



Verwysing: 20190520-4801
Lêernommer: 13/11/2
Navrae: SL Willoughby

Eksamenadministrasieminuut: 0006/2019

Aan: Adjunk-direkteurs-generaal, Hoofdirekteure, Direkteure (Hoofkantoor en distrikskantore), Hoofonderwyskundiges, Hoofde: Kurrikulumondersteuning, Kringbestuurders, Hoofde: Bestuur en Beheer, Adjunk-hoofonderwyskundiges, Assesserings- en Eksamenkoördineerders, Vakadviseurs en Hoofde van opvoedkundige inrigtings wat kandidate vir die Nasionale Senior Sertifikaat-, Senior Sertifikaat- en Onderwys en Opleiding vir Volwassenes- Vlak 4-eksamen voorberei

Onderwerp: Verpligte opleiding vir alle prinsipale, hoofopsieners, senior opsieners en distriksamptenare wat in 2019/20 by die afneem, administrasie en bestuur van die NSS-, SS- en OOV- Vlak 4-eksamen betrokke is

1. Die *Regulasies betreffende die Afneem, Administrasie en Bestuur van die Nasionale Senior Sertifikaat-eksamen*, gepubliseer in *Staatskoerant* Nr. 37651 van 16 Mei 2014, vereis dat provinsiale onderwysdepartemente moet seker maak dat alle opsieners ingevolge die huidige beleid gepas opgelei is om die Nasionale Senior Sertifikaat- (NSS), Senior Sertifikaat- (SS) en Onderwys en Opleiding vir Volwassenes- (OOV) Vlak 4-eksamen af te neem.
2. Die Wes-Kaap Onderwysdepartement sal vanaf 13 Augustus 2019 tot 12 September 2019 met 'n provinsiale opleidingsprogram regoor die provinsie begin om te verseker dat alle prinsipale/sentrumbestuurders, hoofopsieners en senior opsieners van alle eksamensentrums gepaste opleiding ontvang, veral met die implementering van nuwe eksamenprosedures wat aangeneem is om die sekuriteit en integriteit van die eksamenstelsel te verbeter.
3. Dit is **verpligtend** dat die volgende afgevaardigdes wat by die afneem, administrasie en bestuur van die 2019/20 NSS-, SS- en OOV- Vlak 4-eksamen betrokke is, hierdie opleidingsessies bywoon:
 - Prinsipale/sentrumbestuurders (**hoofopsieners**)
 - Twee skoolbestuurspan (SBS)-lede
 - Senior opsieners

- Distriksamptenare wat in 2019/20 by die afneem, administrasie en bestuur van die NSS-, SS- en OOV- Vlak 4-eksamen betrokke is.
4. Die Smartlock (SL)-sekuriteitstelsel is in 2018 suksesvol in al agt distrikte in die Wes-Kaap geïmplementeer. Die aanvullende opleidingsessies vir die SL-sekuriteitstelsel sal by die provinsiale opleidingsprogram geïnkorporeer word. Bywoning deur **al** die vereiste afgevaardigdes is noodsaaklik.
 5. Prinsipale/sentrumbestuurders en hul SBS'e sal van al die opleidingsmateriaal voorsien word, wat gebruik **moet** word om die opleiding en inligting wat gedurende die amptelike geskeduleerde provinsiale opleidingsessies gedeel is, aan ander opsieners oor te dra. Dit sal verseker dat die gedeelde inligting gestandaardiseer bly.
 6. Die instelling van nuwe prosedures vir die verspreiding van die NSS-vraestelle en die bestuur van die antwoordboeke maak die opleiding vir alle partye noodsaaklik om 'n foutlose oorgang na die nuwe Smartlock-sekuriteitstelsel te verseker.
 7. Hoewel opleiding vanaf 2014 tot 2018 verpligtend was, is 'n paar administratiewe en gedragsoortredings en dade van oneerlikheid gedurende die 2018 NSS-eksamen geïdentifiseer en gerapporteer. Dit toon duidelik die noodsaaklikheid van die opleiding van opsieners en prinsipale vir die 2019 NSS-, die 2020 Junie/Julie NSS- en SS- en die 2019/20 OOV- Vlak 4-eksamen.
 8. Die skedule wat die opleidingsdatums, tye en lokale per kring en distrik weergee, is as **Bylae A** aangeheg. Die distriksamptenaar(-amptenare), soos aangedui op die opleidingskedule, sal die logistieke reëlins vir die opleiding koördineer.
 9. Bring asseblief die inhoud van hierdie minuut onder die aandag van alle betrokkenes.
 10. U begrip en samewerking word waardeer.

