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Enquiries: As per table 12

Examinations Administration Minute: 0004/2019

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Subject Advisers, Heads: Management and Governance, Circuit Managers, Deputy Chief Education Specialists, Heads: SLES Coordination and Advice, Assessment and Examination Coordinators and Heads of institutions which prepare candidates for the National Senior Certificate (NSC) and AET Level 4 examinations

**Subject: Appointment of invigilators for the November 2019 National Senior Certificate (NSC) and Adult Education and Training (AET) Level 4 examinations**

1. In terms of the *Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate examination*, published in *Government Gazette* No. 37651 of 16 May 2014, **the provincial departments of education must appoint the principal of a school as the chief invigilator for the NSC examinations.**
2. Principals and centre managers of adult learning centres may delegate this responsibility, in writing, to a School Management Team (SMT) member. However, the principal/centre manager will ultimately accept full responsibility and accountability for the conduct of all examinations at their school/centre.
3. In the November 2019 NSC examination the senior invigilator, who must be a member of the community, is expected to support the chief invigilator in the administration and conduct of the examinations. Under no circumstances must the senior invigilator take full responsibility for all the administrative tasks associated with the November 2019 NSC examination.
4. Principals and centre managers of adult learning centres are requested to recruit suitable persons from the community as senior invigilators and invigilators for the abovementioned examinations.

5. The principal/centre manager or his or her delegate must ensure that all the documents attached to this minute, are completed:

**Addendum A** – Nomination: Chief Invigilator

**Addendum B** – Nomination: Senior Invigilator

**Addendum C** – Appointment of Invigilators

**Addendum D** – BAS Entity Maintenance **(tax number and stamped at bank)**

**Addendum E** – Contract of Temporary Employment for Community Members

6. **Criteria for the appointment of invigilators**

- 6.1 Under normal circumstances, a person should not be considered for appointment as chief invigilator, senior invigilator or invigilator if he or she is:

- 6.1.1 under 25 or older than 65 years of age;

- 6.1.2 a relative of a candidate writing the examinations; or

- 6.1.3 the spouse or next-of-kin of the chief invigilator.

- 6.2 In addition to the chief invigilator, **one invigilator must be appointed for every 30 candidates. All rooms must be used to full capacity before use is made of an additional room.**

- 6.3 At sessions where there are only a few candidates (a minimum of two), the services of one invigilator will be adequate. In such an instance, the senior or chief invigilator will not perform invigilation duties, other than to relieve an invigilator who has to accompany a candidate to the bathroom.

- 6.4 If all the candidates are male, it is recommended that the chief invigilator, senior invigilator and invigilators are also male. If all the candidates are female, it is recommended that the chief invigilator, senior invigilator and invigilators are also female. If there are male and female candidates and the chief invigilator is male, at least one of the invigilators must be female, or, if the chief invigilator is female, at least one of the invigilators must be male.

- 6.5 The services of additional invigilators are required for the management of two or more examination venues at the same time, the chief invigilator will not perform normal invigilation duties, but will be required to perform the duties of a chief invigilator at all the venues.

7. **Appointment of invigilators**

- 7.1 For the NSC examination sessions, the principal must ensure that **50% of the invigilators are teachers and 50% are members of the community.**

