

**Guidelines to manage different accommodations/concessions during the conduct of the National Senior Certificate (NSC) examinations**

<b>Type of assessment accommodation</b>	<b>Possible barrier(s)</b>	<b>Management during the conduct of examination</b>
Adaptation of questions	<ul style="list-style-type: none"> <li>• Blind, partially sighted</li> <li>• Deaf, hard of hearing</li> <li>• Deaf-blind</li> <li>• Severely physically disabled</li> </ul>	<ul style="list-style-type: none"> <li>• Question papers are ordered from the Department of Basic Education (DBE) according to the number of candidates and subjects as indicated on CEMIS. It is thus important that all schools, including special schools, ensure that the application for all candidates who require adapted papers are processed timeously on CEMIS.</li> </ul>
Additional time	<ul style="list-style-type: none"> <li>• All barriers</li> </ul>	<ul style="list-style-type: none"> <li>• Candidates should be seated in a specific area of the examination room according to the amount of extra time approved. This will ensure that they will not be disrupted when the rest of the candidates exit an examination.</li> <li>• The amount of extra time should be indicated on a sticker or coloured paper that is affixed to the candidate's desk.</li> <li>• Candidates must be informed of their specific finish times.</li> <li>• The chief invigilator/invigilators must provide appropriate time warnings towards the end of the examination.</li> <li>• Candidates need not make use of the full extra time but should remain in the examination room for the standard time set for the paper.</li> </ul>

Braille	<ul style="list-style-type: none"> <li>• Blind, partially sighted</li> </ul>	<ul style="list-style-type: none"> <li>• These question papers are ordered from the DBE according to the number of candidates and subjects as indicated on CEMIS. It is thus important that all schools, including special schools, ensure that the application for all candidates who require adapted papers are processed timeously on CEMIS.</li> </ul>
Computer/voice-to-text/ text-to-voice	<ul style="list-style-type: none"> <li>• Blind, partially sighted</li> <li>• Deaf, hard of hearing</li> <li>• Deaf-blind</li> <li>• Impairment in reading</li> <li>• Impairment in Mathematics</li> <li>• Impairment in written expression</li> <li>• Autism Spectrum Disorder</li> <li>• Communication disorder</li> <li>• Motor disorder</li> <li>• Psychiatric disorders</li> <li>• Medical disorders and chronic health conditions</li> </ul>	<ul style="list-style-type: none"> <li>• The computer used may not contain any stored information.</li> <li>• Electronic assistance such as predictive text software, grammar check, spell check, Thesaurus and dictionary must be disabled.</li> <li>• The computer may not be connected to the school network or the internet.</li> <li>• Candidates must complete the cover of an answer book and affix a barcode sticker on the cover.</li> <li>• Candidates may use the answer book for rough work and to answer questions that are not well-suited to typing. Numbering must be clearly indicated.</li> <li>• The candidate must type his/her examination number at the top of each typed page.</li> <li>• At the end of the examination, the candidate's work must be printed, verified by the candidate and stapled in the answer book.</li> <li>• In case of power cuts, a scribe must be used.</li> <li>• A separate venue is required.</li> <li>• A recording of the entire examination proceedings must be made on an electronic device.</li> <li>• An invigilator must be present for the full duration of the examination.</li> </ul>

<p>Digital player/video/recorder/MP3/Compact Disc (CD)/webcam</p>	<ul style="list-style-type: none"> <li>• Blind, partially sighted</li> <li>• Deaf, hard of hearing</li> <li>• Deaf-blind</li> <li>• Impairment in reading</li> <li>• Impairment in Mathematics</li> <li>• Autism Spectrum Disorder</li> <li>• Motor disorder</li> <li>• Medical disorders and chronic health conditions</li> </ul>	<ul style="list-style-type: none"> <li>• A separate venue is required.</li> <li>• A recording of the entire examination proceedings must be made on an electronic device.</li> <li>• An invigilator must be present for the full duration of the examination.</li> <li>• Test the recording device prior to the examination and insert new batteries.</li> <li>• The recording must be copied to a CD at the end of the examination and kept in the school's safe.</li> <li>• Use of an MP3 player: <ul style="list-style-type: none"> <li>○ The candidate may write in the same examination room on condition that the equipment does not pose a distraction to the other candidates.</li> <li>○ The candidate may only receive the MP3/CD in the examination room.</li> </ul> </li> </ul>
<p>Enlarged print/Large-print question papers</p>	<ul style="list-style-type: none"> <li>• Blind, partially sighted</li> <li>• Deaf, hard of hearing</li> <li>• Deaf-blind</li> <li>• Severely physically disabled</li> </ul>	<ul style="list-style-type: none"> <li>• Candidates may make use of magnifying devices or any other low vision device.</li> <li>• These question papers are ordered from the DBE according to the number of candidates and subjects as indicated on CEMIS.</li> <li>• Papers can be provided in hard copy or electronic format.</li> </ul>
<p>Handwriting</p>	<ul style="list-style-type: none"> <li>• Impairment in written expression</li> </ul>	<ul style="list-style-type: none"> <li>• Candidates should have an accommodation letter for the conduct and one for the marker.</li> <li>• Attach the accommodation letter for the marker to the script of the candidate. This is the letter with the candidate's examinations number and NOT the letter with the candidate's name and surname.</li> </ul>