GETEKEN: PAD BEETS

ADJUNK-DIREKTEUR-GENERAAL: KURRIKULUM- EN ASSESSERINGSBESTUUR

DATUM: 2019-06-10

**DIRECTORATE: EXAMINATION ADMINISTRATION TRAINING SCHEDULE
FOR PRINCIPALS/CENTRE MANAGERS, CHIEF INVIGILATORS AND ASSISTANT INVIGILATORS**

SMARTLOCK TOP-UP & INVIGILATORS' TRAINING SCHEDULE FOR THE OCTOBER/NOVEMBER 2019 NSC & AET LEVEL 4 EXAMINATIONS

SESSION NO & DATE		TYPE OF TRAINING	VENUE	DISTRICT & CIRCUIT(S)	CONTACT PERSON	CONTACT NUMBER(S)	EMAIL ADDRESS(ES)
1	TUESDAY 13 AUGUST 2019 14H30 TO 17H00	INVIGILATORS' TRAINING	THE SETTLERS HIGH SCHOOL BELLVILLE	(34) METRO NORTH EDUCATION DISTRICT Circuits 1, 2, 3, 4 & 5	Mr Ludwig Punt Mr Shawn Schlosz Mr Patrick Frans	(021) 938 3147 (021) 938 3011 (021) 938 3021	Shawn.Schlosz@westerncape.gov.za Ludwig.Punt@westerncape.gov.za Patrick.Frans@westerncape.gov.za
2	WEDNESDAY 14 AUGUST 2019 14H30 TO 17H00	INVIGILATORS' TRAINING	THE SETTLERS HIGH SCHOOL BELLVILLE	(34) METRO NORTH EDUCATION DISTRICT Circuits 6,7,8 & 9 AND INDEPENDENT SCHOOLS	Mr Ludwig Punt Mr Shawn Schlosz Mr Patrick Frans	(021) 938 3147 (021) 938 3011 (021) 938 3021	Shawn.Schlosz@westerncape.gov.za Ludwig.Punt@westerncape.gov.za Patrick.Frans@westerncape.gov.za
3	THURSDAY 15 AUGUST 2019 14H30 TO 17H00	INVIGILATORS' TRAINING	SAXON SEA SECONDARY SCHOOL ATLANTIS	(34) METRO NORTH EDUCATION DISTRICT Circuit 10	Mr Ludwig Punt Mr Shawn Schlosz Mr Patrick Frans	(021) 938 3147 (021) 938 3011 (021) 938 3021	Shawn.Schlosz@westerncape.gov.za Ludwig.Punt@westerncape.gov.za Patrick.Frans@westerncape.gov.za
4	MONDAY 19 AUGUST 2019 14H30 TO 17H00	INVIGILATORS' TRAINING	GORDON HIGH SCHOOL STRAND	(33) METRO EAST EDUCATION DISTRICT Circuits 6, 7, 8 & 9	Mr Trevor Daniels Ms Geraldene Kirchner	(021) 900 7169 (021) 900 7029	Trevor.Daniels@westerncape.gov.za Geraldene.Kirchner@westerncape.gov.za
5	TUESDAY 20 AUGUST 2019 14H30 TO 17H00	INVIGILATORS' TRAINING	BERNADINO HEIGHTS HIGH SCHOOL, KRAAIFONTEIN	(33) METRO EAST EDUCATION DISTRICT Circuits 6, 7, 8 & 9	Mr Trevor Daniels Ms Geraldene Kirchner	(021) 900 7169 (021) 900 7029	Trevor.Daniels@westerncape.gov.za Geraldene.Kirchner@westerncape.gov.za
6	WEDNESDAY 21 AUGUST 2019 14H30 TO 17H00	INVIGILATORS' TRAINING	PLUMSTEAD HIGH SCHOOL PLUMSTEAD	(36) METRO SOUTH EDUCATION DISTRICT Circuits 1, 2, 3, 4 & 5	Ms Charmaine Pietersen Mr Riedewaan Charles Mr James Davids	(021) 370 2011 (021) 370 2061 (021) 370 2059	Riedewaan.Charles@westerncape.gov.za Charmaine.Pietersen@westerncape.gov.za James.Davids@westerncape.gov.za
7	THURSDAY 22 AUGUST 2019 14H30 TO 17H00	INVIGILATORS' TRAINING	WESTRIDGE HIGH SCHOOL MITCHELL'S PLAIN	(36) METRO SOUTH EDUCATION DISTRICT Circuits 6, 7, 8 & 9	Ms Charmaine Pietersen Mr Riedewaan Charles Mr James Davids	(021) 370 2011 (021) 370 2061 (021) 370 2059	Riedewaan.Charles@westerncape.gov.za Charmaine.Pietersen@westerncape.gov.za James.Davids@westerncape.gov.za
8	MONDAY 26 AUGUST 2019 14H30 TO 17H00	INVIGILATORS' TRAINING	KENSINGTON HIGH SCHOOL KENSINGTON	(32) METRO CENTRAL EDUCATION DISTRICT Circuits 1,2,3,9 & 10	Ms Vanessa Minaar Ms Melanie Momberg Ms Najoewa Awaldien Mr Zainodien Mohammed	(021) 514 6722 (021) 514 6985 (021) 514 6717 (021) 204 1810	Vanessa.Minaar@westerncape.gov.za Melanie.Momberg@westerncape.gov.za Najoewa.Awaldien@westerncape.gov.za Zainodien.Mohammed@westerncape.gov.za
9	TUESDAY 27 AUGUST 2019 14H30 TO 17H00	INVIGILATORS' TRAINING	OUDE MOLEN TECHNICAL HIGH SCHOOL PINELANDS	(32) METRO CENTRAL EDUCATION DISTRICT Circuits 4,5,6,7 & 8	Ms Vanessa Minaar Ms Melanie Momberg Ms Najoewa Awaldien Mr Zainodien Mohammed	(021) 514 6722 (021) 514 6985 (021) 514 6717 (021) 204 1810	Vanessa.Minaar@westerncape.gov.za Melanie.Momberg@westerncape.gov.za Najoewa.Awaldien@westerncape.gov.za Zainodien.Mohammed@westerncape.gov.za

