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Assessment Management Minute: 0011/2020

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Heads: Management and Governance, Deputy Chief Education Specialists, Circuit Managers, Subject Advisers and Heads of institutions which prepare candidates for the National Senior Certificate examinations

Subject: Management of assessment accommodations/concessions during the conduct of the National Senior Certificate (NSC) examinations

1. This minute must be read in conjunction with the following documents:

Policy document	Title	Content
Circular 0017/2016, dated 19 April 2016	<i>Management of assessment accommodations for learners who experience barriers to learning and assessment: Grades R-12 and for learners who request immigrant status for assessment purposes Grades 4-12.</i>	Provides policy and process for management of assessment accommodations.
Assessment Management Minute 0005/2017, dated 16 March 2017	<i>Further guidelines on the management of assessment accommodations/concessions for learners who experience barriers to learning and assessment: Grades R – 12 and for learners who request immigrant status for assessment purposes: Grades 4 – 12.</i>	Use of SIAS policy in the process of applications for accommodations Update of administration of assessment accommodations.

<p>Assessment Minute 0001/2019, dated 28 January 2019</p>	<p><i>Amendments to the guidelines on the management of assessment accommodations/concessions for learners who experience barriers to learning and assessment: Grades R–12 and for learners who request immigrant status for assessment purposes: Grades 4–12.</i></p>	<p>Provides the process to be followed prior to applying for an assessment accommodation.</p> <p>No new applications for accommodations in Grade 12.</p>
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2. All learners eligible for assessment accommodations/concessions for their Grade 12 examinations should have submitted the relevant applications in their Grade 10 year in order to ensure that there would have been sufficient time for the learner to practise with the assessment accommodations/concessions granted and thus benefit from it.
3. The purpose of assessment accommodations/concessions is to enable learners who experience specific barriers to learning to demonstrate their ability in the examinations without changing the conduct of the assessment. However, this should not give a learner an advantage over other learners.
4. **Annexure A** provides guidelines on how to manage accommodations/concessions during the conduct of the examinations.
5. Taking the current Covid-19 protocols into consideration, the following guidelines are provided in cases where learners have scribes/readers:
 - 5.1 Temperature checks and screening should be standard for everyone entering the school. If too high (above 37.5 degrees), the person should not be allowed in.
 - 5.2 All persons entering the school must wear a cloth face mask covering their nose and mouth. They must sanitise their hands before entering the school building.
 - 5.3 All people who enter the school premises must have an appointment with the principal or a delegated authority. Therefore, scribes/readers must report to the delegated authority first, where they must be orientated in terms of Covid-19 protocols at the school.
 - 5.4 Hand sanitising must be practised at the entrance of all rooms. Thereafter, frequent sanitising as per school practice should be maintained.
 - 5.5 There should be social distancing of the scribe/reader and the learner of at least 1.5 metres.

- 5.6 Recordings must still be done for all human assistance of assessments. If it is difficult for the scribe and/or learner to hear each other, the mask may be removed as long as social distancing is practised with a prescribed minimum distance of 1.5 metres. Face shields or desk screens may also be considered as alternatives to allow for safety and to enable improved sound transmission.
6. Principals are requested to bring the contents of this minute to the attention of all teachers, invigilators and parents to ensure that all role players are informed of the management of accommodations during the examinations.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2020-09-16