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Assessment Management Minute: 0011/2019

To: Deputy Directors-General, Chief Directors, Directors, Chief Education Specialists, Heads: Curriculum Support, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Assessment and Examination Coordinators, Subject Advisers and Heads of all educational institutions that prepare candidates for the National Senior Certificate examinations

**Subject: Participation in the signing of a pledge and commitment agreement related to the writing of the 2019 National Senior Certificate examinations**

1. The National Senior Certificate (NSC) examinations are administered and conducted in terms of the **Regulations pertaining to the conduct, administration and management of assessment for the National Senior Certificate examination** (amended), published in *Government Gazette* No. 31337 of 29 August 2008, that apply to public and independent assessment bodies assessing and examining the National Curriculum Statement, Grades R–12.
2. Any deviation from or contravention of the Regulations by a candidate entered for the NSC examinations may lead to their results being declared null and void. It is therefore imperative that all candidates are familiar with these rules and Regulations.
3. The Department of Basic Education (DBE) requested that candidates registered to write the NSC examinations sign a commitment agreement and a pledge to comply with the examination code of conduct.
4. All learners and their parents or guardians are required to sign the Commitment Agreement (**Annexure A**) prior to the commencement of the examinations.
5. The Commitment Agreement provides a detailed list of the key rules and regulations relating to the NSC examinations, as well as a list of irregularities that may occur during the writing of the examinations.

6. The National Pledge-signing Ceremony has been scheduled for Friday, 11 October 2019 at 10:00.
7. Schools should make a copy of the NSC Examination Pledge (**Annexure B**) for every Grade 12 candidate.
8. Schools must inform candidates that pledge-signing is voluntary and candidates will not be forced to sign the pledge.
9. On 11 October 2019, or on a suitable alternative date, an assembly of all Grade 12 learners should be convened as part of their orientation and preparation for the writing of the NSC examinations.
10. During the address by the principal, the examination rules on the reverse side of the admission letter should be read to the candidates.
11. The candidates should be asked to read the pledge aloud and then be allowed to sign it.
12. Where possible, photocopies should be made of the signed pledges to be retained at the school as part of the school records of each candidate.
13. The original pledge should remain in the possession of every candidate for the duration of the 2019 NSC examinations.
14. It is recommended that the signing of the pledge be extended to Grade 10 and Grade 11 learners to ensure a uniform standard in the conduct of examinations in the Further Education and Training Phase.
15. The attached NSC Examination Pledge can be adapted for Grades 10 and 11.
16. Principals are kindly requested to ensure the appropriate conduct of the Pledge-signing Ceremony at their schools.
17. The cooperation of the 2019 NSC examinations candidates in this matter will be much appreciated.

**SIGNED:** PAD BEETS

**DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2019-09-25



## basic education

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

### COMMITMENT AGREEMENT RELATING TO THE 2019 NATIONAL SENIOR CERTIFICATE EXAMINATION

#### LETTER TO CANDIDATES/PARENTS/GUARDIANS

\_\_\_\_\_  
NAME OF CANDIDATE

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IDENTITY NUMBER

\_\_\_\_\_  
NAME OF SCHOOL

\_\_\_\_\_  
DISTRICT

1. The National Senior Certificate Examination is administered and conducted in terms of the ***Regulations pertaining to the conduct, administration and management of assessment for the National Senior Certificate examination***, published in *Government Gazette* No. 31337 of 29 August 2008, across all provinces in the country.
2. Any deviation from or contravention of the Regulations by a candidate will compromise the integrity of the examination and the **results** of the candidate could be **declared null and void**. It is therefore imperative that all candidates are familiar with the rules and regulations and sign the attached acknowledgement form to this effect. Parents/guardians are also required to sign to acknowledge that they are aware of the rules and regulations.
3. Prior to the examination, the candidate and parent/guardian must note the following:
  - (a) Every candidate must be registered to write the 2019 National Senior Certificate examination.
  - (b) The registration will be confirmed in an admission letter issued to the candidate confirming the following:
    - (i) Full name and surname
    - (ii) Examination number
    - (iii) School
    - (iv) Subjects and the number of papers
    - (v) Dates and times on which each paper will be written
  - (c) Parents and guardians must check and ensure the following:
    - (i) Dates and times when each paper is written
    - (ii) Arrival at the examination centre in good time (at least 30 minutes before commencement time)
    - (iii) That their admission letter and Identity Document are with them and they have all the necessary stationery for the paper
    - (iv) Candidates are expected to be in their school uniform when writing the examination

