

File no.: 20/3/6/1/Timetable notifications to schools
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Circular: 0010/2024
Expiry date: 21 June 2024

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Subject Advisers, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists and Heads of institutions that prepare candidates for the National Senior Certificate and Senior Certificate examinations

Short summary: *May/June 2024 examination timetable and arrangements for the National Senior Certificate and the Senior Certificate examinations.*

Subject: May/June 2024 examination timetable and arrangements for the National Senior Certificate (NSC) and Senior Certificate (SC) examinations

1. Enclosed is a copy of the **final timetable** for the May/June 2024 NSC and SC examinations.
2. The May/June 2024 NSC and SC examinations will commence on Monday, 29 April 2024, and conclude on Thursday, 13 June 2024.
3. With the announcement by the President of the general election scheduled for Wednesday, 29 May 2024, no examinations will take place on the day before and the day after the election to allow candidates to travel to their hometowns to cast their votes and to accommodate schools that will be used as voting stations.
4. Both the NSC and SC candidates will write the same examination as it is identical to the November 2023 NSC examination and all subjects offered in the November 2023 NSC examination will be offered in the May/June 2024 examination. However, SC candidates may only write subjects highlighted in ***bold and italics***.
5. Two sessions are scheduled for each day of the examinations. The morning session will commence at 09:00 and the afternoon session at 14:00.

6. The opportunity to rewrite Computer Applications Technology and Information Technology will take place on Thursday, 13 June 2024, at 09:00.
7. Regarding the admission of candidates to the examination room, invigilators must ensure that every candidate produces his/her admission letter **and** identity document. The admission requirement must be enforced rigorously. They also have to verify that the candidate is registered for the subject/paper to be written.
8. However, a candidate who fails to produce the required document(s) before entering the examination venue must **not** be prevented from writing that particular examination. **The candidate concerned must produce the required document(s) the following day.** Should the candidate fail to do so, an irregularity must be declared and the normal procedure pertaining to irregularities must be followed.
9. The chief invigilator must ensure that candidates enter the examination venue 30 minutes before the official starting time of the examination session. This time is to be used as follows:
 - 9.1 The first 20 minutes of every session must be used to settle the candidates in their correct seats, distribute question papers and answer books, and read out the examination regulations.
 - 9.2 Invigilators must ensure that the 30 candidates for whom they take responsibility during the writing session do not have an electronic device (such as a cell phone) or any other unauthorised material in their possession. It is advised that the chief invigilators request the candidates to perform a self-search of their pockets and sleeves in which they may carry their admission letter.
 - 9.3 During the remaining ten minutes, candidates **must** be given an opportunity to **read** through the question paper. Invigilators must verify that the subject question paper issued to a candidate corresponds with the subject/paper as stated on the admission letter.
 - 9.4 No writing or making of notes is allowed at any stage during these 30 minutes. Any infringement of this rule will constitute an irregularity.
 - 9.5 Candidates must finish writing at the time indicated on the examination timetable. Invigilators must first collect and check the answer scripts at the desks of the 30 candidates they take responsibility for and then allow the candidates to sign the script control register. Invigilators must verify that candidates completed the cover page of their answer book correctly.
10. Representatives from the Western Cape Education Department, Umalusi and the Department of Basic Education will monitor the examination processes at examination centres.

11. Kindly bring the contents of this circular to the attention of all candidates who intend to write the May/June 2024 NSC and SC examinations.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2024-03-26