

- (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.
  - (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) E-mail and 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) Only legal copies of software may be used.
- (18) There should be at least two additional computers and printers available as backup.
- (19) 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 assistance if computers are faulty.

## (20) Invigilation

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

Table 1

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

## (21) Document retrieval

- (a) One week before the examinations commence, schools will receive a disk or related storage media with the documents for retrieval.
- (b) The responsible teacher must make a backup copy of this storage media immediately and determine if he or she can access the files.
- (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.

- (d) It is essential that each candidate's disk is carefully prepared a day before the examination session commences.
  - (e) The teacher must ensure that each disk or storage medium is clearly marked with the candidate's examination number and the centre number.
  - (f) Candidates may, under no circumstances, have access to these files prior to the examination.
- (22) The security process must be carried out under the supervision of the chief invigilator.
- (23) 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 communication between candidates in the two groups.
- (24) No cellphones, manuals and/or electronic documents are allowed inside the examination centre, unless otherwise specified by the Department of Education and the assessment body.
- (25) Candidates may use the help functions on the computer.
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 the minimum supervisory requirements are strictly adhered to.
  - (2) The additional assistant(s) used at the end of the session (last 30 minutes of the session) must assist with printing and verifying that candidates' files are written to CDs and that the CDs can open. 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.
- (4) If candidates wish to do the **speed endorsement**, they will do so at the beginning of the examination session.
  - (a) A Computer Applications Technology and/or Information Technology teacher will be present to manage the time of the session in accordance with to keyboarding rules.
  - (b) The principals or centre managers and chief invigilators should be informed of the fact that a timed accuracy test will be conducted.
  - (c) Although the instructions to invigilators state that no candidates may be admitted to the examination room earlier than ten minutes before the examination is due to start, candidates for the timed accuracy test must be allowed into the examination room earlier in order to practice on their computers and to get the computers ready for the examination.
  - (d) Candidates must, however, terminate these activities fifteen minutes before the examination commences.
  - (e) Candidates must be allowed fifteen minutes to read the instructions on the examination question paper and to prepare themselves for the timed accuracy test.
  - (f) Immediately after the timed accuracy test has been completed, the answers must be printed and the invigilator must sign after the last printed word on each page.

- (g) **Only one printout per candidate is allowed** for the timed accuracy test. The candidates may leave the room only after the invigilator has ensured that all candidates have printed the timed accuracy test.
  - (h) Candidates may use the spell-checker during the course of the timed accuracy test.
- 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.
  - (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 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 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 of results will be allowed after the set time has elapsed.
  - (5) Printouts
    - (a) The printing of questions is optional, but invigilators must take all precautionary measures to ensure that the candidates' files are written to CD/storage media and are opening correctly.
    - (b) All other printouts must be handed in to the invigilator.

- (c) These printouts must be destroyed after the conclusion of the examination.
  - (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 invigilated 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 complete the information sheet and folder accompanying the examination question paper, including his or her examination number, the examination centre number and the workstation number.
  - (2) Candidates must further indicate what software packages they have used in completing the examination question paper.

- (3) Each candidate must save his or her work on the disk/storage media/folder provided to him or her.
  - (4) These disks or storage media must be submitted, together with the printouts, to the examination section of the assessment body.
  - (5) After completion of the examination, the candidates must make sure that each file is stored on disk/folder and that each file opens from the storage media.
  - (6) Candidates must only submit the relevant files for marking.
  - (7) Where different groups of candidates are sharing the same computer and printer, it is essential that all candidates close all their files on the computer and remove all printouts before the computer and printer may be used by the next group of candidates.
  - (8) The second disk or other storage media should be used as backup for each candidate.
10. After the practical examination session, the following procedure must be followed:
- (1) The responsible teacher must make backup or duplicate copies of candidates' work on relevant storage media. One backup disk must be sent to the marking centre and one disk must be kept at the school.
  - (2) Printouts (optional) and disks must be handled in the following way:
    - (a) Check that the printouts of a candidate are in the correct order. Only one printout per question must be submitted.
    - (b) Place the candidate's information sheet, printouts and disk in a specially designed examination folder (standardised format). Not



applicable if all the candidates' folders are written to one CD/DVD.

