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Circular: 0018/2016
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To: Chief Directors, Directors (Head Office and Education District offices), Deputy Directors, Chief Education Specialists, Managers: Curriculum Support, Circuit Managers, Manager: Strategic Information Governance and People Management, Manager: SLES Co-ordination, Assessment Co-ordinators, Curriculum Advisors and Managers of Adult Learning Centres

Short summary: *This circular informs the adult learning centres about the final timetable and arrangements for the June 2016 Adult Basic Education and Training (ABET) Level 4 examinations*

Subject: Final timetable and arrangements for the June 2016 Adult Basic Education and Training (ABET) Level 4 examinations

1. Attached is the timetable for the June 2016 Adult Basic Education and Training (ABET) Level 4 examinations. The examinations will commence on 26 May 2016 and conclude on 20 June 2016. All examination sessions will start at 14:00. Failure to adhere to the examination dates and times will constitute an irregularity.
2. Quality assurance of examination procedures is essential to ensure the credibility of the examinations. This will include unannounced visits to the examination centres to ensure that all examinations are conducted according to the applicable regulations. Representatives from the Western Cape Education Department (WCED), Umalusi and the DHET will monitor the examination procedures at the examination centres. Kindly note that monitors may be allowed to monitor an examination only if they produce proof of identity and a letter authorising them to monitor on behalf of the office concerned.
3. Should a centre's examinations be conducted on the premises of a mainstream school, the centre manager must make prior arrangements for the use of the strong room, the administration section, classrooms, ablution facilities, etc.
4. The centre manager is responsible and accountable for all administrative matters pertaining to the examinations.

5. No candidate may be allowed into an examination venue unless he or she produces a letter of admission and an identity document. (Note that if a candidate is allowed to write an examination without a valid identity document and letter of admission, he or she must produce proof of identity within 24 hours. Failure to do so will constitute an examination irregularity).
6. The chief invigilator must ensure that candidates enter the examination venue 35 minutes before the official starting time of the examination session. This time is to be used as follows:
 - 6.1 The first 25 minutes must be used to settle the candidates in their correct seats, to distribute question papers and answer books and read out the examination regulations.
 - 6.2 During the remaining 10 minutes candidates must be given an opportunity to read through the question paper.
 - 6.3 No writing or making of notes is allowed at any stage during the 35 minutes. Any infringement of this rule will constitute an irregularity.
 - 6.4 Candidates must finish writing at the time indicated on the examination timetable.
7. Centre managers are requested to:
 - 7.1 provide all their teachers and candidates with the timetable as soon as possible so as to enable them to prepare for the examinations; and
 - 7.2 remind all their candidates that their identity documents and letters of admission must be produced before the commencement of each examination session in order to prevent any identity fraud.
8. Kindly bring the content of this circular to the attention of all candidates and teachers.

SIGNED: PA VINJEVOLD

HEAD: EDUCATION

DATE: 2016-04-26