4. Candidates must note the following:
- (a) Candidates are bound in all matters relating to the examination to obey the instructions of the invigilator and the chief invigilator.
  - (b) Candidates are expected to respond to the questions in the question paper, on their own, without the assistance of their peers or educators. In cases where assistance is offered by an educator or invigilator, or a learner, it is the responsibility of the candidate to bring this to the attention of the chief invigilator. Failure to report such assistance will result in the candidate being implicated.
  - (c) It is therefore the responsibility of the candidate to report any information or rumour regarding examination irregularities to the invigilator/chief invigilator. Failure to do so will be considered to be collusion for which the candidate will be held accountable.
  - (d) In cases where a candidate is forwarded, via email, SMS, WhatsApp or through any other electronic means, a question paper, or part(s) of a question paper and fails to report such an incident to the invigilator/chief invigilator, he/she will be regarded as being complicit.
  - (e) Once in the examination room, the candidate must ensure the following:
    - (i) No notes or any other material that is not allowed in the examination room is on his/her person. Being found in possession of any notes or material in the examination room is regarded as an act of misconduct.
    - (ii) No cellphones, or any other device is brought into the examination room. Any such device found in their possession, also constitutes an act of misconduct.
  - (f) It is the responsibility of the candidate to check that they receive the paper and/or subject for which they are registered.
  - (g) No examination answer book (or part of an answer book/answer sheet), whether used or unused, may be removed from the examination room. Should this occur, it will be considered an irregularity and the candidate will receive **NO** credit for the examination.
  - (h) Should a candidate write the wrong subject or wrong language level (in the case of a language paper), this will be considered to be a technical irregularity and will lead to the candidate's results being blocked/cancelled/delayed.
  - (i) Candidates are strongly advised not to use different styles of handwriting in their answer books, as the resulting investigation of this will delay the release of their results.
  - (j) The conduct of the candidate before, during and after the question paper is important. Disruptive and unruly behaviour will not be tolerated and the candidate could be barred from writing the examination.
  - (k) In the event of a candidate being implicated in an examination irregularity, the parent/guardian and candidate must avail himself/herself, as failure to do so will lead to further delays in the results of the candidate being released.
  - (l) Only progressed learners are allowed to follow the multiple examination opportunity (MEO) option. Failure to comply with this rule, will lead to the candidates not being resultted.
5. The key types of irregularities that may occur during the examination are listed on page 4.
6. In the event that a candidate is found to have contravened any of the rules and regulations as specified above, the Department of Basic Education reserves the right to nullify the candidate's results and they could be barred from writing all examinations for a period of **one to three years** (as stipulated in the Regulations in *Government Gazette* No. 31337 of 29 August 2008). Criminal prosecution could be imposed should it be found that a learner is involved in the leakage of any examination question paper.
7. Disciplinary action will also be taken against officials who are involved in irregularities at their examination centres.

**DECLARATION BY PARENT/GUARDIAN**

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_  
(Full Name of Parent/Guardian) (Full Name of Learner)

state that I have read and understood the rules and regulations pertaining to the conduct of the National Senior Certificate Examination and the consequences should my child/ward contravene any of the regulations.

\_\_\_\_\_  
(Signature) (Date)

**DECLARATION BY LEARNER**

I, \_\_\_\_\_, \_\_\_\_\_  
(Full Name of Learner) (Examination Number)

state that I have read and understood the rules and regulations pertaining to the conduct of the National Senior Certificate Examination and the consequences should I contravene any of the regulations.

\_\_\_\_\_  
(Signature) (Date)

**COMMISSIONED BY PRINCIPAL (*Ex Officio*)**

I, \_\_\_\_\_ of \_\_\_\_\_  
(Name of Principal) (Name of School)

attest that the abovementioned declaration has been signed in my presence on:

\_\_\_\_\_ at \_\_\_\_\_  
(Date) (Name of School)

\_\_\_\_\_  
(Signature of Principal)

School Stamp:

This Commitment Agreement should be kept until after the writing of the supplementary examinations. A copy should be handed over to the candidate, while the original is kept at the school.