- (c) The examination number and the centre number must be clearly indicated.
- (d) Organise all folders numerically and place them in a marked box.
- (e) 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.

# **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:
  - 1.1 sufficient space and appropriate furniture for the seating of candidates;
  - 1.2 adequate general security;
  - 1.3 a lock-up facility for the storage of examination material;
  - 1.4 clearance – in terms of the applicable municipal by-laws – from the local fire and health services;
  - 1.5 provision of proper lighting;
  - 1.6 access to sufficient water and acceptable and adequate toilet facilities;
  - 1.7 teaching staff, suitably qualified and in sufficient numbers, to be trained and utilised as invigilators; and
  - 1.8 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 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 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 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:
  - 9.1 The Head of Department must immediately be informed in, writing, of the enforced relocation.
  - 9.2 Learners and their parent(s) or guardian(s) must be informed.
  - 9.3 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.

- 9.4 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**

- 10.1 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 Education.
- 10.2 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.
- 10.3 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.
- 10.4 The onus is on the head of the institution (centre manager/principal) to inform the Head of Department timeously of the intention to relocate.
- 10.5 The Head of Department shall inform the chief invigilator, in writing, of the course to be followed.
- 10.6 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.
- 10.7 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.

- 10.8 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 EDUCATION:**

| INITIALS & SURNAME | CAPACITY | DATE |
|--------------------|----------|------|
|--------------------|----------|------|

|           |       |  |
|-----------|-------|--|
| WITNESS I | _____ |  |
|-----------|-------|--|

|            |       |  |
|------------|-------|--|
| WITNESS II | _____ |  |
|------------|-------|--|

**OWNER(S) OF INDEPENDENT SCHOOL:**

| INITIALS & SURNAME | CAPACITY | DATE |
|--------------------|----------|------|
|--------------------|----------|------|

|           |       |  |
|-----------|-------|--|
| WITNESS I | _____ |  |
|-----------|-------|--|

|            |       |  |
|------------|-------|--|
| WITNESS II | _____ |  |
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**MANAGEMENT OF INDEPENDENT SCHOOL (IF DIFFERENT FROM OWNER(S)):**

| INITIALS & SURNAME | CAPACITY | DATE |
|--------------------|----------|------|
|--------------------|----------|------|

|           |       |  |
|-----------|-------|--|
| WITNESS I | _____ |  |
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| WITNESS II | _____ |  |
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# 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.

## 2. INVIGILATORS

- (1) At full-time 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. INVIGILATION

- (I) 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) His or her specific examination-related duties may include the following:
    - (i) The chief invigilator should select and appoint invigilators.
    - (ii) The chief invigilator should draw up invigilation and relief invigilation timetables and submit these to the assessment body for approval.
    - (iii) The chief invigilator should 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.
  - (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.
- 
- (iv) The chief invigilator and the invigilators must 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.
  - (v) The chief invigilator should 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.
  - (vi) The chief invigilator should before the commencement of the examination session, point out that 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.
  - (vii) The chief invigilator should ensure that candidates have ten minutes reading time per examination question paper, during which time which 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.
  - (viii) Before opening the examination question papers in the examination room, the chief invigilator and an invigilator

should ascertain that the examination question paper is the correct examination question paper, in terms of the time and date specified on the examination timetable.

- (ix) The chief invigilator should 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.
- (x) The chief invigilator should visit the examination room frequently during each session, and ensure that a high standard of invigilation is maintained.
- (xi) The chief invigilator should 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.
- (xii) The chief invigilator should ensure that there are no unauthorised persons in and around the examination room.
- (xiii) The chief invigilator should ensure that all candidates are advised timeously of requisites such as rulers and drawing instruments to be used in the writing of specific subjects.
- (xiv) The chief invigilator should ensure that the invigilators complete the absent and present columns on the mark sheets correctly.