Medication/food intake	<ul style="list-style-type: none"> <li>• A motivation and well substantiated medical report must accompany the application.</li> </ul>	<ul style="list-style-type: none"> <li>• A separate venue is usually required so as not to disturb other candidates.</li> <li>• An invigilator must be present for the full duration of the examination when a separate venue is used.</li> <li>• Rest breaks may form part of this accommodation, if motivation is provided in the application and approved by the Western Cape Education Department (WCED).</li> </ul>
Oral examination	<ul style="list-style-type: none"> <li>• Blind, partially sighted</li> <li>• Deaf, hard of hearing</li> <li>• Deaf-blind</li> <li>• Autism Spectrum Disorder</li> <li>• Motor disorder</li> <li>• Medical disorders and chronic health conditions</li> <li>• Impairment in reading</li> <li>• Impairment in Mathematics</li> <li>• Impairment in written expression</li> <li>• Communication disorder</li> </ul>	<ul style="list-style-type: none"> <li>• A separate venue is required with a scribe who records the answers in the candidate's answer book.</li> <li>• A recording of the entire examination proceedings must be made on an electronic device.</li> <li>• An invigilator must be present for the full duration of the examination.</li> <li>• Test the recording device prior to the examination and insert new batteries.</li> <li>• The recording must be copied to a CD at the end of the examination and kept in the school's safe.</li> </ul>
Personal assistant	<ul style="list-style-type: none"> <li>• Any barrier or candidate who was granted this accommodation.</li> </ul>	<ul style="list-style-type: none"> <li>• A separate venue is required as the personal assistant will assist the candidate to do basic tasks (e.g. turning a page).</li> <li>• A recording of the entire examination proceedings must be made on an electronic device.</li> <li>• An invigilator must be present for the full duration of the examination.</li> </ul>

		<ul style="list-style-type: none"> <li>• Test the recording device prior to the examination and insert new batteries.</li> <li>• The recording must be copied to a CD at the end of the examination and kept in the school's safe.</li> </ul>
Prompter	<ul style="list-style-type: none"> <li>• Blind, partially sighted</li> <li>• Deaf, hard of hearing</li> <li>• Deaf-blind</li> <li>• Attention Deficit and Hyperactivity Disorder</li> <li>• Autism Spectrum Disorder</li> <li>• Communication disorder</li> <li>• Medical disorders and chronic health conditions</li> <li>• Impairment in reading</li> <li>• Impairment in Mathematics</li> <li>• Impairment in written expression</li> </ul>	<ul style="list-style-type: none"> <li>• A separate venue is required as the prompter will assist the candidate to refocus his/her attention by using a verbal cue ("focus on your work") or a physical cue (tap on the shoulder or desk).</li> <li>• A prompter may only: <ul style="list-style-type: none"> <li>○ encourage the candidate to complete the paper;</li> <li>○ help the candidate to relax;</li> <li>○ refocus a candidate who is easily distracted;</li> <li>○ explain the structure of the paper;</li> <li>○ remind the candidate of the time allocation;</li> <li>○ remind the candidate of the mark allocation; and/or</li> <li>○ assist the candidate to keep his/her attention to the task at hand</li> </ul> </li> <li>• A recording of the entire examination proceedings must be made on an electronic device.</li> <li>• An invigilator must be present for the full duration of the examination.</li> <li>• Test the recording device prior to the examination and insert new batteries.</li> <li>• The recording must be copied to a CD at the end of the examination and kept in the school's safe.</li> </ul>
Reader	<ul style="list-style-type: none"> <li>• Blind, partially sighted</li> <li>• Deaf, hard of hearing</li> <li>• Deaf-blind</li> </ul>	<ul style="list-style-type: none"> <li>• A reader can be a person or the candidate may utilise an electronic device (such as an MP3 player).</li> <li>• The reader and the candidate must receive a copy of the question paper.</li> <li>• The same reader must be used throughout the examination.</li> </ul>

