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Enquiries: AB Jantjies

Assessment Management Minute: 0011/2016

To: Deputy Directors-General; Chief Directors; Directors (Head Office and district offices); Chief Education Specialists; Managers: Curriculum Support, Circuit Managers; Managers: Strategic Information, Governance and People Management; Deputy Chief Education Specialists; Assessment Coordinators; Subject Advisers and Heads of educational institutions that prepare candidates for the National Senior Certificate and AET Level 4 examinations

**Subject: Risk management for the 2016 National Senior Certificate (NSC) and Adult Education and Training (AET) Level 4 examinations**

1. Proper management and administration of examinations at all institutions is essential to ensure the integrity and credibility of examination results. In terms of national and provincial policies, principals and centre managers are accountable for all examinations conducted at their schools.
2. While it is not expected that the writing of the NSC or AET Level 4 examinations will be disrupted in 2016, it is essential that a comprehensive risk management plan be developed by each institution in order to be able to deal with any disruption that might affect the management and conducting of these examinations.
3. In the event of an evacuation, the circuit manager or district director must be notified of the incident immediately. The circuit manager or another designated official from the district office will endeavour to visit the school immediately in order to verify the procedures followed by the school. The designated official from the district office must monitor the situation closely from the time that he or she arrives at the school.
4. Failure to carry out the evacuation according to the set procedures will compromise the credibility of an examination and may result in alternative arrangements being made, such as the re-scheduling of the examination at a later date.

5. Principals must inform candidates of the school's contingency plan for evacuation, **Annexure A**, and of the serious consequences if such an evacuation is not carried out in terms of policy.
6. In the unlikely event of a national or provincial examination having to be rewritten, the WCED will inform all principals immediately after the decision has been made.
7. Principals may use the accompanying checklist, **Annexure B**, to assist them in identifying potential risks to the effective conducting of the examinations and to develop their risk management plan accordingly.
8. Any disruption in the examination process or the opening of the incorrect question paper must be **immediately** reported to one of the following WCED officials:  
  
Mr HJ Swart, tel. no. 021 467 2057, cell no. 082 409 8820  
Mr AP Clausen, tel. no. 021 467 2945, cell no. 082 773 9980  
Ms T Singh, tel. no. 021 467 2541, cell no. 084 312 8333  
Mr BK Schreuder, tel. no. 021 467 2519, cell no. 082 373 5989
9. The WCED wishes you well for the coming examinations.

**SIGNED:** BK SCHREUDER

**DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2016-09-24