- (xv) The chief invigilator should assist with relief invigilation in centres.
- (xvi) The chief invigilator should 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.
- (xvii) Examination answer scripts should be sealed in a special envelope provided for such purpose, in order to prevent them being tampered with.
- (xviii) 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, is the responsibility of the chief invigilator.
- (xix) Chief invigilators should 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.
- (xx) The chief invigilator should collect, check and sign all invigilation claim forms, if applicable.
- (xxi) The chief invigilator should submit written reports on all suspected cases of irregularities to the assessment body without delay.

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- (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) Ensuring that candidates are seated at least thirty minutes before the commencement of the examination session.
    - (iii) The invigilator should ensure that the candidates have ten minutes reading time per examination question paper.
    - (iv) 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) A candidate may not leave the examination room during the course of the first hour of the examination session.
    - (vi) Only candidates who have registered for the examination, the invigilators concerned, and the chief invigilator or an authorised representative of the assessment body, may be present during an examination.
    - (vii) In an emergency a candidate may leave the examination room temporarily but only under supervision.
    - (viii) The invigilator should move around the examination room constantly, but without disturbing the candidates.

(ix) Any candidate contravening the rules and regulations of the examination should be referred to the chief invigilator without delay.

(x) The invigilator must 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 that may be read to candidates:

(i) *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.*

(ii) *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.*

(iii) *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.*

- (iv) Candidates may not create a disturbance in the examination room or behave in an improper or unseemly manner.*
- (v) Candidates may not disregard the instructions of the invigilator.*
- (vi) 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.*
- (vii) 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.*
- (viii) 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.*
- (ix) All aids and answer books, as well as answer sheets issued to candidates, must be handed in before they leave the examination room.*

- (x) *Any errata on a specific examination question paper must be read to the candidates concerned.*
- (xi) *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) 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.

## 5. 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 answer books 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 *subregulation 5(2)* is applicable. Invigilators must ensure that candidates do not receive more answer books 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 answer books 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 answer books.
- (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.

## **6. 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 answer books;
  - (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.

## 7. 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.
- (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.
- (5) An invigilator may not sit down, but must move about the examination room without disturbing the candidates.

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- (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.

## **8. 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.

## **9. PACKAGING OF THE EXAMINATION ANSWER SCRIPTS BY INVIGILATORS AFTER EACH SESSION**

- (1) Invigilators should:
  - (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.

#### **10. 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:

### 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 (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.



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.

The selection of markers for a specific examination question paper should be carried out by a panel comprising:

- (1) the chief examiner;
- (2) relevant departmental officials; and
- (3) 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 completion of mark sheets; and
  - (f) 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 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 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 internal assessment marks;
    - (cc) monitoring and moderation of internal 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;
- (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 departments of education in the handling of appeals submitted to the department;
- (hh) assisting the provincial departments of education 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 department of education, 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.

(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 *subregulations (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 internal 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.
  - (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 internal assessment process, which includes:
    - (aa) Compilation of internal assessment marks.
    - (bb) Monitoring and moderation of internal assessment.
  - (iii) Conditions under which educators conduct internal assessment.
  - (iv) Conditions under which learners are internally assessed.
  - (v) Capturing and processing of data in respect of internal assessment.
  - (vi) Any other irregularity related to internal assessment.
  - (vii) Setting and moderating of internal assessment question papers
- (k) 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 internal assessment irregularities that could occur at all stages.
    - (bb) Investigate all irregularities by educators in the internal assessment process.
    - (cc) Investigate all internal assessment irregularities by any other person involved in internal assessment processes.

- (dd) Investigate all irregularities committed by learners during the internal assessment process.
  - (ee) Investigate any other internal assessment irregularity as and when requested by the district/regional director or his or her nominee.
  - (ff) Report all internal assessment irregularities to the PEIC.
- (l) Irregularities relating to internal assessment and Practical Assessment Tasks that may be handled by the SAIC:
- (i) Irregularities involving candidates during internal assessment and the conduct of Practical Assessment Tasks, 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 internal assessment in a subject, with no valid reason;
    - (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 internal assessment or Practical Assessment Tasks 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 internal assessment.
- (ii) Irregularities involving teachers and other assessment officials during internal assessment or Practical Assessment Tasks may occur during the following stages at the school or learning institution:
- (aa) The compilation of the mark for internal assessment and Practical Assessment Tasks;
  - (bb) The monitoring or moderation of the mark achieved in respect of internal assessment and Practical Assessment Tasks;
  - (cc) The capturing and processing of data; and
  - (dd) Investigations in respect of suspected internal assessment or Practical Assessment Tasks 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.

