



## ANNEXURE A:

### **Guidelines to curb irregularities and applicable sanctions for irregularities:**

#### **1. Cellphones**

- 1.1 *Circular 0011/2015*, dated 12 March 2015, outlines the detailed procedure to be followed when a candidate is caught with a cellphone during an examination.
- 1.2 In the event that a cellphone is found to contain unauthorised material, the particular candidate will have his/her results for the relevant subject/paper declared null and void. In such an instance the candidate may be barred from writing the National Senior Certificate (NSC) examinations for a period of up to three years.

#### **2. Removal of answer script from examination venue**

- 2.1 It is strongly recommended that all candidates remain seated in the examination venue for the full duration of the examination. This will prevent the removal of answer books from the examination venue by candidates who leave the examination venue early. Furthermore, it will also allow all candidates the maximum time to write their answers without disturbance. We would like to encourage schools to implement this practice in the September preliminary examinations.
- 2.2 To eliminate the irregularity of candidates leaving the examination venue with their answer script or an examination annexure, the following procedure must be followed:
  - a) The chief invigilator must allocate one invigilator for every 30 candidates in the examination venue so that the invigilator can provide personal attention to all 30 candidates, as well as ensuring that answer scripts are collected from all 30 candidates before they leave the examination venue.
  - b) The invigilators must collect all the answer scripts from the candidates' desks.
  - c) The invigilator must first take the answer script and ensure that an annexure (if part of the examination) is inserted into the answer script and only thereafter allow the candidate to sign the script control register.
  - d) Schools are encouraged to request candidates to leave their question papers behind so that they only leave the examination venue with their admission letters.

- 2.3 In the event that a candidate leaves the examination venue with an answer script or an annexure and returns with it after he/she has left the examination venue, that specific paper of the candidate will be declared null and void, or a zero mark ("0") will be awarded for the annexure.

### **3. Unauthorised material**

- 3.1 Invigilators should prevent candidates from entering the examination venue with their admission letters inside plastic sleeves. Some candidates were caught with unauthorised material in plastic sleeves during the 2016 NSC examination. Candidates claimed to protect their admission letter using the plastic sleeves but indicated that they forgot to remove notes from these plastic sleeves.
- 3.2 In the event that a candidate is found in possession of unauthorised material in the examination venue, that particular candidate will have his/her results for the subject/paper concerned declared null and void. In such a case the candidate may be barred from writing the NSC examinations for a period of up to three years.

### **4. Copying**

- 4.1 Candidates must be reminded at the beginning of each and every examination session that copying is an examination irregularity. The following procedure must be followed in the event that candidates are caught copying during the examination:
- (a) The invigilator must remove the candidate's examination answer book and write the word "IRREGULARITY" on the front outside cover page of the answer book as well as the type/nature of the irregularity, date and time.
  - (b) The invigilator must then issue the candidate with a new answer book. This answer book must also be endorsed with the words, "NEW ANSWER BOOK", date and time of issue.
  - (c) The candidate must be informed that the fact that he/she is being allowed to continue with the examination does not serve as a condonation of his/her contravention of the examination regulations, and that a written report will be submitted to the Western Cape Education Department at the conclusion of the examination.
  - (d) The invigilator must not allow any additional time to compensate for the lost time in the course of detecting and processing the examination irregularity.
- 4.2 Candidates who are caught copying, will have their results in that particular paper declared null and void and may be barred from writing the NSC examination for a period of up to three years.

## **5. Receipt and storage of examination question papers**

- 5.1 Upon receipt of a consignment of examination question papers, principals/centre managers must check that all boxes/bags as indicated on the distribution and packing lists, have been received. After checking that all session boxes for a particular consignment were received, principals must ensure that the session boxes are stored in an orderly fashion in the strong room. The instructions of the Examinations Administration Minute 0007/2016 regarding storage of question papers should be followed.
- 5.2 The principal/centre manager is responsible for the safe keeping of the strong room key. The location of the spare key should be put in writing and signed by both the primary keyholder (principal/centre manager or his/her delegate) as well as the secondary keyholder (district official/principal of a nearby school/police officer, etc.). A pro forma contract will be sent to schools via a minute in due course.
- 5.3 Please refer to the Assessment Management Minute 0013/2016 for the correct procedure for opening of question papers in each session.
- 5.4 The chief invigilator must allocate one invigilator for every 30 candidates in the examination venue so that the invigilator can provide personal attention to all 30 candidates. Question papers must be handed to candidates according to their admission letters and should not be left unattended on desks. Chief invigilators should take special care when issuing a question paper to a candidate who arrived late at the examination venue.
- 5.5 Officials who do not follow the rules and regulations for the conduct, management and administration of the NSC examinations, will be requested to attend disciplinary meetings to ensure that the integrity of the examination is maintained.