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Enquiries: CA Berry

Examinations Administration Minute: 0001/2017

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Coordination and Advice, Subject Advisers, Heads: IMG Coordination and Advice, Circuit Managers, Deputy Chief Education Specialists, Heads: SLES Coordination and Advice, Assessment Coordinators and Heads of institutions that prepare candidates for National Senior Certificate (NSC) examinations

Subject: New courier service provider for examinations – CourierIT

1. This minute serves to inform all principals that the National Treasury has concluded a new transversal contract to provide a courier service to all provinces.
2. The new service provider for courier services within the Western Cape, specifically for the couriating of examination material, is **CourierIT SA (Pty) Ltd**.
3. The contract with **Skynet SA (Pty) Ltd** ended on **31 January 2017**. Principals are therefore requested to ensure that no examination related materials are sent to the WCED with Skynet after **31 January 2017**, as schools will have to carry the cost. **CourierIT**, as the new courier company, will be responsible for the delivery of question papers and the collection of answer scripts from 01 February 2017.
4. CourierIT drivers and assistants will clearly be identified with permits and identification cards. The permit and identification card must be shown to the principal when delivering question papers and collecting answer scripts.

5. For any further enquiries please do not hesitate to contact the following WCED officials:
- Mrs Shelva Willoughby at tel. no. 021 467 2923
 - Mr Clive Berry at tel. no. 021 467 2265
 - Mr Errol van Breda at tel. no. 021 467 2987

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2017-02-07