(m) Reporting

The SAIC must report all internal assessment irregularities, in writing, to the Provincial Examinations Irregularities Committee (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 INTERNAL ASSESSMENT AND PRACTICAL ASSESSMENT TASKS**

(1) Candidates

- (a) Irregularities in respect of internal 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 internal 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 internal assessment in a subject and Practical Assessment Tasks.
  - (iii) A candidate who, in respect of any component of a mark for internal 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 internal assessment in a subject, or the internal assessment mark for the subject as a whole.

(2) Examination officials

- (a) Irregularities in respect of internal 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 department 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 internal assessment at the school or learning institution.
  - (bb) The monitoring or moderation of the mark achieved in respect of internal assessment.
  - (cc) The capturing and processing of data.
  - (dd) An investigation in respect of suspected internal 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**

(l) 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.
- (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.

- (a) This category of examination irregularity includes:

- (i) Creating a disturbance or intimidating others or behaving in an improper or unseemly manner, despite a warning.
- (ii) Disorderly conduct.
- (iii) Disregard for the arrangements or reasonable instructions of the invigilator, despite a warning.
- (iv) Disregard for examination regulations, despite a warning.
- (v) 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 department who, in the performance of examination duties, are acting under the jurisdiction of the relevant provincial education department.
- (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.

- (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) 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.
  - (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.



- (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.
  - (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) 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 in terms of an “open book” examination.
    - (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.
- (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 departments of education. 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 an internal 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 department, 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 Education and the Minister of 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 parent(s) or guardian(s) 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 *subregulation (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 *subregulation 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 Examinations 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 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 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.
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- (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.
  - (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 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 departments of education. 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<br>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>   |
| (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>            |

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| (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, a report in this regard must be submitted to Umalusi. 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> </ul>   |
| (e) | Candidate 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 from a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations.</li> <li>• If the unauthorised material is not related to the subject being written, the candidate is issued with a written warning, which will be taken into consideration should he or she be found guilty of a future offence.</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>   |

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| (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>•• As in (e)</li> </ul>   |
| (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>   |

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| (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> </ul> |
| (k) | Handwriting of a different person on the examination answer script                                   | <ul style="list-style-type: none"> <li>• As in (e)</li> </ul>  |
| (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>  |

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| (m) | Crib notes discovered in examination answer scripts at the marking centre              | <ul style="list-style-type: none"> <li>• As in (e)</li> </ul>  |
| (n) | An examination answer 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>                         |
| (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> |

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| (p) | Leaked/stolen examination question paper | <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 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 (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></ul>                        |
| (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> |



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| (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> |
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#### (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 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 Examinations, or the independent 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 candidate's ID number.
2. Entries: Candidates' entries are registered per examination by means of electronic/magnetic media, 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 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 computer programme, in accordance with the rules and regulations, as set out by the Department of Education.
5. Standardisation of marks: A process used to adjust the marks, using qualitative and quantitative data and reports.
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 procedures, timetables, letters of admission, 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, area, circuit or examination centres: All examination centres are registered and allocated to a circuit, area and region, as well as according to their respective provinces.
9. Candidates' documentation history: The names of candidates, who enter on a continuous basis and apply for certification, are processed along with their historical information for possible certification.
10. Document issuing and issues: Control and enquiries with regard to all documents issued by the Department of Education via the computer system.
11. Preliminary number of candidate entries: It is an optional system that can be used by management to gauge the number of candidate entries per school, with a view to planning, budgeting and stationery requirements.
12. Recovery of funds: Control of funds received from examination centres for examination fees paid.
13. Re-marking and checking: When a candidate applies for re-marking or re-checking, his certificate is suspended and re-marking or re-checking takes place.
14. Supplementary examinations: Automatic registration of candidates that qualify for supplementary examinations.
15. Stationery and examination aids: Checking of codes and descriptions used by candidates during examinations.
16. Examination question paper stock maintenance: Used to monitor the reproduction of examination papers and to pinpoint shortages.

