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Assessment Management Minute: 0021/2020

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

Subject: Rewrite of Mathematics Paper 2 and Physical Sciences Paper 2

1. The Minister of Basic Education announced on Friday, 04 December 2020, that two National Senior Certificate/Senior Certificate examination papers will be rewritten following an investigation into the leaks of the Mathematics Paper 2 and Physical Sciences Paper 2 examinations.
2. The Department of Basic Education has issued a circular in this regard (**Annexure A**).
3. These rewrites will require the principal/centre manager, chief invigilators, senior invigilators and invigilators to be present at examination centres to administer the examinations and to ensure the timeous handover of all answer scripts to the Western Cape Education Department (WCED).
4. The rewrites are scheduled as follows:

Subject	Date	Time
Mathematics Paper 2	Tuesday, 15 December 2020	14:00–17:00
Physical Sciences Paper 2	Thursday, 17 December 2020	09:00–12:00

Please note:
Those candidates who qualify to rewrite Computer Applications Technology Paper 1 or Information Technology Paper 1 will rewrite on Thursday, 17 December 2020 from 14:00–17:00. Candidates who qualify to rewrite will be individually informed by the Directorate: Examinations Administration.

5. **Admission letters**

- 5.1 Examination centres will receive the admission letters of all the candidates who need to rewrite Mathematics Paper 2 and/or Physical Sciences Paper 2 by Wednesday, 09 December 2020. Principals/centre managers are requested to hand out the admission letters to the candidates concerned.
- 5.2 Candidates must write at the examination centres where they wrote previously, as per their old admission letters.
- 5.3 Candidates are requested to use the same barcoded stickers received at the beginning of the November 2020 examinations.

6. **Invigilation and monitoring of the rewrite examinations**

- 6.1 Principals/centre managers must ensure that these examinations are invigilated according to WCED policy (ratio of 50:50 of teachers and community members).
- 6.2 The community invigilators' claims must be submitted to the Directorate: Examinations Administration immediately after the last examination.
- 6.3 It is requested that districts monitor the rewrite of the Mathematics Paper 2 and Physical Sciences Paper 2 examinations.

7. **Distribution of the question papers and the collection scripts**

- 7.1 The question papers will be delivered to examination centres as per normal delivery procedures. Principals/centre managers must take all precautions to ensure the safety of the examination papers.
- 7.2 Principals/centre managers must use their current supply of examination stationery and answer books to administer the rewrite sessions. Please contact the examination section in advance if you envisage any stationery shortages or will require additional answer books.
- 7.3 The Mathematics Paper 2 question paper will be answered in a prescribed answer book that will be supplied with the question papers.
- 7.4 All answer scripts will be collected on 15 and 17 December 2020. District officials are requested to ensure that examination centres have submitted ALL the answer scripts to the WCED. A final sweep must be done by the principal/centre manager and the return document MUST be signed by the principal/centre manager and one other member of the senior management.

- 7.5 Should a principal/centre manager be found not to have submitted all answer scripts to the WCED by 17 December 2020, the WCED will take disciplinary measures to address the non-compliance.
8. The WCED wishes principals/centre managers well with the management of the rewrite examinations. The WCED also extends its sincere thanks and appreciation to all principals/centre managers for their support and cooperation during these difficult times.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2020-12-08