	<ul style="list-style-type: none"> <li>• Impairment in reading</li> <li>• Impairment in Mathematics</li> <li>• Autism Spectrum Disorder</li> <li>• Motor disorder</li> <li>• Medical disorders and chronic health conditions</li> </ul>	<ul style="list-style-type: none"> <li>• Equations, symbols and names of chemicals must not be read as this could communicate knowledge the candidate does not have. These should merely be pointed out.</li> <li>• One reader can read to several different candidates simultaneously, but not more than four.</li> <li>• A separate venue is required when the reader is a person.</li> <li>• A recording of the entire examination proceedings must be made on an electronic device.</li> <li>• An invigilator must be present for the full duration of the examination.</li> <li>• Test the recording device prior to the examination and insert new batteries.</li> <li>• The recording must be copied to a CD at the end of the examination and kept in the school's safe.</li> </ul>
Rest breaks	<ul style="list-style-type: none"> <li>• Autism Spectrum Disorder</li> <li>• Medical disorders and chronic health conditions</li> </ul>	<ul style="list-style-type: none"> <li>• During a rest break, the candidate is not required to be at his/her desk but must remain in the examination venue.</li> <li>• Rest break time does not count as extra writing time. The rest break time used will be added to the examination session.</li> <li>• A separate venue is required.</li> <li>• An invigilator must be present for the full duration of the examination.</li> </ul>
Scribe	<ul style="list-style-type: none"> <li>• Deaf, hard of hearing</li> <li>• Deaf-blind</li> <li>• Impairment in reading</li> <li>• Impairment in written expression</li> <li>• Autism Spectrum Disorder</li> <li>• Motor disorder</li> </ul>	<ul style="list-style-type: none"> <li>• A scribe must write the candidate's answers to questions verbatim.</li> <li>• All scribes must be in possession of a WCED scribe approved certificate as proof that they have attended training by the district.</li> <li>• The scribe and the candidate must receive a copy of the question paper.</li> <li>• The same scribe must be used throughout the examination.</li> <li>• A scribe may only scribe for one candidate at a time.</li> <li>• The scribe may only communicate with the candidate to request that an answer be repeated.</li> <li>• In Language papers the planning of the candidate should be crossed out as an indication that the work should not be marked, otherwise there</li> </ul>

	<ul style="list-style-type: none"> <li>• Medical disorders and chronic health conditions</li> </ul>	<p>might be two types of handwriting on the page and this may cause unnecessary concerns with regards to irregularities.</p> <ul style="list-style-type: none"> <li>• A separate venue is required.</li> <li>• A recording of the entire examination proceedings must be made on an electronic device.</li> <li>• An invigilator must be present for the full duration of the examination.</li> <li>• Test the recording device prior to the examination and insert new batteries.</li> <li>• The recording must be copied to a CD at the end of the examination and kept in the school's safe.</li> </ul>
Separate venue	<ul style="list-style-type: none"> <li>• Blind, partially sighted</li> <li>• Deaf, hard of hearing</li> <li>• Deaf-blind</li> <li>• Impairment in reading</li> <li>• Impairment in Mathematics</li> <li>• Impairment in written expression</li> <li>• Attention Deficit and Hyperactivity Disorder</li> <li>• Autism Spectrum Disorder</li> <li>• Communication disorder</li> <li>• Motor disorder</li> <li>• Psychiatric disorders</li> </ul>	<ul style="list-style-type: none"> <li>• A separate venue must be situated in a quiet environment which is conducive to the writing of the examination, bearing in mind aspects such as ventilation, noise level, light/electricity, cleanliness, etc.</li> <li>• A recording of the entire examination proceedings must be made on an electronic device.</li> <li>• An invigilator must be present for the full duration of the examination.</li> <li>• Test the recording device prior to the examination and insert new batteries.</li> <li>• The recording must be copied to a CD at the end of the examination and kept in the school's safe.</li> </ul>