17. 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.
18. 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.
19. Timetable: Dates, times and the duration of each examination question paper are maintained for candidate admission letters, payment of examiners, etc.
20. System parameter and system index maintenance indexes: Standard names used, etc., are maintained by the systems administrator.
21. Word processor: Editing of letters pertaining to irregularities, examination results, candidate entries, etc.
22. Examination marking claims: Control and payment of examiners for bulk marking sessions by means of a cheque or direct payment.
23. Hand claims: Indirect payment of examiners' claims and expenses incurred by means of a cheque or direct payment.
24. SANMED functions: Updating of sectors and magisterial codes per examination centre for statistical purposes, for use by the Department of Education.
25. Invigilators' claims: Payment of invigilators' claims and expenses incurred by means of a cheque or direct payment.
26. Examination question papers (setting of papers): Checking the setting of examination question papers and the correspondence between the department, examiners and moderators.

27. Examination officials: Appointment and checking of all examination officials' personal information.
28. Job control and general functions: Control of batch processes, bulk printing, task scheduling, etc.

# ANNEXURE O

## EXAMINATION BOARDS

### 1. NATIONAL EXAMINATION BOARD

#### (1) Objective of the National Examination Board (NEB)

The National Examination Board (NEB) will advise the Minister of Education on all matters relating to public examinations and assessment, based on the consolidated inputs from the nine provincial examination boards. The NEB does not replace the Provincial Examinations Board (PEB) but will work in collaboration with the PEBs.

#### (2) Functions of the National Examination Board

In order to ensure the credibility and integrity of the Public examination system, the NEB will perform the following functions:

- (a) Advise the Minister on policy and related matters on national examinations and assessment.
- (b) Address all matters of public concern relating to examinations conducted for schools, FET Colleges and Adult Education.
- (c) Advise the Minister on mechanisms that need to be adopted to improve public confidence in the examination system.
- (d) Advise the Minister on matters that have international implications on the examination system.
- (e) Deal with all examinations and assessment matters referred to it by the Minister.
- (f) Consolidate the inputs from the Provincial and Independent Examination Boards, so as to regularly brief the Minister on the issues that relate to examinations across the country.

**(3) Composition of the Committee**

- (a) The Board will comprise the following persons:
  - (i) Chairperson of the National Examination Board appointed by the Minister.
  - (ii) One representative from each of the Provincial Examination Boards (9), which will be the chairperson of the PEB.
  - (iii) One (1) representative from each of the independent assessment bodies.
  - (iv) Two (2) representatives from the Department of Education appointed by the Minister.
  - (v) One (1) representative from the Higher Education South Africa (HESA).
  - (vi) One (1) representative from the South African Qualifications Authority (SAQA).
  - (vii) One (1) representative from Umalusi.
  - (viii) One (1) representative from each of the recognised teacher unions.
  - (ix) One (1) representative from the South African College Principal's Organisation (SACPO).
  - (x) One (1) representative from the ABET Advisory Board.
- (b) The Chief Directorate National Examination, Assessment and Educational Measurement will serve as the secretariat to the NEB.
- (c) The Minister may appoint additional members, as and when the need arises.
- (d) All members of the board together with the chairperson will be appointed by the Minister, based on nominations received from



the respective organisations/institutions. The call for nominations will be published in a Government Gazette.

**(4) Term of office**

The term of office for membership shall be three years or of such a term as shall be determined by the Minister. In the event of a serving member being replaced for whatever reason, the newly appointed member shall serve on the Board for the remaining period that the previous member would have served on the Board. Members of the Examinations Board, will be bound by an obligation of confidentiality and a member may be reappointed when his or her term of office expires.

**(5) Chairperson**

The Minister will appoint the chairperson of the National Examination Board. The chairperson may be appointed from the list of ordinary members appointed to the Board, or may be appointed by the Minister from outside the current list of nominations. If the Minister appoints the chairperson from the list of members, the organisation or institution from which the chairperson has been appointed, will be entitled to nominate another representative, in lieu, of the appointed chairperson.