- 7.2 Teachers serving as invigilators **need not** be scheduled to invigilate for the full duration of each examination session.
- 7.3 A teacher who has a child writing the NSC examinations at the school where he/she is employed **must not** be appointed as an invigilator.
- 7.4 It is imperative that a teacher does not invigilate the subject that he or she teaches at the school.
- 7.5 The principal must appoint all teachers who will be serving as invigilators for the NSC examinations in writing. The list of all teachers and members of the community appointed as invigilators must be submitted to the district office by **Monday, 03 June 2019**.
- 7.6 The district office must collate the nomination forms received from all examination centres and must submit the nomination forms to Head Office in one collated batch by **Friday, 07 June 2019**.
8. **Duties of chief invigilators, senior invigilators and invigilators**
- 8.1 The duties of chief invigilators, senior invigilators and invigilators appear in the **Examination Procedure Manual, attached as Annexure A**.
- 8.2 Invigilators must not assist candidates in any irregular activities during the conduct of an examination. The Western Cape Education Department (WCED) will not hesitate to lay criminal charges against any invigilator who is found guilty of any involvement in an irregularity.
- 8.3 Chief invigilators, senior invigilators and invigilators must have **their identity documents, most recent academic records (at least Grade 12) and contracts** with them for the duration of the examinations.
- 8.4 Principals must draw up an invigilation roster and submit it to the relevant circuit manager once the invigilator appointments have been approved.
- 8.5 The invigilation roster must include invigilators and relief invigilators for each examination session.
9. **Training of invigilators for the NSC and AET Level 4 examinations**
- 9.1 Training for principals, chief invigilators and senior invigilators and community members will be conducted in **August and September 2019** and is compulsory.
- 9.2 Senior invigilators who live **within a radius of 75 km** from the school or centre where the training takes place **will be paid for one additional session** to compensate for travel expenses.

- 9.3 Senior invigilators who live **more than 75 km** from the training venue **will be paid for two additional sessions** to compensate for travel expenses.
- 9.4 The principal of the school must ensure that all teachers and members of the community appointed as invigilators are fully trained in the execution of their invigilation duties.
- 9.5 Training must be cascaded from principals and chief invigilators to all invigilators who have not attended a Head Office training session.
- 9.6 Training registers must be completed at school level as evidence and must indicate the time and venue of the training and the names of the invigilators who attended the session.
10. **Nomination and approval of chief invigilators, senior invigilators and invigilators for all examinations**
- 10.1 **Addendum A** and **Addendum B** must be completed by the principal or centre manager. The circuit manager will verify and recommend the nominees and forward the documents to Head Office for final approval.
- 10.2 The nominations of senior invigilators must be accompanied by certified copies of each nominee's identity document, a one-page curriculum vitae and his or her academic qualification(s), which must include at least a Grade 12 certificate.
- 10.3 The **principal** must conduct **a personal interview** with the person(s) nominated as the delegated chief invigilator and the senior invigilator.
- 10.4 The circuit manager must confirm that each nominee has good reading, writing, hearing and visual abilities and is in good health.
- 10.5 Applicants or nominees who have applied for full-time employment elsewhere should preferably not be considered for appointment.
- 10.6 The principal or centre manager must declare that the nominee(s) is/are suited to the duties of an invigilator. Thereafter, the circuit manager must indicate whether the nominee(s) can be recommended for appointment. **Addendum C** must then be completed and signed by the invigilator(s).
- 10.7 Only a person whose appointment has been approved by Head Office may perform duties as an invigilator. Invigilators may under no circumstances appoint substitutes for any part of their work.

10.8 Should circumstances prevent a chief invigilator, a senior invigilator or an invigilator from invigilating an examination, the principal or centre manager, in consultation with the circuit manager, must arrange for the appointment of a substitute and the Directorate: Examinations Administration must immediately be informed of the change. Substitutes must also submit their banking details and tax reference numbers on the attached **Addendum D** form.

11. **Service contract**

All chief invigilators, senior invigilators and invigilators must be prepared to enter into a service contract with the WCED regarding their duties and responsibilities with regard to the examinations. The contract will be valid for the duration of the **November 2019** examinations.

12. **Submission of nomination forms**

After verifying the **Addenda, A, B, C, D** and **E**, the circuit manager must submit them in one batch to the **relevant official indicated below**:

