



Western Cape  
Government  
Education

# Examinations Procedure Manual 2016/2017

WESTERN CAPE EDUCATION DEPARTMENT  
<http://wced.wcape.gov.za>

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## 1. Introduction

This procedure manual is directed at all persons, involved in administering the National Senior Certificate (CAPS), Senior Certificate (Revised) and ABET Level 4 examinations. The procedures described are applicable to both public and independent schools.

The main purpose of this manual is to assist principals, centre managers, chief invigilators, senior invigilators and invigilators with the management and conducting of the examinations.

ALL Invigilators play an important role in upholding the integrity of the examination. The regulation pertaining to the various examinations must be carefully studied and followed meticulously.

## 2. Appointment of invigilators

2.1 *Examinations Administration Minute (EAM) 0004 of 2016* requests every principal or centre manager to select teachers and community members as suitable invigilators for the National Senior Certificate (NSC) and Senior Certificate (SC) examinations.

2.2 The following important points must be considered when appointing invigilators:

### 2.2.1 NSC Examinations

- For each examination session, during the NSC examination, 50% of the invigilators must be teachers and 50% may be community members.
- For the NSC examination, a community member may be appointed as a senior invigilator to support the chief invigilator who is the school principal or his/her delegate.

### 2.2.2 NSC Supplementary Examinations

- For the NSC Supplementary examination all invigilators will be community members.
- The senior invigilator of the NSC examination will assume the duties of the chief invigilator and manage the NSC supplementary examination.
- The senior invigilator will report to the school principal/centre manager.

### 2.2.3 May/June Examinations

- For the SC examination all invigilators will be community members.
- The senior invigilator will assume the duties of the chief invigilator and manage the May/June SC examination.

2.2.4 The Circuit Manager (CM) must conduct a personal interview with the person nominated as senior invigilator to assess the nominee's reading, writing, hearing and visual capabilities, as well as that person's general state of health. Nominees must be capable of clearly understanding and implementing the examination instructions.

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*All community invigilators must have an academic qualification of at least a Grade 12.*

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2.2.5 During the interview with the senior invigilator, the CM, after he/she is satisfied that the senior invigilator is a suitable person, capable of performing the required duties, must sign the letter of acceptance of the senior invigilator. (See **Addendum C** of *EAM 0004/2016* regarding the appointment of invigilators.)

2.2.6 The chief invigilator (principal/SMT) and senior invigilator must be informed that they will be required to attend invigilators' training sessions. Senior invigilators living within a radius of 75 km from the school or centre where training will take place will, for the purposes of training sessions, will be paid for one additional session. Those living beyond the 75 km radius will be paid for two sessions.

2.2.7 All community invigilators need to be informed that they must have active bank accounts, as invigilators' payments will be electronically deposited into their accounts. The Z56 forms (**Addendum E**) must be stamped by the bank to prevent the use of inactive bank accounts.

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*All invigilators must be informed that they must have active bank accounts, as invigilators' payments will be electronically deposited.*

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2.2.8 All community invigilators must be registered as tax payers.

2.2.9 Invigilators must be nominated by the principal. One invigilator may be appointed per thirty (30) candidates. (1:30)

Example:

- |  |                |
|--|----------------|
| ○ 0 - 30 candidates:   | 1 invigilator  |
| ○ 31 - 60 candidates:  | 2 invigilators |
| ○ 61 - 90 candidates:  | 3 invigilators |
| ○ Computer Applications Technology and Information Technology (CAT and IT) practical examinations: the ratio is 1 invigilator for every 10 learners. |                |

- 2.2.10 The principal or centre manager must declare the nominee(s) suitable to act as invigilator(s), after which the CM must indicate whether the appointment(s) of the nominee(s) is/are acceptable.
- 2.2.11 It is the responsibility of the CM to submit all completed nomination forms to the Directorate: Examinations Administration **promptly, and no later than the set date by the Directorate.**
- 2.2.12 Should circumstances prevent a chief invigilator or invigilator from supervising an examination, a substitute may be appointed by the principal or centre manager, in consultation with the CM.
- 2.2.13 A community member **MAY NOT** be appointed as either chief / senior invigilator or invigilator if he or she is:
- under 25 years of age.
  - Over the age of 65.
  - Do not have an active bank account(Cheque or transmission).
  - Not registered as a tax payer.
  - a relative of :
    - a candidate writing the examination;
    - a teacher teaching at the school where candidates write the National Senior Certificate examinations, the Senior Certificate examinations or the AET Level 4 examinations; or
  - engaged in any capacity on the staff or in the hostel at which candidates of a particular school live; or
  - the spouse or next-of-kin of the chief invigilator.

Should there be any queries or concerns regarding the above, please phone the Directorate: Examinations **Ms C.Abrahams at (021) 467 2915, or Ms M Combrink at 467 2942.**

The chief invigilator should be informed that the CM will undertake additional checks on the entire examination procedure and will be required to complete a provincial monitoring report when visiting/monitoring an examination centre.

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*Directorate  
Examinations  
Administration*

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(021) 467 2911  
or  
(021) 467 2920

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### 3. Receipt, checking and storage of question papers and examination material

Principals and centre managers are urgently requested to acquaint themselves with the contents of Examination Administration Minute 0009/2015.

- 3.1 The question papers will be dispatched to schools in consignments, if any problems are encountered, they must be immediately reported to the Directorate: Examinations, Cape Town, by telephoning the following numbers:

Stationery and Question papers : (021) 467 2265 Mr C. Berry  
(NSC and AET): (021) 467 2948 Mr A du Plessis  
or by sending a fax to: 0866601965/ 0866672200

- 3.2 All arrangements for the delivery of the question papers and examination material will be communicated to schools through an examination administration minute.

- 3.3 The principal/ centre manager and the chief invigilator must check that:

- all items specified on the enclosed distribution and packing lists have been received, and
- the instructions for the handling and packaging of the examination question papers, described in the Examination Minute are carefully and strictly followed.

- 3.4 The principal or centre manager must ensure that the question papers and the relevant mark sheets are stored, in the strongroom or safe in the sequence corresponding to the examination timetable. **An enlarged copy of the timetable must be displayed in the safe or strongroom to assist principals or centre managers in this regard.**

- 3.5 The control sheet attached to the examination minute, received with the question papers should be completed and returned to head office.

- 3.6 The CM must ensure that the principal or centre manager follows the instructions and assumes **sole responsibility** for the safekeeping of the safe/strongroom keys. The location of the duplicate key must be known to the centre management.

- 3.7 **At AET centres:** the principal or centre manager may appoint a deputy principal or HOD or site co-ordinator to administer the examinations at his or her examination centre. The appointment must be in writing and the CM must be informed of such an appointment. It is, however, essential that the appointed person receives training in the procedures and handling of the examination. **However, the principal or centre manager remains the accountable official for the efficient running of the examinations at his or her school and for ensuring that no mistakes are made.**

- 3.8 If the school/centre has an acting principal or acting centre manager, the CM must give the acting principal or acting centre manager authority **in writing** to act as the accountable official for the examinations.

