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Assessment Management Minute: 0015/2020

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

Subject: Protocol on the writing of the November 2020 examination in compliance with COVID-19 requirements

1. The advent of the COVID-19 pandemic has necessitated the need for an alternative approach to the general conduct, administration, and management of the national examinations. It is imperative for officials entrusted with the responsibility of administering and managing the writing of examinations to ensure that the necessary precautions aimed at protecting both officials and candidates from contracting COVID-19, are observed at all examination centres.
2. The Department of Basic Education (DBE) has developed the **Protocol on the writing of the 2020 November examination in compliance with the COVID-19 requirements** to provide schools and examination centres with specific guidelines that must be followed during the writing of the 2020 November examinations. The protocol is attached to this minute as **Annexure A**.
3. This protocol must be read in conjunction with the **Standard Operating Procedure (SOP) for the containment and management of COVID-19 for schools and school communities**, issued by the DBE, dated 31 August 2020, which is available on the DBE website. The SOP can be accessed, using the following link: <https://bit.ly/3n2eyib>.

4. It is also assumed that in cases where the school is used as an examination centre, ***the SOP for the containment and management of COVID-19 for schools and school communities***, is being followed and therefore the contents of this protocol will emphasise certain requirements and also indicate the additional requirements that must be adhered to. In cases where an examination centre is not an existing school, it is incumbent upon the Chief Invigilator at such a centre to ensure that the ***SOP for the containment and management of COVID-19 for schools and school communities***, is strictly followed.
5. It must also be noted that this protocol on the writing of the 2020 November examination does not replace the ***Regulations pertaining to the conduct, administration and management of assessment for the National Senior Certificate examination*** (amended), published in *Government Gazette* No. 31337 of 29 August 2008, which is the primary legislation governing the management and administration of the National Senior Certificate (NSC) examinations.
6. Principals/chief invigilators are requested to attend to the following:
 - 6.1 A COVID-19 screening team headed by a member of the Senior Management Team or senior teacher is established.
 - 6.2 The examination centre is fully prepared so that it complies with the COVID-19 requirements.
 - 6.3 The invigilation team is fully orientated on the protocol about how the examination should be conducted.
 - 6.4 Parents of candidates registered to write the 2020 November examination are informed of the contents of the guideline.
7. Principals are requested to ensure that the attached protocol is discussed with all teachers and learners to mitigate the risk of spreading COVID-19 during the writing of 2020 NSC examinations.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2020-10-06