District	Responsible official	Tel. no.	Email
Metro North	Johnnie Isaacs (Head Office)	021 467 2974	<a href="mailto:johnnie.isaacs@westerncape.gov.za">johnnie.isaacs@westerncape.gov.za</a>
Metro Central	Farrel Jacobs (Head Office)	021 467 2909	<a href="mailto:farrel.jacobs@westerncape.gov.za">farrel.jacobs@westerncape.gov.za</a>
Metro South	Linsay van Gensen (Head Office)	021 467 2917	<a href="mailto:linsay.vangensen@westerncape.gov.za">linsay.vangensen@westerncape.gov.za</a>
Metro East	Gideon Dilgee (Head Office)	021 467 2941	<a href="mailto:gideon.dilgee@westerncape.gov.za">gideon.dilgee@westerncape.gov.za</a>
West Coast	Peggy Thomas (Head Office)	021 467 2930	<a href="mailto:peggy.thomas@westerncape.gov.za">peggy.thomas@westerncape.gov.za</a>
Cape Winelands	Lindsay Weber (Head Office)	021 467 2732	<a href="mailto:lindsay.weber@westerncape.gov.za">lindsay.weber@westerncape.gov.za</a>
Overberg	Patricia Liguma (Head Office)	021 467 2936	<a href="mailto:patricia.liguma@westerncape.gov.za">patricia.liguma@westerncape.gov.za</a>
Eden and Central Karoo	Samuel Adams (Head Office)	021 467 2914	<a href="mailto:samuel.adams@westerncape.gov.za">samuel.adams@westerncape.gov.za</a>

13. **Remuneration of invigilators**

13.1 The WCED will appoint and remunerate invigilators from the community in accordance with the Personnel Administration Measures (PAM).

- 13.2 **Independent schools, colleges and prisons are responsible for the remuneration of their own invigilators.** However, principals of independent schools, heads of colleges and prisons must note that it is **compulsory to complete Addenda A, B, C and E and return them to the WCED**, even though the invigilators of these institutions are not paid by the WCED.
- 13.3 Administrative staff and teachers who receive a salary from the WCED and who also serve as invigilators will not be remunerated by the WCED for invigilation duties performed.
- 13.4 The current rate (subject to change) for invigilation is **R241,35 per session for a senior invigilator** and **R160,90 per session for an invigilator.**
- 13.5 **Under no circumstances will invigilators be reimbursed for travel expenses for performing invigilation duties.** Principals and centre managers must therefore appoint invigilators from the immediate community served by the school or centre.
- 13.6 The regulations (IRP10) pertaining to the payment of employees' tax determine that all salaries of persons in part-time employment are subject to a tax deduction of 25%. The WCED will, therefore, make a **25% tax deduction from the amounts paid to invigilators for services performed.** Therefore, **the submission of a tax directive for employees (IRP3) no longer applies.**
- 13.7 Invigilators who qualify to be exempt or partially exempt from the payment of employees' tax must, after receipt of an IRP5 certificate, submit the certificate to their local Receiver of Revenue together with the prescribed IT12 S form. IRP5 certificates are normally posted to invigilators' postal addresses in June or July of the year following their period of invigilation.
- 13.8 In order to expedite the payment of invigilators' claims, each senior invigilator or invigilator must write his or her **identity number** on the acceptance form and attach a certified copy of his or her identity document. **Addendum D**, which also reflects the **tax reference number**, must be completed by **all senior invigilators and invigilators from the community.** This form must be completed and certified as correct and the bank account must be declared as active by the bank concerned.
14. Please ensure that a copy of this minute is handed to the principal or centre manager or his or her delegate, the senior invigilator and each additional invigilator.

**SIGNED:** PAD BEETS

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

**DATE:** 2019-05-16



ADDENDUM A

NOMINATION AND APPOINTMENT: CHIEF INVIGILATOR

TO BE COMPLETED BY THE PRINCIPAL AND SENT TO THE CIRCUIT MANAGER FOR THE PARTICULAR EXAMINATION

\* Attach a certified copy of ID document, highest qualification and one-page CV with this nomination form

Examination: (Tick appropriate option)

[ ] National Senior Certificate November 2019 examination

PART A: NOMINATION OF THE CHIEF INVIGILATOR (TO BE COMPLETED BY THE SCHOOL PRINCIPAL)

1. Name of school/centre:

\_\_\_\_\_

2. Centre number:

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3. Contact details of chief invigilator:

Name and Surname:

Persal number:

--	--	--	--	--	--	--	--	--	--

Cell number:

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Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Number of candidates entered for the examination. Give number of full-time candidates, as well as part-time (repeater) candidates, if any:

FULL-TIME		PART-TIME/ REPEATER		TOTAL	
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5. Number of invigilators required: \_\_\_\_\_

PART B: APPROVAL (TO BE COMPLETED BY THE CIRCUIT MANAGER)