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*Please refer to  
Examination  
Administration Minute  
0009/2015 with  
regards to Question  
Paper delivery dates  
and Safe Clearance  
Certificate.*

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## 4. Removal of question papers and exam material from the safe on the examination day

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*District officials are no longer required to open the box containing question paper for checking purposes.*

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- 4.1 Question papers are packed per session and the sealed session box is not to be opened until an hour before the said examination.
- 4.2 An hour before the commencement of an examination, the **principal or centre manager** must summon the **chief invigilator** and the **senior subject teacher** to his/ her office.
- 4.3 All three of these persons must consult the NSC timetable to confirm the **paper** to be written and the **session** in which it is to be written.
- 4.4 The **chief invigilator** and the **senior subject teacher must accompany** the principal or centre manager to remove the correct box marked for that particular examination session from the safe/strongroom. The safe/strongroom must then be locked.
- 4.4 **The sealed box must be taken to the principal's office. The box must be verified against the timetable. Once verified, the box must be opened. Each inner bag must then be checked for the correct subject and session by all three parties - INDEPENDENTLY. Only the outer session bag must thus be opened in the principal's office.**
- 4.5 **The register must then be signed in the principal's office** confirming that the inner bags have been checked and that the subject and paper match the session and timetabled examination. (Also refer to par. 5.1 below)
- 4.6 The smaller inner bags may then be placed back in the box and taken to the examination venue.
- 4.7 Once all candidates are seated and the answer books issued, the examination rules must be read out. Then, **two candidates** must be selected to verify that the correct question papers have been brought to the venue.
- 4.8 The two candidates must be shown each and every inner bag to verify that the correct papers are in the bags. The two candidates must sign a register in the examination room.
- 4.9 The inner bags may now be cut open and question papers handed to the invigilator at the main desk. Each invigilator must check through their batch of question papers to ensure that it contains the correct subject and paper. Once the final checking has been done, the question papers may be handed out to

## 5. Duties of the Chief Invigilator before each examination session

Before the commencement of each examination session, it is the responsibility of the **chief invigilator** to:

- 5.1 Assist the principal or centre manager with the keeping of a register that must be signed by the principal / centre manager, the subject head(s) and chief invigilator for the removal of question papers from the safe.

- 5.2 **Ensure that the correct session box is removed from the safe for the examination that is about to be written. The session box will contain the question paper, marksheet and script control register for each session. The timetable displayed in the safe must be used to verify this.**
- 5.3 Determine whether the question paper has any annexures by consulting the foot of the front page of the question paper and, should there be an annexure, check that it has been included.
- 5.4 Ensure that the question paper(s) and the mark sheet(s) have the same subject codes and particulars. **Incorrect mark sheets give rise to incorrect results;** and
- 5.5.1 Determine whether the question paper has any *errata* (The *errata* will be indicated in a letter accompanying the question paper).

#### **Administrative functions of the chief invigilator**

- 5.6 Paste the examination numbers and seating plan on the door of the examination room for each day that examinations are being conducted.
- 5.7 Write the starting and finishing time of the examination(s) on a board in the examination room prior to the writing of the examination(s). (During the writing of the examination, invigilators are to write on this board, at regular intervals and for the benefit of candidates, the time expired and the time remaining for the examination.)
- 5.8 Use the schedules (obtainable from the principal or centre manager) to arrange the candidates' seats in numerical order, and mark them clearly by fixing a label showing the candidate's examination number on the top of each desk. **Under no circumstances should the names of the candidates be placed on the desks.**

## **6 Admission of candidates to the examination room.**

- 6.1 When entering the examination room(s), candidates may have on their persons only those articles mentioned in the "Instructions to Candidates". No programmable calculators, textbooks, notebooks, loose notes, satchels, etc. may be taken into the examination room. Such items must be left outside the examination room in a secure facility, e.g. with the subject teacher, the school secretary or the chief invigilator. **The Department cannot be held accountable for the loss of candidates' personal property during an examination session.**
- 6.2 Invigilators must ensure that the rule of prohibition of cellular phones and blue tooth devices in the examination venue is strictly adhered to. The use of cellular phones as calculators is also prohibited. **The procedures regarding the handling of cellular phones in the examination venues must be strictly adhered to.**

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*The procedures regarding the handling of cellular phones in the examination venues, must be strictly adhered to.*

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- 6.3 The chief invigilator must ensure that the right of admission to the examination room is reserved. **Only a registered candidate with an official letter of admission or some other form of Departmental approval upon which the candidate's name and/or examination number appears may be allowed into the examination room.**

**N.B.: Only candidates enrolled at a specific centre may write the examinations at that centre.**

- 6.4 **All candidates must show their identity documents or any other acceptable form of identification, such as a passport, as well as their official letter of admission to the invigilator at each session.**

- 6.5 Part-time (ABET) or private candidates who insist that they have been registered for the examination, but who cannot produce any documentary proof of this, may be admitted only once Departmental confirmation of registration has been granted. In the case of full-time candidates, the principal or centre manager should be requested to identify these candidates.

- 6.6 Where Departmental clearance cannot be obtained in time, such candidate(s) may NOT be permitted to write the examination. If an unmanageable situation should arise and the candidate insists that he/she wants to write the examination, the candidate may be permitted to write conditionally. **The prescribed irregularity report form (Annexure A) must be completed in the case of candidates who insist on writing the examination.** The column headed "Unregistered candidate" must be marked and it must be indicated in the space for "Comment" that the candidate insisted on writing the examination. **It must be made clear to such a candidate that it is regarded as an irregularity to write the examination without proper registration and that the Department will refer the matter to the Provincial Irregularity Committee for a final decision regarding his or her results.**

- 6.7 This form (Annexure A) should then be securely attached to the front page of the answer book of the candidate, which must be wrapped separately in a brown paper wrapper (Annexure E) and sent to the Department. **Under no circumstances should the candidate's name or number be added to the mark sheet.**

- 6.8 If candidates - whose examination numbers appear on the mark sheets – have not arrived at the indicated starting time of the examination, the chief invigilator must inform the principal/centre manager immediately.

- 6.9 The chief invigilator must ensure that candidates enter the examination venue 35 minutes before the official starting time of the examination session. This additional time must be used as follows:

- The first 25 minutes are to be used to direct the candidates their correct seats, have all candidates settled, to distribute question papers and answer books/ subject stickers and audibly read out the examination rules.

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*Part-time (AET) and private candidates must present their Identity Documents, or any other acceptable form of identification, such as a passport, as well as their official letter of admission and timetables, to the invigilator at each session.*

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*If a candidate has forgotten his/her ID document at home, they should be allowed to write on condition that they present documentation the next day*

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*Candidates must be allocated 10 minutes for reading through their question papers*

- During the remaining 10 minutes candidates must be given an opportunity to **read** through the question paper.
- The writing or making of notes is not allowed at any stage during the 35 minutes. An infringement of this rule would constitute an irregularity.

Before the examination commences, invigilators should instruct:

- *all candidates to hand in to the invigilator all papers, books, notes, cellular phones, etc. which they may still have with them.*
- *all candidates to place their official examination timetables, as well as their IDs, **on their tables** and leave them there until they have been checked by the invigilator.*
- Candidates must be warned that no talking, other than to the invigilator, will be permitted during the course of the examination. Anyone wishing to attract the invigilator's attention should do so by raising a hand.

*Candidates who arrive more than one hour late may not be admitted to the examination room.*

## 7. Distribution of answer books

7.1 Immediately after receiving an answer book, each candidate must:

- write in the appropriate spaces on the cover
  - Place barcoded sticker in the space provided,
  - his or her examination number,
  - the full name and code of the subject, and
  - the question paper number as they appear on the question paper and not on the letters of admittance (see example below).

**Note that this applies to each answer book used.**

### Example 1 National Senior Certificate

Examination number: 1133444680141  
 Subject code: ENGL.1  
 Subject and paper: English Home Language (P1)

### Example 2 Senior Certificate

Examination number: 1140022017005  
 Subject code: 0002:1  
 Subject, grade and paper: English First Language (P1)

**Candidates must not write their names on the cover or on the inside of the answer books.**

- At each examination session, **affix a subject sticker with his or her**

**bar-coded examination number on it, to the top right-hand corner of the first answer book** that he or she uses for that particular examination question paper. (Candidates have received, with their admission letters and timetables, a sufficient number of self-adhesive bar-coded stickers on which their unique examination numbers appear).