## TYPES OF IRREGULARITIES THAT MAY OCCUR

NO	NATURE OF IRREGULARITY
1	Late-coming (candidates will not be allowed to write if they arrive more than an hour after the commencement time and no extra time will be given to candidates who arrive late)
2	Bringing unauthorised material into the examination room (crib notes, cellphones, other electronic devices etc.)
3	Copying (from another person/any other source)
4	Allowing other candidates to copy from them
5	Ghost writers (any other person writing on behalf of candidate(s))
6	Removing pages from the answer book or damaging the answer book (all rough work to be done in the answer book in pencil, a line put across it and "rough work" written)
7	Writing the incorrect examination number on answer book
8	Accepting answers from invigilators or any other official
9	Failing to submit the answer script and loose answer sheets to the invigilator at the end of the examination session
10	Being drunk or under the influence of any illegal substance and disorderly behaviour by candidate
11	Any form of intimidation
12	Getting the question paper from another source prior to the stipulated writing date and time and distributing the question paper in hardcopy or electronically using social media (e.g. WhatsApp etc.)
13	Writing the examination outside the examination venue
14	Failing to check with the invigilator about the correctness of the paper (number of pages, number of questions, duration of paper, correcting errata – if any)
15	Any act or behaviour on the part of the candidate or any other person that will allow him/her to gain an unfair advantage during the writing of the examination
16	Failing to report any knowledge or possession of a leaked paper or gaining direct or indirect access to a leaked paper

## ANNEXURE B



**basic education**

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

### NATIONAL SENIOR CERTIFICATE EXAMINATION PLEDGE

I ..... hereby solemnly  
pledge:

- (a) To do my best in the forthcoming examination so that I can achieve the personal and academic goals I have set for myself.
- (b) To focus on my studies and devote all my time to revise the work that I have covered during the course of the year and strengthen all the skills that I need to be successful in this examination.
- (c) I will also be supportive of my peers as we prepare in earnest for this examination.
- (d) I will not be deterred by personal or other circumstances as I strive to achieve my National Senior Certificate qualification.
- (e) I pledge to uphold the principles of honesty and integrity in this examination by:
  - (i) Complying with all the rules and regulations relevant to the National Senior Certificate examination.
  - (ii) Following the lawfully recognized instructions of the invigilator during the writing of the examination.
  - (iii) Not being influenced, in any way, to cheat in the examination by any person including the invigilator.
  - (iv) Not participating in any wrongdoing which includes, but not limited to: copying, being in possession of unauthorised material or electronic devices (example cellphone), accepting or providing assistance to another candidate, writing on behalf of another candidate or any other unauthorised action.
  - (v) Reporting any form of wrongdoing that I am aware of to the school principal.
- (f) I solemnly make this promise and acknowledge that this pledge is binding on my conscience.

<b>Name:</b>	
<b>Examination No.:</b>	
<b>Centre Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

## BYLAE B



basic education

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

### NASIONALE SENIOR SERTIFIKAAT-EKSAMENBELOFTE

Ek ..... **onderneem**  
**plegtig:**

- (a) Om my bes te doen in die komende eksamen sodat ek die persoonlike en akademiese doelwitte kan bereik wat ek vir myself gestel het.
- (b) Om te fokus op my studie en al die tyd tot my beskikking te gebruik vir hersiening van die werk wat deur die jaar behandel is om al die vaardighede wat ek nodig het om sukses in die eksamen te behaal, te verbeter.
- (c) Ek sal ook my mede-skoliere ondersteun tydens ons voorbereiding vir die eksamen.
- (d) Ek sal nie deur persoonlike of ander omstandighede van stryk gebring word in my strewe om my Nasionale Senior Sertifikaat-kwalifikasie te verwerf nie.
- (e) Ek onderneem om die beginsels van eerlikheid en integriteit in hierdie eksamen te handhaaf deur:
  - (i) Te voldoen aan al die reëls en regulasies wat op die Nasionale Senior Sertifikaat-eksamen van toepassing is.
  - (ii) Die wettig erkende instruksies van toesighouers gedurende die skryf van die eksamens uit te voer.
  - (iii) My nie deur enige persoon, die toesighouer ingesluit, te laat beïnvloed om op enige manier tydens die eksamen oneerlik te wees nie.
  - (iv) Nie deel te neem aan enige oneerlike praktyke wat insluit, maar nie beperk is nie tot, afskryf, besit van ongeoorloofde materiaal of elektroniese toestelle (bv. selfoon), aanbied (of aanvaar) van hulp aan/van ander kandidate, skryf namens ander kandidaat of enige ander ongeoorloofde optrede.
  - (v) Enige vorm van oneerlikheid waarvan ek bewus is aan die skoolhoof te rapporteer.
- (f) Ek maak hierdie belofte plegtig, uit eie keuse en erken dat dit bindend op my gewete is.

<b>Naam:</b>	
<b>Eksamennommer:</b>	
<b>Sentrumnaam:</b>	
<b>Handtekening:</b>	
<b>Datum:</b>	