\_\_\_\_\_  
SIGNATURE OF CIRCUIT MANAGER  
DATE:

\_\_\_\_\_  
SIGNATURE OF CHIEF INVIGILATOR  
DATE:

PART C: FINAL APPROVAL BY HEAD OFFICE

Appointment approved  Yes  No  
All documents submitted  Yes  No

\_\_\_\_\_  
SIGNATURE OF HEAD OFFICE OFFICIAL

\_\_\_\_\_  
DATE:



ADDENDUM B

NOMINATION AND APPOINTMENT: SENIOR INVIGILATOR

TO BE COMPLETED BY THE PRINCIPAL AND SENT TO THE CIRCUIT MANAGER FOR THE PARTICULAR EXAMINATION

\* Attach a certified copy of ID document, highest qualification and one-page CV with this nomination form

Examination: (Tick appropriate option)

[ ] National Senior Certificate November 2019 examination

PART A: NOMINATION OF THE SENIOR INVIGILATOR (TO BE COMPLETED BY THE SCHOOL PRINCIPAL)

1. Name of school/centre:

\_\_\_\_\_

2. Centre number:

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3. Contact details of senior invigilator:

Name and Surname:

Cell number:

--	--	--	--	--	--	--	--	--	--

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PART B: APPROVAL (TO BE COMPLETED BY THE SCHOOL PRINCIPAL)

Senior invigilator nomination is supported by principal:  Yes  No

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL  
DATE:

\_\_\_\_\_  
SIGNATURE OF SENIOR INVIGILATOR  
DATE:

PART C: FINAL APPROVAL BY HEAD OFFICE

Appointment approved  Yes  No  
All documents submitted  Yes  No

\_\_\_\_\_  
SIGNATURE OF HEAD OFFICE OFFICIAL

\_\_\_\_\_  
DATE:











**ADDENDUM E**

**CONTRACT OF TEMPORARY EMPLOYMENT FOR COMMUNITY MEMBERS**

**SENIOR INVIGILATOR/INVIGILATOR OF EXAMINATIONS**

**1. CONTRACTING PARTIES**

This contract is entered into between the Western Cape Education Department (hereinafter known as the EMPLOYER), represented by Brian Schreuder in his capacity as Head: Education or his delegate (represented by the education district's Institutional Management and Governance Manager of the EMPLOYER), and

\_\_\_\_\_ (hereinafter known as the EMPLOYEE) to be appointed as senior invigilator/invigilator of examinations at

NAME OF SCHOOL/CENTRE: \_\_\_\_\_

CENTRE NO: 

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**2. TERMS AND CONDITIONS**

It is agreed that the senior invigilator/invigilator is appointed in terms of the Regulations pertaining to the National Senior Certificate examination published in Government Gazette No. 37651 of 16 May 2014, and the terms and conditions set out in the **EXAMINATION PROCEDURE MANUAL**.

**3. DURATION**

Irrespective of the date or dates of the signing of this agreement by the parties, it is agreed that the agreement shall be deemed to be in force and effective from 01 October 2019 to 30 November 2019.

**4. DOMICILIA AND NOTICES**

The parties hereby select their street and postal addresses for the purposes of this agreement, including the serving of all notices and processes in connection herewith, as undermentioned.

THE EMPLOYER: HEAD: EDUCATION, WESTERN CAPE EDUCATION DEPARTMENT,  
PRIVATE BAG X9114, CAPE TOWN, 8000

The EMPLOYEE: \_\_\_\_\_

Street address: \_\_\_\_\_

\_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Done and executed by the parties at the places and on the dates respectively set opposite their names.

Signed on behalf of the EMPLOYER at \_\_\_\_\_

on this \_\_\_\_\_ day of \_\_\_\_\_ 2019

\_\_\_\_\_  
on behalf of the EMPLOYER (signature)

\_\_\_\_\_  
As witness (signature)

Signed on behalf of the EMPLOYEE at \_\_\_\_\_

on this \_\_\_\_\_ day of \_\_\_\_\_ 2019

\_\_\_\_\_  
EMPLOYEE (signature)

\_\_\_\_\_  
As witness (signature)