- d) Only the saving of candidates' work to a DVD and the testing of DVDs will be allowed after the set time has elapsed.
- e) Invigilators must take all precautionary measures to ensure that the candidates' files are written to DVDs and files/folders can be accessed.

## **10. Reporting an irregularity**

ANNEXURE M on examination irregularities will be applicable for the SASL HL examination.

## **11. Returning candidates' responses (DVD) to the PED**

- a) A barcode tracking system to read barcodes on individual DVDs, using handheld scanners, is recommended for security purposes.
- b) The examination DVD should either be collected from the examination centre by a PED official, or delivered to the PED by the chief invigilator.
- c) A register should be kept at all points where DVDs are being transferred. Officials involved in the transfer of examination DVDs should sign this register and indicate the time of transfer. The register should be kept at the regional or district office until the end of the examination and then transferred to the PED.
- d) Under NO circumstances should DVDs be kept overnight at an examination centre.
- e) DVDs should also be sealed in a special envelope/bag provided for this purpose in order to prevent them from being tampered with.
- f) When DVDs are received at the PED they should be checked against the relevant mark sheet before being transferred to the marking centre. A record should be kept of all DVDs transferred to the marking centre and the marking centre manager must sign for the receipt of these DVDs.

## **12. Role of the PED**

### **12.1 Preparation for the schools offering SASL HL**

An audit must be conducted at schools conducting the SASL HL examination to ensure that they fully comply with the technical requirements to conduct the SASL HL examination.

The province should ensure that all gaps indicated by the audit are resolved prior to the commencement of the NSC examinations.

## **12.2 Managing the examination**

PEDs must manage all matters pertaining to hardware and software requirements of the computers, camera, venues, invigilators, roles and responsibilities of chief invigilator, invigilators and candidates, what to do before, during and after the examination. They must follow the guidelines on how time should be managed during the examination.

PEDs need to conduct the preliminary examinations in the same manner as they would conduct the NSC November examination. Thus all the systems for providing question papers, the actual conduct of the examination at the schools, monitoring the conduct of the examination, reporting to the DBE, collection of answer scripts, etc. must be carried out in the same manner.

PEDs should also ensure that the time that each candidate uses to complete each paper is recorded and reported to the DBE. Any further issues regarding the examination should also be reported.

## **12.3 Arrangements for supporting DBE marking**

PEDs should recommend SASL HL teachers for appointment as markers to the DBE.

## **12.4 Receipt of final SASL HL papers and checking thereof**

Final SASL HL DVDs of question papers should be collected by the PEDs at the DBE offices.

The DBE will produce a DVD for each school, thus PEDs will not be expected to replicate the DVDs for the schools themselves. The DBE will provide an electronic copy of the question paper to the provinces. No hard copy of the question paper will be available to PEDs.

## **12.5 Preparation of DVDs with question papers for schools**

PEDs will prepare the DVDs as supplied by the DBE for each school.

## **12.6 Distribution of DVDs with question papers to schools**

PEDs will supply the question paper to the examination centre on DVDs ONE DAY before the examination. The question papers on these DVDs will be password-protected until two hours before the commencement of the examination. Passwords will be provided to the chief invigilator by the PED.

## **12.7 Monitoring of SASL HL examination**

Monitors from the district and province should monitor the SASL HL to ensure that the integrity of the examination is upheld. Monitors must complete a national monitoring instrument which will also record the time that each candidate used during the examination.

Monitoring reports from each school must be forwarded to the PED who will collate the reports and supply a daily monitoring report to the DBE.

## **12.8 Reporting on SASL HL examination**

PEDs will report on the daily conduct of the SASL HL examination for the preliminary and final examination. An overall detailed report on the conduct of the SASL HL examination will be reported by the PEDs within a week of doing Paper 3. The detailed report will include any incidents, irregularities and technical issues that may have arisen during the examination of the three papers.

## **12.9 Receipt of candidates' answer material**

PEDs will collect the answer script DVDs and mark sheets from schools on the day of the examination. The DVDs will be checked to ensure that answer videos from each candidate is present on the DVD.

## **12.10 Delivering answer material to DBE**

The answer script DVD from each school, as well as the mark sheet, will be delivered to the DBE by the PED. The DBE will check that all candidates' answer videos are present on the DVDs for each paper at the time of handover from the PED. Marking of the preliminary examination will be conducted centrally.

## **13. Marking of SASL HL examination**

- a) To standardise marking in SASL HL, the Grade 12 SASL HL will be marked centrally at the DBE.
- b) The centralised marking of SASL HL scripts and training of teachers will be conducted at the DBE in Pretoria.
- c) Markers will be appointed by the DBE.
- d) All laptops for marking must meet the following requirements:
  - i. An up-to-date antivirus programme
  - ii. The latest version of Adobe Flashplayer and VLC media player
  - iii. Must be able to play videos on at least Windows Media Player



**ANNEXURE A:**

Please return this completed tool to Mr C Thurston by no later than 19 September 2019 at  
Thurston.C@dbe.gov.za



**basic education**

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

**STATE OF READINESS FOR SASL HOME LANGUAGE- NSC 2019**

**1. GENERAL INFORMATION:**

Name of School	Province & District	Name of SASL HL teacher	Name of IT technician	Name of Principal
Tel:	email:	Cell nr of SASL HL teacher	Cell nr of IT technician	Cell nr (principal):
Number of candidates:	Centre number:			

**2. RESOURCES AND TECHNICAL REQUIREMENTS**

Please give details under each point below.