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*Examinations rules must be read to the candidates at each examination session.*

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- Be informed that if he or she uses more than one answer book for a particular question paper, the cover of the second answer book must be completed correctly.
  - The number of answer books used for that particular question paper must be written in the appropriate space on the cover of the first answer book used.
  - Be informed that the correctness of this information is most important as the correctness of his or her results depend on it.
  - Be informed that no pages may be torn from the answer books.
- 7.2 Invigilators may not issue a second answer book to a candidate before they have satisfied themselves that the first answer book is full. Candidates may not receive more answer books than they require.
- 7.3 Invigilators must pay strict attention to the instructions to candidates, printed at the beginning of an examination question paper, on using separate answer sheets or books for particular sections of a paper.
- 7.4 Candidates who arrive **more** than one hour late may not be admitted to the examination room. A candidate arriving less than one hour late may be admitted to the examination room, **but he or she may not be allowed any extra time**. His or her answer book must be batched together with the other candidates answer scripts.
- 7.5 Answer books issued to candidates must be counted before and after use so as to ensure that candidates do *not remove any used or unused examination answer books from the examination room*.
- 7.6 Chief invigilators must note that **no answer books** are to be handed to candidates when Accounting, Geography Paper 2 or Technical Drawing are being written, as answer books or annexures for the answering of these question papers are included with each question paper, and candidates do not need to use an ordinary answer book.
- 7.7 **No loose sheets of paper may be given to candidates in any subject**, unless it is a specific instruction for that particular subject. All rough work must be done in the answer book provided and must be labelled clearly as "Rough work". No pages may be removed from the answer book.

## 8. Distribution of the question papers

8.1 Invigilators must bring the following instructions, printed in italics below, to the attention of the candidates. (These instructions are also printed on the candidates' official examination timetable.)

A candidate's examination results may be declared null and void by the Head of Education (Western Cape Education Department) if:

- *he or she takes into the examination room, or has in his or her possession while in the examination room, a cellular phone (or any blue tooth device), a programmable calculator, any book, memorandum, notes or any other material whatsoever, with the exception of his or her examination timetable.*
- *during the course of the examination he or she helps or tries to help another candidate, or gets or tries to get help from another candidate or any other person, or in any way communicates or tries to communicate with another candidate.*
- *any other person impersonates him or her at the examination.*
- he or she behaves in an unruly, threatening, aggressive or intimidating manner towards an invigilator, disrupts the examination or disobeys an instruction of the invigilator.
- *he or she obtains information before the examination about the contents of the question paper set for that examination.*

*The Head of Education may declare the examination results of all candidates or a particular group of candidates at a school or a centre where examinations were written null and void, if he or she is satisfied that information about the contents of a question paper set for the examination was generally available among these candidates before the start of the examination.*

***N.B: When answering the examination questions, candidates must confine themselves strictly to the questions set. If they make any personal, improper or otherwise impertinent remarks whatsoever, the Department may penalise them at its discretion.***

8.2 The chief invigilator should then check again that it is the correct question paper before opening the sealed plastic bags in front of the candidates and in the presence of the principal or centre manager. Distribute the question papers to the candidates, **ensuring that every candidate receives the correct question paper at the level for which he or she has entered** and which is indicated in his or her admission letter and timetable. **Candidates may not be allowed to write any other subject**, other than that indicated on the mark sheet or his or her admission letter and timetable, unless the invigilator has been informed otherwise by the Department.

**Conduct of the examination**

- 8.3 All question papers must be placed on the desk horizontally with the spine facing the candidate. Only when all candidates have received their papers may they be instructed to turn them over. **Before attempting to answer the question paper, candidates must check the cover of the paper to ensure that they have received the correct paper.**
- 8.4 The chief invigilator/principal must page through the question paper with the candidates to ensure that there are no missing pages and that the question papers are complete.
- 8.5 Any errata and the amendments should be read to the candidates and written on the board in the examination room. Candidates must be told to amend the question papers in their possession accordingly. If the invigilator has any difficulty reading the errata, he or she should ask the principal or centre manager to help with this task.
- 8.6 The time taken to deal with errata must be added to the time officially allowed for the writing of the paper.
- 8.7 The principal or centre manager may leave the examination room at this stage. Only the principal or centre manager, the chief invigilator, the invigilators and a delegated person from the Department may be allowed in the examination room for the duration of the examination. A copy of the question paper may be provided to the principal/centre manager or teacher, for his or her own use, only **one hour after the commencement of the examination has expired.**
- 8.8 If the examination is being written in more than one room, the same procedure must be followed in each room simultaneously.
- 8.9 **Immediately after the commencement of the examination, invigilators must re-check each candidate's official timetable and ID** to ensure that the candidates are registered, that they have received the correct question papers as indicated on the timetables.
- 8.10 The meaning or interpretation of a question may not be discussed with any candidate. Furthermore, no advice or directions may be given in the event of an apparent error in the question paper, except on instruction from the Directorate: Examinations Administration.
- 8.11 Once a candidate has been provided with a question paper, he or she may not be allowed to leave the examination room, except temporarily and under the supervision of an invigilator.
- 8.12 Candidates may not leave the examination room within the first hour of the examination session. A candidate who finishes a paper early may leave the examination room (i.e. not to return) only after one hour has elapsed.

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*Candidates may not leave the examination room within the first hour of the examination session.*

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*Immediately after the commencement of the examination, invigilators must re-check each candidate's official timetable and ID to ensure that the candidates are registered, that they have received the correct question papers as indicated on the timetable*

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*Under no circumstances may answer books be left on the desks to be collected later on.*

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*To ensure the orderly handing-in of answer books, candidates must be requested not to leave the examination room during the last 20 minutes of the session.*

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*The chief invigilator must ensure that, when candidates leave the examination room, they do not take with them any used or unused answer books or any annexures with answers on them.*

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Invigilators must collect answer books at the desk of the candidate.

Such a candidate must hand his or her answer book(s) to the invigilator, sign the script control register and leave the examination room immediately. Clear instructions must be given that such candidates are not to disturb candidates still writing, or other learners at the school.

- 8.13 To ensure the orderly handing-in of answer books, candidates must be requested not to leave the examination room during the last 20 minutes of the session.
- 8.14 Candidates must be given three verbal indications that the examination is about to end – when there are 15, 10 and 5 minutes left. Once the time allocated for writing has expired, candidates must also be told to “Stop writing” and “Put down pens”.
- 8.15 At the end of the examination session, invigilators must collect the candidates’ answer books from the candidate at their desk. **Under no circumstances may answer books be left on the desks to be collected later on.** Before candidates leave the examination room, the invigilator(s) must ensure that:
- all the necessary information and the bar-coded stickers have been put on the covers of the answer books,
  - Annexures are included in the answer books,
  - the script control register (Annexure D) has been signed.
- 8.16 The chief invigilator must ensure that, **when candidates leave the examination room, they do not take with them any used or unused answer books or any annexures with answers on them.**
- 8.17 Any candidate contravening the rules and regulations of the examination should be referred to the Chief Invigilator without delay.

## 9. Completion and submission of seating plans

- 9.1 Chief invigilators must draw up a seating plan, showing the arrangement of desks or tables, for each exam room used at the exam centre per examination session. It is important to note that the desks or tables must be arranged in such a manner that two (2) candidates are not seated together at one (1) desk or table. Candidates must be seated at least one (1) metre apart where possible. This plan may be compiled a few weeks prior to the examination with the aid of the last control sheet sent to the principal or centre manager, and may then be used as a basic floor plan from which to draw up a new seating plan for each exam session.

Chief invigilators are requested to note that the examination numbers on the desks in the room plan must be in strict numerical order. **The numbers for the second row in the venue start at the last desk in the row, at the back of the room** and not in the front, while the numbers for the third row start in the front again, and so on. This will assist invigilators when collecting the examination answer books and arranging them in numerical order afterwards.

Seating plans for each examination session must be compiled at least a day before the commencement of the examination with the aid of the final examination timetable/schedules. This will enable the chief invigilator to stick the examination numbers to the desks for each session.

- 9.2 Chief invigilators must draw up a proper seating plan for each exam session (see Annexure B) indicating the following:
- Centre number
  - Name of the subject/paper
  - Date
  - Name of the chief invigilator
  - All registered candidates' examination numbers for that particular session according to the mark sheet(s).
  - Name and surname of each invigilator, both signed and printed.
  - If a candidate is absent, the code "444" and the letter "A" must be indicated next to his or her examination number.
- 9.3 If no candidates arrive for a particular subject, a seating plan with "444" written next to all the examination numbers must be forwarded to the Department.
- 9.4 When monitoring the examination processes, the CM will be required to check that the candidates are seated according to the seating plan.
- 9.5 The seating plans must be submitted to the Department with each sessions answer scripts.

