



Guidelines for the management of assessment irregularities at district level

1. Introduction

In terms of the *Regulations pertaining to the Conduct, Administration and Management of Assessment for the National Senior Certificate* as published in *Government Gazette 31337*, amended 16 May 2014, each district must establish a District Assessment Irregularities Committee (DAIC) whose composition and functions will be determined by the provisions of these guidelines from the Western Cape Education Department (WCED). The purpose of this guideline is to assist district offices in managing assessment irregularities at district level.

2. Composition of the DAIC

2.1 The DAIC will consist of the following persons:

- (a) The district director or his/her delegate will serve as the chairperson of the DAIC. Such delegation must be in writing.
- (b) The district assessment coordinator.
- (c) All circuit managers.
- (d) One member of the PEIC. This official will serve as a link between the PEIC and DAIC.
- (e) Subject specialists from the district co-opted on a needs basis, based on the nature of the irregularity being handled.

2.2 The duration of the DAIC will be three years.

3. Functions of the DAIC

The DAIC must—

- 3.1 support schools in the establishment of School Assessment Irregularities Committees (SAICs);
- 3.2 build the capacity of SAICs in terms of the identification, investigation and imposition of sanctions and the reporting of irregularities;
- 3.3 ensure that the sanctions, as formulated by the PEIC, with regard to School-Based Assessments/Practical Assessment Tasks/Language Oral Assessments are implemented consistently across all schools;

- 3.4 coordinate and support SAICs in the handling of assessment irregularities in their respective schools;
- 3.5 receive reports from SAICs through the circuit manager on a regular basis;
- 3.6 intervene in cases where irregularities cannot be resolved by SAICs;
- 3.7 investigate any other school-based irregularities as and when requested by the district director or his/her delegated official;
- 3.8 ensure that assessment irregularities are handled in a consistent manner across the district;
- 3.9 identify schools that have recurring irregularities or a high frequency of irregularities and support them; and
- 3.10 investigate or assist in the handling of examination irregularities as requested by the PEIC or the Head of Examinations.

4. Identification and reporting of an alleged irregularity

- 4.1 An alleged irregularity involving any national examinations, e.g. National Senior Certificate, Senior Certificate or ABET Level 4, must be reported immediately to the circuit manager and Head Office at the following address:

Head: Education
Attention: N Valentyn (Room 5–20, 5th Floor)
Western Cape Education Department
Grand Central Building
Lower Parliament Street
Cape Town
8001

Tel: 021 467 2984

Fax: 021 467 9370

Email address: Nasreen.Valentyn@westerncape.gov.za

- 4.2 An alleged irregularity involving the Annual National Assessments, Grade 3, 6 and 9 provincial assessments or school-based assessments, etc. must be reported to the circuit manager and the district office must notify Head Office.
- 4.3 Once an irregularity has been reported to the district office, a file must be opened by the secretary of the DAIC appointed by the district director. A particular case number must be assigned to each irregularity and each case must be numbered

according to the level concerned, e.g. GET irregularities must be numbered GET 1, GET 2, etc., while FET irregularities must be numbered FET 1, FET 2, etc. All irregularity cases must be recorded on the WCED irregularity spreadsheet (see **Addendum C**). A separate spreadsheet must be used for each level.

5. Investigation and reporting

- 5.1 The circuit manager must investigate or assign the case to an investigating officer. The investigating officer should be a person who has knowledge of the type of irregularity. For example, if an irregularity involves learners with special needs, a learner support (SLES) official should investigate, etc.
- 5.2 An investigation should be finalised within three days of the identification of an alleged irregularity. A report must be submitted to the circuit manager for quality assurance to ensure that the investigation has been conducted effectively and the relevant evidence has been collected.
- 5.3 The report must provide a detailed account of the background of the irregularity, action taken, evidence collected, findings and recommended sanctions. The reporting template is attached as **Addendum D**. All reports must be submitted to the assessment coordinator who will collate all cases on the WCED irregularity spreadsheet.
- 5.4 It is recommended that, prior to the DAIC meeting, an internal subcommittee of the DAIC deliberates on cases and makes recommendations for further action.

