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Enquiries: SL Willoughby

Examinations Administration Minute: 0006/2019

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), 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 education institutions that prepare candidates for the National Senior Certificate, Senior Certificate and Adult Education and Training 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 2019/20

1. *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, 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 will embark on a provincial training programme across the province from 13 August 2019 to 12 September 2019 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. It is **compulsory** for the following delegates involved in the conduct, administration and management of the 2019/20 NSC, SC and AET Level 4 examinations to attend the training sessions:
 - Principals/centre managers (**chief invigilators**)
 - Two school management team (SMT) members
 - Senior invigilators

- District officials involved in the conduct, administration and management of the NSC, SC and AET Level 4 examinations in 2019/20.
4. The Smartlock (SL) security system has been successfully implemented in all eight districts in the Western Cape in 2018. Top-up SL security system training sessions will be incorporated into the provincial training programme. It is imperative that **all** the required delegates attend.
 5. Principals/centre managers and their SMTs will be provided with all the training material, which **must** be used to cascade the training and information shared during the official scheduled provincial training sessions to other invigilators. This will ensure that the information shared remains standardised.
 6. The introduction of new procedures for the distribution of the NSC question papers and the management of answer books makes the training imperative for all parties, to ensure a flawless transition to the new Smartlock security system.
 7. Although training has been compulsory from 2014 to 2018, a number of administrative and behavioural offences and acts of dishonesty were identified and reported during the 2018 NSC examinations. This clearly demonstrates the necessity for the training of invigilators and principals for the 2019 NSC, the 2020 June/July NSC and SC, and the 2019/20 AET Level 4 examinations.
 8. 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 coordinate the logistical arrangements for the training.
 9. Kindly bring the contents of this minute to the attention of all concerned.
 10. Your understanding and cooperation will be highly appreciated.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 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