## 10. Completion of mark sheets

All mark sheets are subject and paper specific. It is one of the most important documents and is vital to the examination procedure. It should be completed correctly by the chief invigilator. An example of a correctly completed mark sheet is provided as Annexure C.

- 10.1 The principal or centre manager must hand all the relevant mark sheets for a specific examination session to the chief invigilator. If the mark sheet for a specific paper has not been received, the Department should be notified without delay.

- 10.2 The chief invigilator must ensure that the **correct mark sheet** for that examination session has been received There will be at least one mark sheet for each question paper being written at a centre.
- 10.3 In the column headed “√/A” (next to the candidate’s examination number), the invigilator must fill in a “√” for each candidate who is present and the letter “A” for each absent candidate. For each candidate who is absent without a valid reason, “444” must also be entered in the “Mark” column. (See examples below.)

**Example A: Candidates present and absent**

Examination number	√/A	Mark
1100022017052	√	
1100022017062	A	444/999

If an absent candidate submits a medical certificate to the chief invigilator, or any other documentation giving reasons for his or her absence, these documents must be countersigned by the principal or centre manager, attached to a copy of the Invigilators’ Report form (Annexure A), and sent to the Directorate: Examinations by means of the courier service with the next batch of answer books. The candidate must be marked “999” in the “Mark” column on the marksheet.

- 10.4 Where a candidate makes an unauthorised change of subject and writes an examination other than the one for which he or she has entered, the symbol “√” must be written in the √/A column and “888” in the Mark column. (See Example B below).

The chief invigilator must indicate by means of an asterisk (\*) next to the candidate’s examination number on the mark sheet that he or she has written the examination of a subject other than the one for which he or she had registered. The asterisk (\*) must be repeated at the bottom of the mark sheet and **the subject change must be indicated in writing**, e.g. “Changed from Maths to Math Lit”.

Examination number	√/A	Mark
*1100022017052	√	888
*Changed from ..... to .....		

- 10.5 Where it is found that a candidate has made an unauthorised change of subject in the examination room, this must be dealt with as an irregularity. The chief invigilator must complete the irregularity report form (Annexure A) for every candidate who makes an unauthorised change.

*For every candidate who makes an unauthorised subject change, the irregularity report form must be completed and attached to the cover of the candidate's answer book.*

The candidate must be informed that such a change will be regarded as an irregularity and the full consequences of such a change must be explained to the candidate.

When the answer books are packaged, the irregularity report form must be attached to the cover of the candidate's answer book and placed in the batch of answer books for the subject which the candidate was originally registered, with the mark sheet on which the relevant candidate's examination number appears.

If a candidate makes an unauthorised subject change, and writes an examination for which he or she has not registered, the examination number will not appear on the mark sheet. In such a case the irregularity report form (Annexure A) must be completed and attached to the cover of the candidate's answer book. The answer book should then be wrapped separately in a brown paper wrapper (Annexure E) and returned to the Department with the other answer books. The candidate's examination number may not be added to the numbers on the mark sheet.

- 10.6 Under no circumstances may the column next to the candidate's examination number be left open if he or she is absent or has changed subject.
- 10.7 It is essential for the chief invigilator to indicate clearly, in the allocated space at the bottom of the mark sheet, the number of candidates present, as well as the number absent.
- 10.8 The chief invigilator must both sign and print his or her name on the mark sheet in the space indicated, *and not in the space for the marker.*
- 10.9 Chief invigilators are requested to ensure that care is taken not to damage the bar code and the mark sheet number which appears at the top of the mark sheet, as the bar code is scanned as a tracking measure during the marking process.
- 10.10 Under **no circumstances** may a new examination number or other information be added to the mark sheet, nor may any examination number or other information on the mark sheet be cancelled.
- 10.11 Nothing other than **"444" (without valid reason for absentees), "999" (valid reason for absentees) or "888" (for unauthorised changes)** may be written in the "Mark" column on the mark sheets, as this space is for the marks scored by the candidates.
- 10.12 The numbers 1 to 40, which are printed to the left of candidates' examination numbers, may not be torn off.
- 10.13 A copy of the mark sheet should be filed in the chief invigilator's file for record purposes. It must not be forwarded to the Department.

*Under no circumstances may a new examination number or other information be added to the mark sheet, nor may any examination number or other information on the mark sheet be cancelled.*

## 11. The script control register

11.1 For each mark sheet that is printed, a script control register will also be printed and sent to the schools. The names and examination numbers of 40 candidates will appear on each script control register. If 118 candidates wrote the examination, there should be three script control registers and three batches of answer books. If 41 candidates wrote, there should be two script control registers and two batches of answer books.

- **Invigilators must ensure that candidates sign the script control register when they hand in their answer books.** The first copy of the script control register(s) must then be attached to the mark sheet(s) concerned and batched with the answer books and forwarded to the Department.
- **A COPY of the script control register must be filed for record purposes and NOT returned to the Directorate: Examinations.**

*Invigilators must ensure that candidates sign the script control register when they hand in their answer books.*

## 12. Batching and despatching of answer scripts

- 12.1 The batching of examination answer books **MUST** happen immediately after each examination session **in the writing venue**.
- 12.2 The batching of answer scripts are mark sheet specific.
- 12.3 Invigilators must ensure that every candidate's examination number, as well as the subject written etc. (as given on the question paper), is written fully and correctly on the front of each answer book and that the bar coded sticker has been affixed in the top right-hand corner of the front cover of the first answer book, as well as on the second (and third) should the candidate use more than one answer book. The importance of this cannot be overemphasised, as incorrect information will lead to incorrect results, and any deviation can be regarded as an irregularity.
- 12.4 The examination answer books of **the various subjects** must be arranged separately, and in strict numerical order according to the relevant mark sheet.

- 12.5 The chief invigilator must again check that the correct mark sheets have been packaged with the answer books. This is done by checking the mark sheet number and session number against the mark sheet number on the control sheet, i.e. check whether the mark sheet for Paper 1 is used when Paper 1 has been written, and not the mark sheet for Paper 2.
- 12.6 Each mark sheet is allocated a unique mark sheet number. **Only** the answer scripts listed on a specific mark sheet must accompany that particular mark sheet. This means that the answer books must be packed in batches and may not exceed the maximum number of candidates' books on the mark sheet, e.g. 40 answer books for the NSC. The answer books must be batched in strict numerical order according to the numbers on the mark sheet. If, for example during the NSC examination 118 candidates wrote an examination session, there should be three mark sheets and three batches of answer books. If, 41 candidates wrote, there should be two mark sheets and two batches of answer books.
- 12.7 The original mark sheets, together with the original script control register, should then be placed on top of the relevant set of answer books in such a way that the bar code and the mark sheet number that is printed on the mark sheet are clearly visible. Every set of answer books (with the mark sheet on top) should then be bound tightly around the middle with the brown paper wrapper (Annexure E) on which the appropriate details have been written. The wrapper must then be stapled or glued securely to prevent the answer books from slipping out. Separate wrappers must be used for each mark sheet with its relevant set of answer books.
- 12.8 The chief invigilator should ensure that all the used answer books or spoils indicated on the mark sheets are accounted for. Used answer books which are left behind in the examination room after an examination session and which are not then sent in with the rest of the **batch, but at a later stage, will be regarded as an irregularity.** (See Section 13: Irregularities.)
- 12.9 All mark sheets listed on the control sheets, **including those where no candidates arrived for the examination**, must be completed and returned to the Department.
- 12.10 The big plastic bags provided by the Department for returning the answer books can each hold about 200 answer books. After each session the answer books per paper must be bound under the brown wrapper provided and placed in the **smaller session bag and sealed.**

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*Each mark sheet is allocated a unique mark sheet number. **Only** the answer books listed on a specific mark sheet must accompany that particular mark sheet.*

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*At no time should plastic bags containing less than 200 answer books be withheld on the days of collection.*

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One big bag may be used for the answer books of more than one subject. Invigilators should therefore try to pack as many session batches as possible into each big plastic bag. The bag must then be sealed by removing the white plastic strips and sealing it with the self-adhesive strip. **At no time should answer books be withheld on the days of collection.**



Chief-invigilators are once again reminded that the session batching must take place within an hour after each examination session. (Paragraph 12.1)

- 12.11 The bags are provided solely for the purpose of returning examination answer books to the department. **No other correspondence (e.g. leave forms) may be sent to the Department in these plastic bags.**
- 12.12 Courier collection dates and times will be communicated via email to school principals/centre managers during the examination.

