



Reference: 20200303-5150
File no.: 13/25/2
Enquiries: Z Isaacs

Examinations Administration Minute: 0003/2020

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 and Heads of public and independent examination centres

Subject: Audit of public and independent examination centres offering the 2020 National Senior Certificate (NSC) examinations

1. In terms of Regulation 27(2) of 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, "All examination centres must be evaluated by an official from the assessment body, to verify that all the necessary facilities required for conducting the examination are available at the centre."
2. Where there are repeated violations of the examination code, a centre could forfeit its examination centre status. Independent schools' learners will not be certified if the independent school is not accredited with Umalusi.
3. Officials from the Western Cape Education Department will contact schools to arrange a date and time for an examination centre audit visit.
4. Visits will be conducted from March 2020 to September 2020.
5. The audit instrument that will be used is attached. All schools offering the 2020 NSC examinations must complete the audit instrument and return it to Mr Zane Isaacs: Zane.Isaacs@westerncape.gov.za by 30 April 2020.
6. Each school must submit a valid Health and Safety certificate and a Fire equipment service certificate when completing the audit document.

7. The following four minimum security criteria in addition to other security measures need to be in place:
 - Double locking system;
 - Key holders in relation to the double locking system must be a part of the School Management Team;
 - A security guard must be available to control access to the premises; and
 - The centre must have a strongroom with space to store examination stationery.
8. This examination minute must be read in conjunction with Examinations Administration Minute: 0011/2019, dated 15 October 2019 “Norms and standards for the school walk-in safe/ strongroom and the handling of the walk-in safe/strongroom keys”.
9. The contents of this minute must be brought to the attention of staff members responsible for managing the 2020 NSC examinations at the school.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2020-03-11



ANNEXURE D

Reference: 13/25/2

Enquiries: Z Isaacs

AUDIT: 2020/2021

Date of audit visit	
Follow up Visit Req.	
Outstanding Docs.	
Name of auditor (WCED official)	
Contact number of auditor	Office: Cell:
District	

NATIONAL POLICY ON THE CONDUCT, ADMINISTRATION AND MANAGEMENT OF THE ASSESSMENT OF THE NATIONAL SENIOR CERTIFICATE EXAMINATION

NAME OF CENTRE: _____

PRINCIPAL NAME AND SURNAME: _____

PRINCIPAL EMAIL ADDRESS: _____

CELL NUMBER OF PRINCIPAL: _____ SCHOOL TEL NUMBER: _____

PHYSICAL ADDRESS: _____ POSTAL ADDRESS: _____

ADDRESS WHERE EXAMINATION IS WRITTEN, IF DIFFERENT FROM PHYSICAL ADDRESS:

REASON FOR WRITING VENUE TO BE DIFFERENT FROM PHYSICAL ADDRESS: _____

ADDRESS OF STORAGE FACILITIES (IF A DIFFERENT SCHOOL/VENUE IS USED A LETTER MUST BE SUBMITTED TO CONFIRM THE ARRANGEMENT):

DOES THE SCHOOL STORE QUESTION PAPERS ON BEHALF OF ANOTHER EXAM CENTRE (DETAILS):

AUDIT OF EXAMINATION CENTRES

This instrument must be completed by the school, District or Head Office official for each National Senior Certificate (NSC) Examination centre

A. DETAILS ABOUT THE EXAMINATION CENTRE

Name of Examination Centre										
EMIS										
Exam Centre Number										
Physical Address of Examination Centre										
Telephone Number										
Facsimile										
Email address										
Name of Chief Invigilator										
Who appointed the Chief Invigilator?	PED					DISTRICT				
Telephone number of the Chief Invigilator										
Status of the Centre	Public					Independent				
Was the centre used as an examination centre in 201906/201911 for the NSC examination?	Yes					No				
Was the centre used as SC examination centre for the 2019 SC examination?	Yes					No				
If the centre was an examination centre for the SC or NSC, were there any irregularities of a serious nature found at this centre during the 2019 NSC and/or SC and /or Supplementary examination?	Yes *Indicate the type of irregularity					No				
Indicate the number of candidates registered at the centre										
Number of Examination rooms to be used at this centre										
Type of space/facilities available for use (Indicate with an X)	School Hall									
	Classrooms									
	Church									
	Community Centre									
	Science Laboratory									

	Computer Laboratory / Rooms	
	School Library	
Valid Health and Safety Certificate verified *Attach copies of documentation	YES	NO
Valid Fire Equipment Service Certificate *Attach copies of documentation	YES	NO

B. STAFF CAPACITY TO CONDUCT NSC EXAMINATION

(Indicate with an X)

1. Principal / Centre Manager will be Chief Invigilator	YES				NO			
	Name, Surname				If 'No' indicate who the Chief Invigilator will be			
	Cell no							
2. Chief Invigilator will be appointed by PED or District (indicate PED or District as well as the criteria for the appointment)								
3. Invigilators will be appointed from the school / community								
4. Invigilators will be appointed by the PED and District (indicate PED or District, indicate the criteria for the appointment as well)								
5. Type of invigilators to be appointed *Indicate the total of each type	Teacher		Community		Other		Specify:	
6. Independent Schools	Teacher		Community		Other		Specify:	
7. Does any of the School Staff managing the NSC/SC examinations or examination material have a Grade 12 family member/s for the current exam year?								