**2.1 MINIMUM Office system requirements:**

	YES	NO
1 GHz processor		
2 GB RAM		
Screen resolution of a minimum 1280 x 800		
Windows 7 SP1, or above, operating system. (According to Microsoft, this works best on the latest operating system.)		
The browsers used must be the latest versions or the versions immediately preceding the latest versions.		
At least Net 3.5. Preferred 4.5 LCR.		

		YES	NO	Comments
2.2	Does each candidate have a computer that meets the minimum software requirements and a webcam?			
2.3	VLC media player requirements:	YES	NO	
	3 GHz AMD Athlon processor			
	Single-core 1 GB RAM 64/128 MB AMD			
	Onboard Graphics			
	Windows XP Professional			
	Screen resolution 1080p or 720p minimum			
2.4	QuickTime system requirements:	YES	NO	
	Intel, PowerPC G5 or Power PC G4 (867 MHz or faster) processor			
	At least 512 MB of RAM			
	QuickTime 7			
		YES	NO	COMMENTS
2.5	Has Adobe Flash Player' been installed on all computers?			
2.6	Is the SASL HL examination centre networked?			
2.7	If the centre is networked, what type of network environment is installed? E.g. peer-to-peer; client-server			
2.8	Will the network and internet access be disconnected a day before the examination?			
2.9	Have computers been set to save at 5-minute intervals for every application?			
2.10	Which antivirus programme has been installed?			
2.11	Will the antivirus programme be updated a day before the examination?			

2.12 Are all webcams in a working condition?				
2.13 Will the recycle bin on each computer be cleaned a day before the examination?				
2.14 Has every computer been cleaned of files and folders not needed for the examination?				
2.15 Are all DVD writers in a working condition?				
2.16 Are security systems in place to prevent the computers from being stolen or accessed?				

### 3. EXAMINATION VENUE/ENVIRONMENT:

	YES	NO	COMMENTS
3.1 Computers to be used for examination administration meet the hardware and software requirements			
3.2 Will your centre be using a venue other than your own examination centre?			
3.3 The laboratory/examination venue room has appropriate lighting conditions			
3.4 Learners are familiar with operating the computer and the software functions required by the examination.			
3.5 Each learner has his/her own cubicle or partitioned private space during the examination to prevent copying			 <p>CLASS SET-UP FOR SASL HL EXAM ROOM</p>

4. GENERAL:

4.1 List the challenges that you are experiencing in preparing for the SASL HL examinations.	CORRECTIVE MEASURES PROPOSED

SASL HL TEACHER	DTA
NAME	NAME
SIGNATURE	SIGNATURE
DATE	DATE

SCHOOL PRINCIPAL	IT TECHNICIAN
NAME	NAME
SIGNATURE	SIGNATURE
DATE	DATE

School stamp
--------------

**Verified by:**

WARD MANAGER/SUBJECT ADVISOR/DISTRICT  
EXAMINATIONS AND ASSESSMENT SERVICES/  
DISTRICT ICT SERVICES

NAME

SIGNATURE

DATE

Comments, if any



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Department:  
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### Checklist to be signed and submitted to the examination section of the PED with DVDs

	Action/Instruction	Yes	No
<b>Candidates</b>			
1	All candidates labelled their electronic examination folder using their examination numbers		
2	All candidates checked that all their files submitted for marking are stored within their examination folder		
3	All candidates checked that the files submitted for marking can open (no shortcuts, no damaged or missing files, etc.)		
4	Each candidate's responses are saved on a DVD, clearly marked with his/her examination number		
<b>SASL HL Teachers</b>			
4	SASL HL teacher checked that all the electronic folders of candidates have been retrieved/collected from a central computer		
5	SASL HL teacher checked that all the candidates' electronic folders or files can open from a central computer/folder (no shortcuts, damaged/missing files)		
6	DVD, corresponding with mark sheet, was written and contained all the candidates' folders and files		
7	After the DVD was written, it has been checked for folders or files that could not open		
8	Two backup DVDs were written. One will be sent with the original to the PED and the second one will be retained in a safe at the examination examination centre.		
<b>Chief Invigilator</b>			
	DVDs have been packed according to instructions		
9	A report regarding any technical glitches/irregularities or deviation from instructions has been completed and submitted (if applicable).		
10	The checklist has been signed and submitted.		

EXAMINATION CENTRE NUMBER: \_\_\_\_\_

\_\_\_\_\_  
CHIEF INVIGILATOR

\_\_\_\_\_  
SASL HL TEACHER

\_\_\_\_\_  
INVIGILATOR 1

\_\_\_\_\_  
INVIGILATOR 2

\_\_\_\_\_  
DATE



## basic education

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REPUBLIC OF SOUTH AFRICA

### PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE EXAMINATIONS IN SASL HL – NATIONAL SENIOR CERTIFICATE: NOVEMBER 2019

(To be submitted to [Thurston.C@dbe.gov.za](mailto:Thurston.C@dbe.gov.za))

NAME OF THE PROVINCE: \_\_\_\_\_

NAME OF THE HEAD OF PROVINCIAL EXAMINATIONS: \_\_\_\_\_

	Yes		No	
1. All examination centres where SASL HL for the November 2019 NSC examinations will be examined have been audited.				
2. How many examination centres were audited?				
3. Were there any challenges and how were they resolved?				
Challenge(s)				
Solution:				
4. Do all the examination centres have the necessary software and hardware for the conduct of the November 2019 examination?				

\_\_\_\_\_  
HEAD OF PROVINCIAL EXAMINATIONS

\_\_\_\_\_  
DATE