SESSION NO & DATE		TYPE OF TRAINING	VENUE	DISTRICT & CIRCUIT(S)	CONTACT PERSON	CONTACT NUMBER(S)	EMAIL ADDRESS(ES)
10	WEDNESDAY 28 AUGUST 2019 14H30 TO 17H00	INVIGILATORS' TRAINING	DROSTDY TECHNICAL HIGH SCHOOL WORCESTER	(31) CAPE WINELANDS EDUCATION DISTRICT Circuits 1, 2, 4, 9 & 10	Dr Brian Wildon Ms Nokuzola Manjingolo Ms Ida Horne Mr Johannes Carolus	(023) 348 4605 (023) 348 0643 (023) 348 4600 (023) 348 4674	Brian.Wilson@westerncape.gov.za Nokuzola.Manjingolo@westerncape.gov.za Ida.Horne@westerncape.gov.za Johannes.Carolus@westerncape.gov.za
11	THURSDAY 29 AUGUST 2019 14H30 TO 17H00	INVIGILATORS' TRAINING	KLEIN NEDERBURG SECONDARY SCHOOL PAARL	(31) CAPE WINELANDS EDUCATION DISTRICT Circuits 3, 5, 6, 7 & 8	Dr Brian Wildon Ms Nokuzola Manjingolo Ms Ida Horne Mr Johannes Carolus	(023) 3484605 (023) 348 0643 (023) 348 4600 (023) 348 4674	Brian.Wilson@westerncape.gov.za Nokuzola.Manjingolo@westerncape.gov.za Ida.Horne@westerncape.gov.za Johannes.Carolus@westerncape.gov.za
12	MONDAY 02 SEPTEMBER 2019 14H30 TO 17H00	INVIGILATORS' TRAINING	OVERBERG HIGH SCHOOL CALEDON	(38) OVERBERG EDUCATION DISTRICT Circuits 1, 2 & 3	Ms Jenny Bridgeman Mr Chris Swarts Mr Connell Balie (AET)	(028) 214 7369 (028) 214 7365 (028) 214 7382	Jenny.Bridgeman@westerncape.gov.za Chris.Swarts@westerncape.gov.za Connell.Balie@westerncape.gov.za
13	TUESDAY 03 SEPTEMBER 2019 14H30 TO 17H00	INVIGILATORS' TRAINING	AUGSBURG AGRICULTURAL SCHOOL CLANWILLIAM	(37) WEST COAST EDUCATION DISTRICT Circuits 4 & 5	Ms Monica Stanley Mr Hadley Bastiaan Ms Safoora Gqotso	(021) 860 1229 (021) 860 1205 (021) 860 1568	Hadley.Bastiaan@westerncape.gov.za Monica.Stanley@westerncape.gov.za Safoora.Gqotso@westerncape.gov.za
14	WEDNESDAY 04 SEPTEMBER 2019 14H30 TO 17H00	INVIGILATORS' TRAINING	DIRKIE UYS HIGH SCHOOL MOORREESBURG	(37) WEST COAST EDUCATION DISTRICT Circuits 1, 2 & 3	Ms Monica Stanley Mr Hadley Bastiaan Ms Safoora Gqotso	(021) 860 1229 (021) 860 1205 (021) 860 1568	Hadley.Bastiaan@westerncape.gov.za Monica.Stanley@westerncape.gov.za Safoora.Gqotso@westerncape.gov.za