	<ul style="list-style-type: none"> <li>• Medical disorders and chronic health conditions</li> </ul>	
Sign Language interpreter	<ul style="list-style-type: none"> <li>• Deaf</li> <li>• Hard of hearing</li> </ul>	<ul style="list-style-type: none"> <li>• Candidates write the examinations themselves but may have an interpreter to interpret words or phrases that are difficult to understand, should the candidate request them to do so.</li> <li>• Candidates should record their answers in the answer books provided.</li> <li>• A second interpreter may be required where a paper is long and requires extensive interpretation. Clear time slots in which interpretation was provided by each interpreter should be indicated.</li> <li>• A separate venue is required.</li> <li>• A recording of the entire examination proceedings must be made on a digital recording device.</li> <li>• An invigilator must be present for the full duration of the examination.</li> <li>• Test the recording device prior to the examination and insert new batteries.</li> <li>• The recording must be copied to a CD at the end of the examination and kept in the school's safe.</li> <li>• When a computer is used: <ul style="list-style-type: none"> <li>○ The computer may not contain any stored information.</li> <li>○ Electronic assistance such as predictive text software, grammar check, spell check, Thesaurus and dictionary must be disabled</li> <li>○ The computer may not be connected to the school network or the internet.</li> </ul> </li> </ul>
Spelling	<ul style="list-style-type: none"> <li>• Any barrier or candidate who was granted this accommodation</li> </ul>	<ul style="list-style-type: none"> <li>• Candidates should have an accommodation letter for the conduct and one for the marker.</li> <li>• Attach the accommodation letter for the marker to the script of the candidate. This is the letter with the candidate's examination number and NOT the letter with the candidate's name and surname.</li> </ul>
Transcription of Braille/Sign Language	<ul style="list-style-type: none"> <li>• Deaf</li> </ul>	<ul style="list-style-type: none"> <li>• Transcribing of question papers into Braille is done by the WCED.</li> </ul>



		<ul style="list-style-type: none"> <li>• Transcribing of Sign Language must be brought to the attention of the WCED.</li> </ul>
Video/DVD/recorder/webcam	<ul style="list-style-type: none"> <li>• Deaf</li> </ul>	<ul style="list-style-type: none"> <li>• Questions are recorded on a webcam by means of Sign Language and/or spoken (lip reading).</li> <li>• The recording may be replayed.</li> <li>• The candidate's answers in Sign Language are recorded on the webcam.</li> <li>• A separate venue is required.</li> <li>• A recording of the entire examination proceedings must be made on a digital recording device.</li> <li>• In some cases, a person who is conversant with Sign Language interprets the answers and writes them down. He/she could act as an interpreter and a scribe.</li> <li>• An invigilator must be present for the full duration of the examination.</li> <li>• Test the recording device prior to the examination and insert new batteries.</li> <li>• The recording must be copied to a CD at the end of the examination and kept in the school's safe.</li> <li>• When a computer is used: <ul style="list-style-type: none"> <li>○ The computer may not contain any stored information.</li> <li>○ Electronic assistance such as predictive text software, grammar check, spell check, Thesaurus and dictionary must be disabled.</li> <li>○ The computer may not be connected to the school network or the internet.</li> </ul> </li> </ul>

## Guidelines to manage ad hoc assessment accommodations/concessions during the conduct of the examinations

Ad hoc assessment accommodations/concessions refer to support that may be required due to unforeseen circumstances.

<b>Type of assessment accommodation</b>	<b>Management during the conduct of examination</b>
Hospitalisation/ imprisonment	<ul style="list-style-type: none"><li>• It will not be possible for the Directorate: Examinations Administration to accommodate candidates writing in examination centres other than the established examination centres. (hospitals, clinics, police stations or prisons are not registered examination centres).</li><li>• Candidates must be marked absent and will have to register to write the May/June 2021 examination.</li></ul>
Trauma/severe trauma/ emergency care/crisis situation/physical injury	<ul style="list-style-type: none"><li>• Contact the Directorate: Assessment Management immediately at <a href="mailto:Moya.Combrink@westerncape.gov.za">Moya.Combrink@westerncape.gov.za</a> and <a href="mailto:Zukile.Sonkwala@westerncape.gov.za">Zukile.Sonkwala@westerncape.gov.za</a>.</li></ul>