## 13. Irregularities

### 13.1. Policy

#### 13.1.1 Examination irregularities and their relevant sanctions.

Irregularity	Sanction
Candidate found in possession of unauthorised material during the examination.	Candidate's results are declared null and void in the question paper. Candidate may be barred from a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations.
Candidate found in possession of an unauthorised electronic device (e.g. cell phone) during the examination.	Candidate's results are declared null and void in the question paper. Candidate may be barred from a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations.
Candidate caught copying or obtaining help from a fellow candidate.	Candidate's results are declared null and void in the paper. Candidate maybe barred to a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations.  If there is evidence of collusion, the candidate offering the assistance must also be sanctioned as above.
An examination answer sheet or book removed from the examination room and submitted at a later stage.	The script must be marked pending an investigation. (Candidate will receive 0 for the answer sheet or answer book removed from the examination room).

Creating a disturbance, intimidation and drunkenness, disregarding the instructions of invigilator.	Candidate must be warned. If he/she persists with the behaviour or action, the candidate must be removed from the examination centre. Where the candidate has commenced the examination, the marks obtained will be declared null and void.
Presentation of fraudulent identification or an imposter	Candidate's results are declared null and void in the question paper. Candidate may be barred from a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations. The case must be reported to the SAPS.

13.1.2 The Head of Education may declare the examination results of all candidates or a particular group of candidates at a school or a centre where examinations were written null and void if:

- he or she is satisfied that information about the contents of a question paper set for the examination was generally available amongst such candidates before the start of the examination;
- a candidate(s) were assisted during the examination.

13.1.3 When answering the examination questions, candidates must confine themselves strictly to the questions set. If they make any personal, improper or otherwise impertinent remarks whatsoever, the Department may penalise them at its discretion.

## 13.2 Task of the Chief Invigilator/ Principal/ Centre manager

13.2.1 It is of the utmost importance that the chief invigilator:

- announces the irregularity policy and relevant examination instructions to candidates **before each examination session** starts.
- instructs candidates to remove all documents (except those prescribed) and cellular phones in their possession from the examination room, before the examination starts.
- ensures execution of the irregularity policy when the need arises.

13.2.2 If the chief invigilator is satisfied that a candidate has committed an irregularity, he or she must:

- confiscate the incriminating material, if any;
- confiscate the answer book(s) used by the candidate up to that point and write in bold print on the outside cover(s) **'IRREGULARITY - CONFISCATED ON ..... AT.....' (date /time /place)**
- attach any confiscated incriminating material to the answer script.

**N.B.:** The answer book(s) of any other candidate from whom assistance could possibly have been obtained should not be removed, unless that candidate has also committed an irregularity for which his or her examination result may also have to be declared null and void:

- inform the candidate that the irregularity will be reported to the WCED Provincial Examinations Irregularity Committee (PEIC),
- supply the candidate with a new answer book, marked on the outside cover, '**NEW ANSWER SCRIPT - SUPPLIED ON ..... AT .....**' (date /time),
- inform the candidate to continue writing the paper but no additional time will be provided to compensate for time lost in the course of detecting and processing the examination irregularity,
- immediately report the irregularity to the principal or centre manager, who will inform the CM and a member of the PEIC. The CM will also contact the Directorate: Assessment Management (**Mr.B Swart, Tel: 021 467 2057 or Mr Z Sonkwala Tel: 021 467 2929**).

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*Immediately report the circumstances to the principal or centre manager, who will inform the CTM/IMG adviser, and the Directorate: Assessment Management*

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The principal/centre manager/ chief invigilator

- must request the candidate to provide an affidavit on the irregularity. The candidate should be advised to make this sworn statement at a police station with his/her parent(s) present.
- must enter the irregularity into the irregularity register, ensuring that all relevant officials sign the register.
- must obtain statements from the chief invigilator and invigilator concerned with the irregularity.

### 13.3 The Task of the Circuit Manager

13.3.1 The Circuit Manager must:

- investigate the irregularity and collect all statements, affidavits, incriminating evidence and the answer books of the candidate.
- Write a report on the irregularity and provide the report with the rest of the documentation to the Directorate: Assessment Management (**Zukile.Sonkwala@ westerncape.gov.za**) **Fax: 086 4091900.**

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*The principal/centre manager must immediately (i.e. within a matter of minutes) inform one of the following members of the PEIC: **Mr Z.Sonkwala (Tel. 021 467 2929)**, Mr J. Parbhoo (tel. 021 467 2572) or Mr B Swart (tel. 021 467 2057) by telephone of the irregularity.*

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## 14. Complaints pertaining to question papers and comments on the examination

A complaint is submitted when a principal or centre manager or a teacher has a complaint about an examination paper in its entirety, specific questions in the paper, mark allocations, questions that are not clear, language usage, degree of difficulty of paper, sections not covered in the syllabus or any other matter related to a question paper and the examination.

Each year a number of complaints and comments do not reach the Department before the marking of the answer books begins. To ensure that this does not happen, the following procedure must be followed:

### 14.1 Complaints

14.1.1 Complaints regarding a question paper must have the word “COMPLAINT” written at the top of the letter.

14.1.2 The letter of complaint should clearly stipulate the subject, paper and date of examination, e.g. Mathematical Literacy, Paper 1, written on 1 November 2014.

14.1.3 Complaints about more than one question paper should be separate, e.g. a complaint about Mathematical Literacy Paper 1 should not be made in the same letter as a complaint about Mathematics Paper 2.

14.1.4 Complaints should be presented in a concise and unambiguous language.

14.1.5 The principal or centre manager should point out what negative effects the matter raised in a complaint may have on the candidates during the examination and should make recommendations in this respect.

14.1.6 Complaints received from school and adult centres will be considered only if the letter has been endorsed by the principal or centre manager.

14.1.7 Complaints must be faxed or e-mailed to the Head: Education (For the attention of Ms N Valentyn) **within two days** of the date on which the paper was written. The **fax number is 086 6094654** and the e-mail address is: **Nasreen.Valentyn@westerncape.gov.za**

14.1.8 All complaints received will be sent to the Department of Basic Education for its consideration of the complaint. The school will receive:

- an acknowledgement of receipt; and
- notification that complaint is submitted to the Department of Basic Education.



## 14.2 Comments

- 14.2.1 Comments on a question paper must have the word "COMMENT" written at the top of the letter.
- 14.2.2 Comments regarding an examination question paper must be faxed or e-mailed to the Head: Education (For the attention of Ms. N.Valentyn) **within three days** of the date on which the paper was written. The fax number is **086 6094654** and the e-mail address is **Nasreen.Valentyn @westerncape.gov.za**
- 14.2.3 Comments which are received from secondary or high schools and schools for LSEN will be considered only if they are endorsed by the principal or centre manager.

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*Complaints/Comments must be faxed or e-mailed to the Head: Education (For the attention of Ms N.Valentyn) **within two days** of the date on which the paper was written. The fax number is 086 6094654 and the e-mail address is Nasreen.Valentyn @westerncape.gov.za*

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## 15 Submission of invigilators' claim forms

### 15.1 Claim forms

Chief invigilators are requested to exercise strict control over the completion and submission of claim forms to the Directorate: Examinations.

15.1.2 The pre-populated claim form must be completed **immediately** after the last examination has been completed.

15.1.3 The following information should be carefully checked:

- That the correct address is given on the claim form, as the IRP5 will be sent to that address (Note that, if an invigilator changes his or her address after the submission of his or her nomination form, the Department should be notified in writing of such a change).
- That the telephone number provided on the form is the contact number of the chief invigilator, and not the telephone number of the school.
- That the total number of examination sessions claimed for, is indicated on the form
- That an explanatory letter from the principal or centre manager accompanies the claim form when more invigilators are used than the number specified on the claim form.