**(6) Termination of membership**

- (a) If members are unable to attend a meeting, a written apology must be sent to the secretary of the meeting prior to the scheduled meeting.
- (b) In the event of a member being absent from two consecutive meetings of the NEB without an apology or an acceptable reason, his or her membership must forthwith be terminated and the member must be advised accordingly.

(c) The Minister may terminate the membership of a member of the NEB if he or she acts wilfully in contradiction to the spirit and objectives of the NEB.

(d) All resignations must be submitted in writing to the Minister.

**7. Vacancies on the Board.**

If a vacancy arises on the NEB the Minister will fill such a vacancy on the basis of nominations received for the specific category, in which the vacancy exists.

**8. Meetings**

(a) The National Examinations Board must meet as the need arises, but must hold a minimum of two ordinary meetings annually.

(b) There shall be one (1) meeting preceding the end of the year examination to determine the state of readiness to conduct such an examination. There shall also be another meeting after the end of the year examination to discuss the examination results.

(c) The Chairperson of the Board has the power to call meetings of either the full board or selected members of the Board, as he or she deems necessary.

**9. Quorum for a meeting**

(a) A minimum of 51% of the membership constitutes the quorum.

(b) The quorum is also applicable with respect to ad hoc committees and working groups.

- (c) If a quorum of the NEB is not present, the chairperson may reconvene the meeting within 14 days.

**10. Procedure for a meeting**

- (a) Conventional procedures for a meeting must apply to meetings of the National Examinations Board, its *ad hoc* committees and working groups.
- (b) The Secretary of the NEB must give notice 14 days prior to the meeting and keep a record of the names of members attending the meeting.
- (c) Ordinary meeting agenda items must be requested by the secretary in writing 30 days before a meeting and received within ten days thereafter, except for urgent matters which may be included on the agenda at a meeting, provided that no member registers an objection.
- (d) For special meetings, notice of seven days is required, specifying the agenda for the Examinations Board meeting, which must be the sole agenda item for the meeting.
- (e) No decision of the NEB may be changed or recalled except by a two-thirds majority of members present.
- (f) In instances where members cannot attend a meeting, comments and views on issues to be deliberated must be made known in advance and in writing to the secretary. Written apologies for absence must reach the secretary at least one week before a meeting is scheduled to enable him or her to decide on a possible postponement of the meeting.

- (g) The secretary must circulate copies of minutes and other documentation as may be applicable to each member within one month after every Board meeting.
- (h) The secretary must furnish all minutes, correspondence or other documents relating to the activities or functioning of the NEB to the archives of the Chief Directorate; National Examinations, Assessment and Measurement, for safe record keeping.

**(11) Allowances and remuneration for members of the NEB**

The Department of Education may reimburse NEB members who are not employed by government for legitimate subsistence and travel expenses in accordance with government tariff guidelines.

**2. THE PROVINCIAL EXAMINATION BOARD**

**(1) Composition of the Provincial Examination Board**

- (a) The PEB will comprise the following persons:
  - (i) Chairperson of the Provincial Examination Board appointed by the MEC for Education in the province.
  - (ii) One (1) representative from the association of school principals in the province.
  - (iii) One (1) representative from the FET College Principals.
  - (iv) One (1) representative from the ABET sector in the province.
  - (v) One (1) representative from each of the recognised teacher unions.
  - (vi) One representative from each of the recognised School Governing Body associations in the province.
  - (vii) One (1) representative from each of the higher education institutions in the province.

- (viii) One (1) representative from Umalusi.
  - (ix) One (1) representative from the independent schools.
  - (x) One (1) representative from the distance education colleges.
  - (xi) Two (2) representatives from the Provincial Education Department.
- (b) The Directorate responsible for examination and assessment in the province will serve as the secretariat to the PEB.
- (c) All members of the PEB, together with the chairperson will be appointed by the MEC, based on nominations received from the respective organisations/institutions. The call for nominations will be published in a Government Gazette.
- (d) The MEC for Education may appoint additional members to the Board as he or she deems fit.