15	MONDAY 09 SEPTEMBER 2019 14H30 TO 17H00	INVIGILATORS' TRAINING	LANGENHOVEN HIGH SCHOOL RIVERSDALE	(35) EDEN & KAROO EDUCATION DISTRICT Circuit 1	Ms Marietjie Beukes Mr Malcolm Damons Ms Bonita Petersen Mr Joe Mhlom (AET)	(044) 803 8364 (044) 803 8311 (044) 803 8364 (044) 803 8303	Marietjie.Beukes@westerncape.gov.za Malcolm.Damons@westerncape.gov.za Bonita.Petersen@westerncape.gov.za Joe.Mhlom@westerncape.gov.za
16	TUESDAY 10 SEPTEMBER 2019 14H30 TO 17H00	INVIGILATORS' TRAINING	YORK HIGH SCHOOL GEORGE	(35) EDEN & KAROO EDUCATION DISTRICT Circuits 2, 3, 4 & 8	Ms Marietjie Beukes Mr Malcolm Damons Ms Bonita Petersen Mr Joe Mhlom (AET)	(044) 803 8364 (044) 803 8311 (044) 803 8364 (044) 803 8303	Marietjie.Beukes@westerncape.gov.za Malcolm.Damons@westerncape.gov.za Bonita.Petersen@westerncape.gov.za Joe.Mhlom@westerncape.gov.za
17	WEDNESDAY 11 SEPTEMBER 2019 14H30 TO 17H00	INVIGILATORS' TRAINING	LANGENHOVEN GIMNASIUM OUDTSHOORN	(35) EDEN & KAROO EDUCATION DISTRICT Circuits 5 & 6	Ms Marietjie Beukes Mr Malcolm Damons Ms Bonita Petersen Mr Joe Mhlom (AET)	(044) 803 8364 (044) 803 8311 (044) 803 8364 (044) 803 8303	Marietjie.Beukes@westerncape.gov.za Malcolm.Damons@westerncape.gov.za Bonita.Petersen@westerncape.gov.za Joe.Mhlom@westerncape.gov.za
18	THURSDAY 12 SEPTEMBER 2019 14H30 TO 17H00	INVIGILATORS' TRAINING	SENTRAAL HIGH SCHOOL BEAUFORT WEST	(35) EDEN & KAROO EDUCATION DISTRICT Circuit 7	Ms Marietjie Beukes Mr Malcolm Damons Ms Bonita Petersen Mr Joe Mhlom (AET)	(044) 803 8364 (044) 803 8311 (044) 803 8364 (044) 803 8303	Marietjie.Beukes@westerncape.gov.za Malcolm.Damons@westerncape.gov.za Bonita.Petersen@westerncape.gov.za Joe.Mhlom@westerncape.gov.za

PLEASE NOTE:

The scheduled training times for all the sessions are as follows:

14h30 – 15h00 Refreshments & Registration

15h00 – 17h00 Smartlock top-up & Invigilators' Training