The completed claim form must be faxed to Ms E Du Toit, fax number 086 5727954. The original claim form must then be submitted to the Department with the last batch of answer books, via the courier service. A copy of the completed claim form must be filed for record purposes.

### 15.2 Payment of Invigilators

15.2.1 Please ensure that only one invigilator is appointed for every 30 candidates. The Department will not remunerate any additional invigilators.

15.2.2 Invigilators must ensure that they have an open/active bank account. **Only savings or cheque account numbers must** be supplied. (**Credit card accounts are not acceptable.**). The bank account **must be kept active** until after the February/March and May/June supplementary examinations as invigilators may be required to do duty during the above examinations.

15.2.3 Note that, on nomination, each invigilator should have submitted to the principal or centre manager completed Z56 form, stamped by the bank and certifying his or her bank account details.

15.2.4 **Claims received for replacement invigilators will only be processed if the correct procedure in respect of the nomination and appointment has been followed.**

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*Immediately after the last examination session:*

*The completed claim form must be faxed to Ms E Du Toit,  
Fax number 0214615637*

*The original claim form must then be submitted to the Department with the last batch of answer books*

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## 16. Concessions

### Purpose/ aim

Whenever the examining of Learners with Special Education Needs (LSEN) is considered, the aim is to enable the LSEN candidates to give a true account of his/her knowledge or skill. The standard of the examination should never be compromised and the LSEN candidate should never be given an unfair advantage over his fellow pupils. The sole aim should be to give the LSEN candidate a fair chance to prove that he/she can meet the requirements of the examination.

### Who qualifies?

Candidates who encounter the following barriers/ diagnosis to learning will qualify to apply for concessions:

- Visual impairment
- Hearing impairment
- Reading problems
- Spelling disorders
- Writing problems
- Dyscalculia
- Attention deficit problems
- Aphasia
- Speech disorders
- Injury before or during the examination

To enable candidates with the above- mentioned barriers to write the National Senior Certificate examinations and the Senior Certificate examinations, special concessions are granted to them by the Department. These may include the use of the following:

- Braille question papers
- Large-print question papers
- Computers to answer papers
- Use of video recordings(Sign language)
- Lastron apparatus and any other special aid
- An amenuensis (a person whom writes from dictation)
- Additional time

### Application procedure (Circular 0017/2016)

- Learners identified with a barrier to learning are referred to the District SLES component for evaluation and approval.
- The application form MUST be accompanied by a professional report (not older than 3 years) that confirms the barrier identified in the candidate. Handwriting and spelling concession applications must be accompanied by an application form and photocopies of the candidate's written work.
- If a candidate cannot afford to consult a private medical practitioner, the SLES staff at the district office can be approached to assist with the evaluation of the barrier to learning.
- Principal/Centre Manager must "**recommend**" the application as well as sign the documents submitted.

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Learners identified with barriers to learning are referred to the District SLES component for evaluation and approval

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### Practical management of concessions on the day of the examinations

With the exception of learners with Special Educational Needs (LSEN), the only concessions likely to have been granted to a candidate in the mainstream school are:

- Request for additional time (X minutes extra for every hour of the examination).
- Hand writing concessions
- Spelling concessions
- The use of computers, or
- large- print question papers.

Chief invigilators appointed at schools for LSEN candidates, should work closely with principal or centre managers to arrange for the different aids, needs and equipment to be made available to the candidates.

### Concessions where no additional staff and/or special equipment is required

#### **Extra Time**

- Candidates may also be considered for extra time in cases of serious reading problems or writing problems, or in cases of candidates using a typewriter or computer due to a physical disability.

**NB.** *Only candidates who have written approval for extra time may be allowed extra time during the examination.*

#### **Spelling and handwriting problems**

- Approved applications concerning spelling and handwriting problems must be brought to the attention of the examiners.
- Letters of approval must be placed on the inside cover of the candidates answer book.

### Concessions where additional staff and/or equipment are required

Computers must be prepared to ensure that:

- Use of computers
  - Disable spell checkers or other supporting programs
  - No access to internet
  - No access to other programs on the PC
  - Must be stand alone
  - Create learners profile

### Learners with special educational needs (LSEN)

When the examination is being conducted in a separate room, the candidate and scribe must be accompanied by an invigilator and a recording should be made of the session.

### The role of invigilator when scribes and readers are used

The invigilator must ensure that:

- The question is read to the candidate correctly and that the candidate's answers are recorded correctly.
- The candidate is not provided with answers to the questions and that the question is not explained to the candidate.

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Only candidates who have written approval for extra time may be allowed extra time during the examination

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### The role of scribes and readers

#### Amanuensis

- Amanuensis refers to the practice where a person (the scribe) reads the questions to a candidate and writes down the candidate's spoken words verbatim. In the case of Deaf candidates the scribe writes down answers given in Sign Language.
- The scribe should remain neutral and impartial.
- The scribe should not become impatient or hurried.
- Training of scribes is highly recommended.
- The scribe/reader should not serve as invigilator at the same time.

Before an assessment or examination the following instructions are read to the candidate:

- I will read/sign the questions to you and write down your answers.
- You may ask that the entire paper or any part of it be reread.
- If you wish, you may first plan or write an answer in your book and then read/sign it to me to write down.
- Listen to the mark allocation at the end of each question.
- Please indicate when inverted commas are to be used.
- If you wish, I will read/sign your answers to you when we have finished. I will also reread/sign each question so that you can check whether I wrote down your answers correctly. (Provided sufficient time remains.)
- I may not explain any question or word to you.

#### The above instructions could be adapted according to the age of the candidate

- It is not expected of the candidate to spell words unless spelling is specifically tested.
- When taking down the answers, the scribe will use the usual capital letters and punctuation marks.
- When punctuation is specifically tested, the candidate should supply the information.
- If a direct quotation is made, the candidate should indicate the use of quotation marks.
- A candidate should indicate the start of a new paragraph, as well as the form of the letter, dialogue, notice, etc. The scribe should comply with the candidate's requests.
- Transcribing may not take place in the same room with other candidates.
- The scribe and the candidate must each receive a copy of the question paper.
- A continuous recording of the examination must be made. The recorder may only be switched off at the end of each session. These recordings must be kept safely until the results are known.
- Examinations in subjects where numeracy skills are being tested, e.g. Mathematics and Accountancy, should be scribed by a person knowledgeable about the specific subject.

#### Reading to the candidate

This method is used with candidates with poor reading skills.

The reader can read the text to one or more candidates simultaneously. Both the reader and the candidates have question papers.

The candidate has to finish the assessment/examination in the allocated time.

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*The principal or centre manager will notify the chief invigilator of the particular candidates, who have been granted special concessions.*

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Examinations in subjects where numeracy skills are being tested, e.g. Mathematics and Accountancy, should be scribed by a person knowledgeable about the specific subject

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## 17. Duties of the Principal/Centre Manager, Chief Invigilator, Senior Invigilator and Invigilators

### 17.1 Duties of the principal/ Centre Manager/ Chief Invigilator

The principal or centre manager is fully responsible, and therefore accountable, for the examination conducted at his or her examination centre. He or she must be present at the examination centre for the full duration of every examination session and his or her examination-related duties include the following:

- Ensuring that candidates are correctly entered for the examination.
- Ensuring that all SBA and PAT marks (oral, practical and continuous assessment marks) are submitted on time.
- Nominating the chief invigilator ,senior invigilator and invigilators according to the prescribed procedures.
- Ensuring that the senior invigilator and two SMT members attend a training session provided by the WCED, that all other invigilators are trained by the chief invigilator and are capable of performing their duties, and that the certificate of training is displayed in the examination venue.
- Ensuring that a copy of the *Procedure Manual for Principals, Centre Managers and Invigilators* is available in the examination venue at each examination session.
- Choosing a suitable, ventilated and well-lit examination venue (or venues) and see to the cleaning thereof.
- Organising sufficient and suitable desks, tables and chairs for the examination venue and the cleaning thereof.
- Holding an information session with the candidates prior to the commencement of the examinations. Private examination centres are also obliged to hold similar sessions.