**(2) Functions of the Provincial Examination Board**

In order to ensure that the credibility and integrity of the Public examination system is enhanced within the province, the PEB will perform the following functions:

- (a) Advise the MEC on policy and related matters on examinations and assessment, as it relates to the province.
- (b) Address all matters of public concern relating to examinations conducted for schools, FET Colleges and Adult Education.
- (c) Advise the MEC on mechanisms that need to be adopted to improve public confidence in the provincial examination system.

- (d) Deal with all examinations and assessment matters referred to it by the MEC.
- (e) Report to the NEB on matters that are of provincial concern relating to the integrity and credibility of the public examinations.

**(3) Term of office**

The term of office for membership shall be three years or of such a term as shall be determined by the MEC for Education. In the event of a serving member being replaced for whatever reason, the newly appointed member shall serve on the Board for the remaining period that the previous member would have served on the board. Members of the PEB, will be bound by an obligation of confidentiality and a member may be reappointed when his or her term of office expires.

**(4) Chairperson**

The MEC will appoint the chairperson of the Provincial Examination Board. The chairperson may be appointed from the list of ordinary members appointed to the Board, or may be appointed by the MEC from outside the current list of nominations. If the MEC appoints the chairperson from the list of members, the organisation or institution from which the chairperson is appointed, will be entitled to nominate another representative, in lieu, of the appointed chairperson.

**(5) Termination of membership**

- (a) If members are unable to attend a meeting, a written apology must be sent to the secretary of the meeting prior to the scheduled meeting.

- (b) In the event of a member being absent from two consecutive meetings of the PEB without an apology or an acceptable reason, his or her membership must forthwith be terminated and the member must be advised accordingly.
  - (c) The MEC may terminate the membership of a member of the PEB if he or she acts wilfully in contradiction to the spirit and objectives of the PEB.
  - (d) All resignations must be submitted in writing to the MEC.
- (6) **Vacancies on the Board.**

If a vacancy arises on the PEB the MEC will fill such a vacancy on the basis of nominations received for the specific category, in which the vacancy exists.

(7) **Meetings**

- (a) The PEB Board should meet as the need arises, but must hold a minimum of two ordinary meetings annually.
- (b) There shall be one (1) meeting preceding the end of the year examination to determine the state of readiness to conduct such an examination. There shall also be another meeting after the end of the year examination to discuss the examination results.
- (c) The Chairperson of the Board has the power to call meetings of either the full Board or selected members of the Board, as he or she deems necessary.

**(8) Quorum for a meeting**

- (a) A minimum of 51% of the membership constitutes the quorum.
- (b) The quorum is also applicable with respect to ad hoc committees and working groups.
- (c) If a quorum of the PEB is not present, the chairperson may reconvene the meeting within 14 days.

**(9) Procedure for a meeting**

- (a) Conventional procedures for a meeting must apply to meetings of the PEB, its *ad hoc* committees and working groups.
- (b) The Secretary of the PEB must give notice 14 days prior to the meeting and keep a record of the names of members attending the meeting.
- (c) Ordinary meeting agenda items must be requested by the Secretary in writing 30 days before a meeting and received within ten days thereafter, except for urgent matters which may be included on the agenda at the meeting, provided that no member registers an objection.
- (d) For special meetings, notice of seven days is required, specifying the agenda for the PEB meeting, which must be the sole agenda item for the meeting.
- (e) No decision of the PEB may be changed or recalled except by a two-thirds majority of members present.
- (f) In instances where members cannot attend a meeting, comments and views on issues to be deliberated must be made known in



advance and in writing to the secretary. Written apologies for absence must reach the secretary at least one week before a meeting is scheduled to enable him or her to decide on a possible postponement of the meeting.

- (g) The secretary must circulate copies of minutes and other documentation as may be applicable to each member within one month after every Board meeting.
- (h) The secretary must furnish all minutes, correspondence or other documents relating to the activities or functioning of the PEB to the archives of the Directorate responsible for examinations and assessment for record keeping.

**(10) Allowances and remuneration for members and working groups**

The PED may reimburse PEB members who are not employed by government for legitimate subsistence and travel expenses in accordance with government tariff guidelines.

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