



Reference: 20170630-2535
13/19/3
Enquiries: MC Hollenbach/MR Martin

Examinations Administration Minute: 0005/2017

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

Subject: Compulsory training for all principals, chief invigilators, senior invigilators and district officials involved in the conduct, administration and management of the NSC, SC and AET Level 4 examinations in 2017/18

1. The National Policy on the Conduct, Administration and Management of the National Senior Certificate examination requires that Provincial Education Departments must ensure that all invigilators are appropriately trained to conduct the National Senior Certificate (NSC), Senior Certificate (SC) and Adult Education and Training (AET) Level 4 examinations in terms of current policy.
2. The Western Cape Education Department (WCED) will embark on a provincial training programme across the province from 21 August 2017 to 19 September 2017 to ensure that all principals/centre managers, chief invigilators and senior invigilators of all examination centres receive appropriate training, especially in the implementation of new examination procedures adopted to enhance the security and integrity of the examination system.
3. For the 2017 NSC examination, it is **compulsory** for the principal/centre manager (**chief invigilator**), two school management team (SMT) members, the senior invigilator and district officials involved with the conduct, administration and management of the NSC, SC and AET Level 4 examinations to attend the training session.

4. Principals/centre managers and their SMTs will be provided with training material and will be required to cascade the training and information shared during the official scheduled provincial training sessions to other invigilators.
5. The introduction of new procedures for the distribution of the NSC question papers and the management of answer books make the training imperative for all parties to ensure a flawless transition to the new system.
6. Despite the fact that training was compulsory in 2014, 2015 and 2016, a number of administrative and behavioural offences and acts of dishonesty were identified and reported in the 2016 NSC examination. The afore-mentioned clearly demonstrates the necessity for the training of invigilators and principals for the 2017 NSC, the 2018 NSC Supplementary (in February/March 2018) and the 2018 June SC and AET Level 4 examinations.
7. The schedule reflecting the training dates, times and venues per circuit and district is attached as **ANNEXURE A**. The district official(s), as indicated on the training schedule, will co-ordinate the logistical arrangements for the training.
8. Kindly bring the contents of this minute to the attention of all concerned.
9. Your understanding and cooperation will be highly appreciated.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2017-07-07