At these sessions candidates must be briefed about all matters relating to the examination so as to ensure the smooth running of the examination and to establish a sense of confidence and calm among the candidates.

- Assisting with the compiling of hall- or room plans.
- Ensuring that ample safekeeping facilities are available for the safekeeping of question papers, answer books and examination material.

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*The principal or centre manager is fully responsible, and therefore accountable, for the examination conducted at his or her examination centre.*

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- Receiving and handling of examination material
- Taking responsibility for the safekeeping of the keys to the safe or strongroom (These keys should, under no circumstances, be handed to any other person while the examination question papers or other examination materials are being stored in the safe or strongroom.)
- Arranging for the servicing of computers and other equipment that candidates might need for the examination and ensuring that the equipment is in good working condition.
- Ensuring that appropriate and adequate security measures are in place in terms of hardware and the network in the computer room for the conducting of examinations in CAT.
- Supplying the chief invigilator with the key(s) to the examination venue(s), as well as stationery items for use in the examination room.
- Issuing, with the help of the subject head(s), the examination question papers to the chief invigilator and ensuring that he or she receives the correct papers, mark sheets and other documents.
- Ensuring that the chief invigilator hands out the correct question papers to the candidates and ensuring that candidates receive the question papers for the subject and grade for which they have entered.
- Trying to locate any candidates who have not arrived for an examination.
- Ensuring the smooth and efficient running of the invigilation process and of all arrangements relating to the examinations.
- Reporting and investigating irregularities (or suspected irregularities that might have occurred) and writing a report on each case.
- Ensuring that all available answer books are returned to the Department on each collection date and that all the relevant documents have been completed correctly.

## 17.2 Duties of the Chief Invigilator

The chief invigilator exercises overall supervision and control of the examinations conducted at the centre at which he or she has been appointed. His or her duties include the following:

- Ensuring that he or she is well informed of all the examination rules and all other information regarding the examinations.
- Establishing, at least a month before the commencement of the examinations and in consultation with the principal or centre manager, whether suitable and adequate accommodation is available for all the candidates entered for the examination.

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*The chief-invigilator must ensure that he or she is well informed of all the examination rules and all other information regarding the examinations.*

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- Ascertaining her or himself of the location of the cloak-rooms and arrange for the cleaning thereof.
- Arrange to have the public address system in the examination venue(s) switched off as it can be a disturbance to the candidates
- Arrange, with the principal or centre manager for ample desks, tables, chairs notice board and other articles that might be needed.
- Checking the lighting in the venue(s) and arrange to have broken light bulbs replaced.
- If applicable, check the air-conditioning.
- Prepare the examination venue(s) the Friday before the commencement of the examination.
  - supervise the cleaning of the venues
  - supervise the placement of the desks/tables and chairs
- Compiling plans showing the desk arrangement for each exam venue that is to be used.
- Compiling a seating plan for each examination session.
- Removing from the walls and writing boards all information that might be relevant to the subjects being written.
- Drawing up an invigilation timetable for each examination session (A copy of this timetable should be handed to the principal or centre manager) .
- Holding a training session with all the invigilators in order to convey the information contained in this manual and relevant circulars and to establish uniform procedures and expectations.
- Determining all domestic arrangements relating to the organisation of the examination, including the times candidates are to report to the examination room, assembly points prior to the examination, when candidates are allowed to leave the examination room, the location of the nearest cloakrooms and any other such matters.
- Ensuring that all the stationery required for a particular examination is available before the commencement of that examination.
- Collecting, in good time, the examination question papers, answer books, the relevant examination material needed and errata sheets from the principal.
- Checking that no sealed question paper package has been tampered with and keeping the question papers secure until the commencement of the examination (Suspicious concerning tampering or any other irregularity should immediately be brought to the attention of the principal and the Department.)

- Admitting candidates who are registered for the examination only and whose details appear on the mark sheet(s). Reporting any missing candidates to the principal, who will trace the candidate, recording absentees and dealing with unregistered candidates or other admission problems as stipulated in the procedure manual.
- Seating the candidates according to the correct procedures and prepared seating plans 30 minutes before the commencement of the examination.
- Reading instructions relating to the examination to the candidates and informing them of the consequences should they not adhere to these rules.
- Draw candidates' attention to the rules on the answer books.
- Distributing answer books to the candidates and draw the candidates attention to the rules printed on the answer books.
- Before opening the bags of the question papers, ascertaining that the paper is the correct one.
- Open the bags in the presence of the candidates.
- Opening the question paper bags, distributing them, and ensuring that candidates receive the correct question paper.
- Paging through the question paper with the candidates so as to ensure that there are no problems with the paper, such as missing pages.
- Starting the examination at the stipulated time.
  
- Monitoring the invigilation: ensuring that invigilators are circulating around the venue, that they are fully vigilant and that there are no unauthorised persons present in the examination room
- Handling any problems and irregularities and reporting them to the principal or centre manager.
- Ending the examination at the stipulated time, collecting the examination answer books, ensuring that their numbers corresponds with the number of candidates present and that the books are arranged in the same numerical sequence as that on the mark sheets.
- Ensuring that candidates hand in their answer books to the invigilators.
- Ensuring that candidates hand in all loose answer sheets.

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*The chief-invigilator must ensure that candidates receive the correct question paper.*

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- Ensuring that candidates sign the script control register upon handing in of the answer book.
- Ensuring that candidates do not remove any loose pages from the answer books or remove any used or unused examination answer books from the examination room.
- Carrying out all the correct procedures when a candidate makes an unauthorised subject or grade change in the examination room.
- Ensuring that the mark sheets are completed correctly.
- Packaging the answer books and completing the necessary documentation.
- Tidying and preparing the venue for the next examination session and ensuring that no used or unused answer books are left in the examination venue.
- Preparing for the next examination session by sticking the examination numbers of the candidates who are to write the next session on the tops of the desks (according to the prepared seating plan).
- Locking the venue and securing the key as to ensure that no unauthorised persons or candidates can enter the venue.
- Arranging for the return of the examination answer books via the courier service on the collection dates.

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*The chief-invigilator must ensure that candidates sign the script control register upon handing in of the answer book.*

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**The Western Cape Education Department wishes to emphasise that all candidates and invigilators are required to obey the instructions of the chief invigilator in all matters relating to the National Senior Certificate examinations, the Senior Certificate examinations and the ABET Level 4 examinations.**

### 17.3 Duties of the Senior Invigilator

- The duty of the senior invigilator during the NSC examination is to support the chief invigilator who must be a school based educator.
- During the NSC supplementary examination as well as the SC examination the senior invigilator will become the chief invigilator and assume all the duties as indicated above.

### 17.4 Duties of Invigilators

It is advisable that, in cases of large examination venues (halls), one invigilator be placed at the front and one at the back of the examination venue, while the other invigilators move amongst the candidates.

The following are the duties of each invigilator:

- Assisting the chief invigilator in admitting the candidates to the examination venue and checking each candidate's proof of identity and admission letter on admission to the examination room.
- Being present in the examination room at all times while an examination is being written.
- Ensuring that his or her personal cellular phone has been switched on and on silent to report emergencies during the examination session and, under no circumstances, making or answering private cellular phone calls while an examination is being written.
- Maintaining constant supervision over candidates, so as to preclude the possibility of their obtaining unauthorised assistance.
- Giving his or her entire attention to supervision and abstaining from reading, knitting, completing crossword puzzles, manicuring nails, writing, listening to a Walkman, MP3 player or portable radio, or involving him- or herself in any work or activity that will hamper the efficient execution of his or her duties as invigilator.
- Unless stationed at the back or front of a hall, moving constantly about the room in the course of the exam session and not sitting.
- Staying inside the examination venue and not invigilating from outside the examination room by looking through a window or door.
- Accompanying, in an emergency, a candidate who wishes to leave the examination room temporarily.
- Ensuring that the candidates write the correct examination numbers on their examination answer books, and that they receive the correct question paper as indicated on their admission letters.
- Referring any candidate contravening the rules of the examination to the chief invigilator without delay.
- Assisting the chief invigilator in **all** matters relating to the examination, e.g. packaging of the answer books, preparation of the examination venue.
- Ensuring that no unauthorised person enters the examination room during the administration and writing of an examination.
- Ensuring that no candidate communicates with another candidate in the examination room
- Ensuring that candidates do not aid or attempt to aid one another in the examination room.
- Ensuring that no candidate causes a disturbance or conducts him- or herself in an improper manner in the examination room.