6. Tabling of irregularity cases at the DAIC

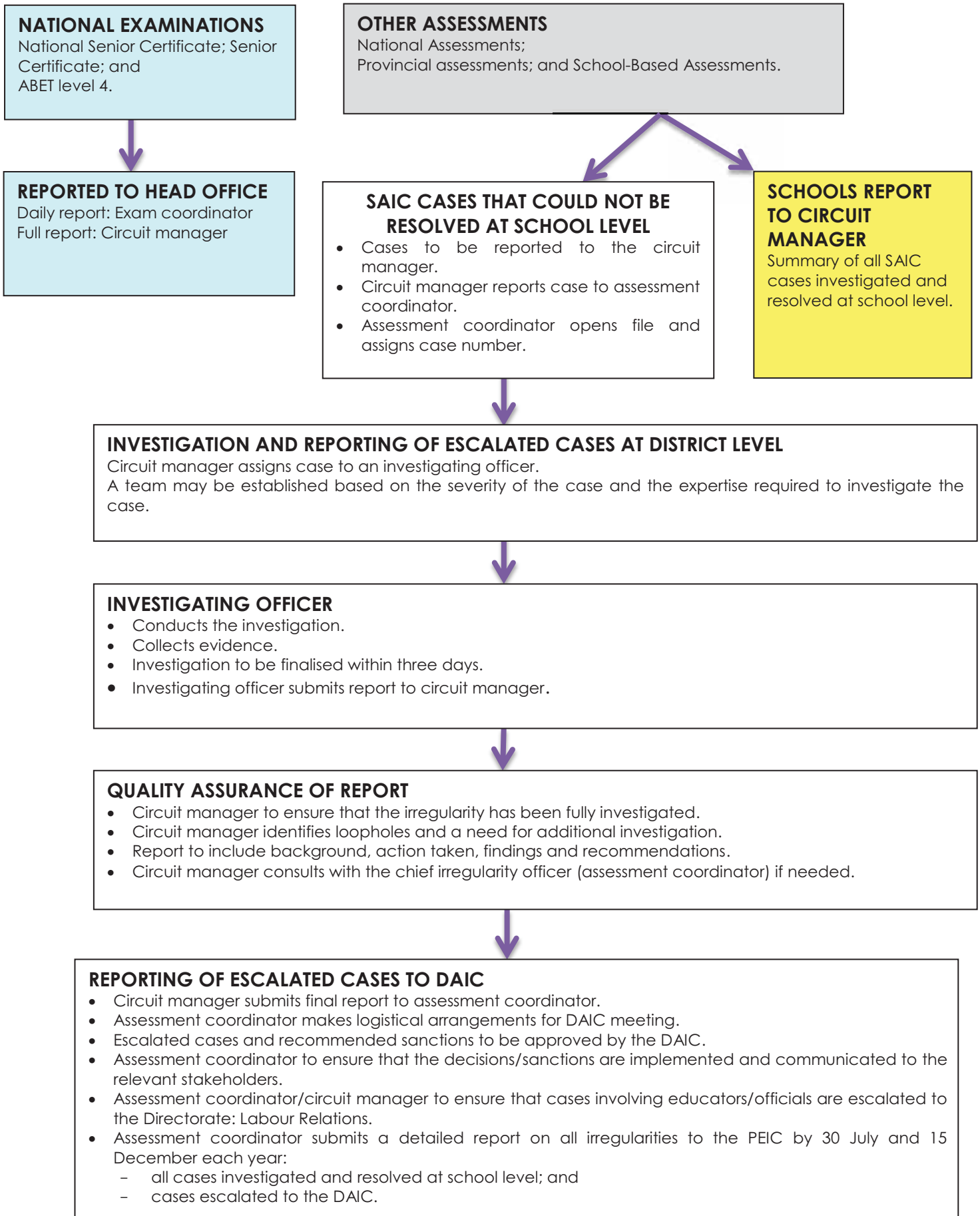
- 6.1 All cases, recommendations and motivations are presented by circuit managers at a full sitting of the DAIC chaired by the district director or his/her delegated official.
- 6.2 The DAIC may impose sanctions as stipulated in the regulations.
- 6.3 The DAIC's recommendations must be submitted to the district director for approval.

7. Implementation of decisions and sanctions

- 7.1 The decisions and recommendations of the DAIC must be communicated to the person, school or institution under investigation within 30 working days of finalisation of the case.
- 7.2 The secretary of the DAIC (assessment coordinator) must follow up on the decisions and submit biannual reports to the PEIC, by 30 July and 15 December each year. Each report must include all investigated irregularities of the specified period.



PROCESS FOR MANAGING IRREGULARITIES AT DISTRICT LEVEL (GUIDELINE TO DAIC)
IDENTIFICATION AND REPORTING OF ALLEGED IRREGULARITY





**Western Cape
Government**

Education

Addendum B



WCED IRREGULARITY SPREADSHEET

CASE NO	DATE IRREGULARITY CAPTURED	DATE IRREGULARITY OCCURRED	CANDIDATE NO.	SCHOOL & CENTRE NO.	SUBJECT & SUBJECT CODE	ASSESSMENT TYPE	IRREGULARITY TYPE	RESUME OF PROBLEM	PHASE IDENTIFIED	INVESTIGATION BY DISTRICT OFFICIALS	RECOMMENDATION OF THE DISTRICT ASSESSMENT IRREGULARITIES COMMITTEE (DAIC)	DECISION OF CHIEF IRREGULARITIES OFFICER
1	16-Nov	02-Nov	A 1090055120013	Daliwonga High 1976	History P2	Grade 11 Nov/Dec	Serious	Crib notes were found in the learner's script	Marking	FINDINGS: The learner confessed to the offence. He indicated that he knew and understood the exam code of conduct.	RECOMMENDATION: 1. A learner and his/her parent (s) to be called for disciplinary hearing. 2. Zero marks for History P2.	APPROVED
2												
3												



Report on irregularities

Name of School:

Centre number:

Name of the learner/teacher:

Grade:

Investigating Officer:

Date of irregularity:

Examination/Type of Assessment:

Subject details:

1. BACKGROUND

2. ACTION BY SCHOOL

3. FINDINGS

4. DISCIPLINARY MEASURES AND RECOMMENDATIONS