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*The invigilator must assist the chief invigilator in **all** matters relating to the examination.*

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- Refraining from helping any candidate with the answering of an examination question or from explaining any “unclear” part of the examination paper to a candidate.
- Ensuring that candidates do not leave the examination venue within the first hour of the session.
- Ensuring that no person smokes in the examination venue.

### **CONCLUSION**

Examinations will only proceed well if all stakeholders are aware of the regulations and adhere to them strictly. The future of each learner depends on the successful administration and conduct of the examinations. All stakeholders are thus requested to ensure that integrity and fairness prevails in this examination.

The WCED wishes you well in the management of the forthcoming examinations.



**BYLAAG A**

**NOMINASIE EN AANSTELLING: HOOFOPSIENER**

**MOET DEUR DIE PRINSIPAAL VOLTOOI WORD EN AAN DIE KRINGBESTUURDER GESTUUR WORD VIR ELK VAN DIE BETROKKE EKSAMENS**

**\* Heg 'n gesertifiseerde afskrif van ID, hoogste kwalifikasie en een bladsy CV aan**

**Eksamen: (Merk toepaslike opsie)**

- Nasionale Senior Sertifikaat-eksamen November 2017
- Nasionale Senior Sertifikaat Aanvullende-eksamen Maart 2018
- Senior Sertifikaat-eksamen Junie – Julie 2018

**DEEL A: NOMINASIE VAN DIE HOOFOPSIENER (MOET DEUR DIE PRINSIPAAL VOLTOOI WORD)**

1. Naam van skool/sentrum: \_\_\_\_\_

2. Sentrumnommer: 

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3. Kontakbesonderhede van hoofopsiener:

Naam en Van: \_\_\_\_\_

Persalsnommer: 

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Selfoonnommer: 

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Adres: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Getal kandidate wat vir die eksamen ingeskryf is. Meld getal voltydse kandidate sowel as deeltydse kandidate, indien enige:

VOLTYDS		DEELTYDS /HERHALER		TOTAAL	

5. Getal opsieners benodig: \_\_\_\_\_

**DEEL B: AANBEVELING EN GOEDKEURING (MOET DEUR KRINGBESTUURDER VOLTOOI WORD)**

\_\_\_\_\_  
HANDTEKENING VAN KRINGBESTUURDER  
DATUM:

\_\_\_\_\_  
HANDTEKENING VAN HOOFOPSIENER  
DATUM:

**DEEL C: FINALE GOEDKEURING DEUR HOOFKANTOOR**

Aanstelling goedgekeur  Ja  Nee

Alle dokumente ingedien  Ja  Nee

\_\_\_\_\_  
HANDTEKENING VAN HOOFKANTOORAMPTENAAR

\_\_\_\_\_  
DATUM



**BYLAAG B**

**NOMINASIE EN AANSTELLING: SENIOR OPSIENER**

**MOET DEUR DIE PRINSIPAAL VOLTOOI WORD EN AAN DIE KRINGBESTUURDER GESTUUR WORD VIR ELK VAN DIE BETROKKE EKSAMENS**

\* Heg 'n gesertifiseerde afskrif van ID, hoogste kwalifikasie en een bladsy CV aan

**Eksamen: (Merk toepaslike opsie)**

- Nasionale Senior Sertifikaat-eksamen November 2017
- Nasionale Senior Sertifikaat Aanvullende-eksamen Maart 2018
- Senior Sertifikaat-eksamen Junie – Julie 2018

**DEEL A: NOMINASIE VAN DIE SENIOR OPSIENER (MOET DEUR DIE PRINSIPAAL VOLTOOI WORD)**

1. Naam van skool/sentrum: \_\_\_\_\_

2. Sentrumnommer: 

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3. Kontakbesonderhede van senior opsiener:

Naam en Van: \_\_\_\_\_

Persalsnommer: 

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Selfoonnommer: 

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Adres: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DEEL B: AANBEVELING EN ONDERHOUD (MOET DEUR PRINSIPAAL VOLTOOI WORD)**

Onderhoud gevoer op \_\_\_\_\_ (dag) van \_\_\_\_\_ (maand) 2017/2018 te \_\_\_\_\_.

Senior opsiener deur kringbestuurder aanbeveel:  Ja  Nee

\_\_\_\_\_  
HANDTEKENING VAN PRINSIPAAL  
DATUM:

\_\_\_\_\_  
HANDTEKENING VAN HOOFOPSIENER  
DATUM:

**DEEL C: FINALE GOEDKEURING DEUR HOOFKANTOOR**

Aanstelling goedgekeur  Ja  Nee

Alle dokumente ingedien  Ja  Nee

\_\_\_\_\_  
HANDTEKENING VAN HOOFKANTOORAMPTENAAR

\_\_\_\_\_  
DATUM









**BYLAAG E**

**KONTRAK VAN TYDELIKE WERK VIR GEMEENSKAPSELEDE**

**SENIOR OPSIENER/OPSIENER VAN EKSAMENS**

**1. KONTRAKPARTYE**

Hierdie kontrak word gesluit tussen die Wes-Kaap Onderwysdepartement (hierna verwys as die WERKGEWER), verteenwoordig deur Brian Kenneth Schreuder in hom hoedanigheid as Hoof: Onderwys of hom gedelegeerde (verteenwoordig deur die onderwysdistrik se Inrigtingsbestuur en Beheerbestuurder van die WERKGEWER), en

\_\_\_\_\_ (hierna verwys as die WERKNEMER) om as senior opsiener/opsiener aangestel te word by

NAAM VAN SKOOL/SENTRUM: \_\_\_\_\_

SENTRUM NR: 

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**2. BEPALINGS EN VOORWAARDES**

Daar word ooreengekom dat die senior opsiener/opsiener aangestel word ingevolge die Regulasies wat betrekking het op die Nasionale Senior Sertifikaat-eksamen, soos gepubliseer in Staatskoerant 37651 van 16 Mei 2014, en die bepalings en voorwaardes soos uiteengesit in die **EKSAMEN PROSEDURE HANDLEIDING**.

**3. DUUR**

Ongeag die datum of datums waarop hierdie ooreenkoms deur die partye onderteken is, word daar ooreengekom dat die ooreenkoms vanaf 01 Oktober 2017 tot 31 Julie 2018 geldig sal wees.

**4. DOMICILIA EN KENNISGEWINGS**

Die partye kies hiermee hul straat- en posadres vir die doel van hierdie ooreenkoms, met inbegrip van die uitstuur van alle kennisgewings en prosesse in hierdie verband, soos hieronder genoem.

DIE WERKGEWER: HOOF: ONDERWYS, WES-KAAP ONDERWYSDEPARTEMENT, PRIVAATSAK X9114, KAAPSTAD, 8000

Die WERKNEMER: \_\_\_\_\_

Straatadres: \_\_\_\_\_

\_\_\_\_\_

Posadres: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Gedoen en uitgevoer deur die partye op die onderskeie plekke en datums soos aangedui teenoor hulle name.

Onderteken namens die WERKGEWER TE \_\_\_\_\_

op hierdie \_\_\_\_\_ dag van \_\_\_\_\_ 2017

\_\_\_\_\_  
Namens die WERKGEWER (handtekening)

\_\_\_\_\_  
As getuie (handtekening)

Onderteken deur die WERKNEMER TE \_\_\_\_\_

op hierdie \_\_\_\_\_ dag van \_\_\_\_\_ 2017

\_\_\_\_\_  
WERKNEMER (handtekening)

\_\_\_\_\_  
As getuie (handtekening)