C. AUDIT OF VENUES AT EXAMINATION CENTRE

(Indicate with an X)

ASPECT	ADEQUATE	INADEQUATE	OTHER COMMENT
1. Space in venue/s to be used.			
2. Furniture required for all candidates who will write examination			
3. Lighting / Electricity			
4. Ventilation			
5. Health and safety (fire) precautions in place			
6. Ablution facilities for candidates who will write			
7. Availability of water supply for duration of NSCE			
8. First Aid Kit stocked and accessible			
9. Access to emergency services, SAPS			
10. Does the school have an evacuation plan?	YES	NO	
11. This centre has been used in previous DBE examinations *Specify years and exam (NSC/SC) in comments	YES	NO	

D. SECURITY MEASURES IN PLACE AT EXAMINATION CENTRE

(Indicate with an X)

MINIMUM SECURITY MEASURES IN PLACE	YES	NO
1. 24 hour security guards (during Question paper/ Script storage period)		
2. Security during school hours		
3. Burglar guard gates in area leading to strong room		
4. Double locking system in strong room (2 different locks & keys) Explain type of Double locking:		
5. Functional surveillance cameras in area leading to or focused on strong room area / safe		
6. Functional Alarm systems in area leading to strong room / safe area		

7. Alarm systems with armed response (during Question paper/ Script storage period)		
8. Manual access and control systems in place (Access cards, Visitors' Registers)		
9. Biometric system		
10. Other (Remote; Gated access; Electric Fencing; Community security members; City Police Safety officers Project)		

E. STORAGE FACILITIES FOR QUESTION PAPERS AND ANSWER SCRIPTS (Indicate with an X)

ASPECT	YES	NO	Comments
1. Lockable safe			
2. Strong room			
3. Other (Lockable steel cabinets/ key safe)	Specify		
4. Adequate space to store SCE question papers / scripts/ answer books/ SLL Bags	YES	NO	
5. Are the strong room / safe cleared to prevent any cross contamination of exam material?			

F. KEY HOLDER CUSTODY (Indicate with an X)

1. Strong room keys are kept by Principal/ Centre Manager/ Chief Invigilator *Underline the correct designated person	YES	NO
2. Duplicate strong room keys available *If "Yes", indicate where it is available and contact person	District Office	
3. Duplicate keys for Examinations centre/ venues available		
4. Describe key custody practice at this examination centre / Who manages which keys?		

G. EXAMINATION CENTRES OFFERING CAT/ IT

(Indicate with an X)

ASPECT	YES	NO	Notes			
1. Lights in working order						
2. Plug points in working order						
3. Total number of computers adequate for total number of candidates offering CAT/ IT						
4. Microsoft Office programmes available			Office 2007	Office 2010	Office 2013	Other

5. COMPUTER ROOM/S HAS/HAVE THE FOLLOWING:			
a) Computers in working order			
b) Mouse for each PC			
c) Server			
d) Antivirus			
e) Air conditioners in working order (State date of last service)			
f) Fire Extinguisher (State date of last service)			
g) Staff trained to use fire extinguishers			
h) Permission requested to write 2 sessions due to shortages in PCs			

H. RISK MITIGATION (Only for WCED Official to complete)

(Indicate with an X)

ASPECT	YES	NO
1. Were Irregularities / Poor administration experienced at this examination centre in ANY previous examination.		
2. Evidence (verified) that this examination centre has built in preventive measures to ensure that any form of malpractice (mass copying, crib notes, imposter candidates, possible assistance from invigilators) is prevented during the 2020/21 NSC-SC examinations.		
3. List measures in place or provide any relevant information: <ul style="list-style-type: none"> ○ ○ ○ ○ ○ 		
4. In case of an Independent centre, is the centre fully compliant in terms of being declared a centre of teaching and learning by Umalusi. Provide relevant documentary evidence that the centre is accredited by Umalusi.		
5. Irregularity reporting systems are in place for the 2020 NSC/SC examination.		
6. Measures are in place to deal with cases of unregistered candidates. If “Yes” explain the type of measures to be adopted with regards to unregistered candidates If “No” officials must clearly explain measures to follow		
7. Measures are in place to deal with impact of social protests on the writing of the examination		
8. Briefly explain:		
9. Measures are in place to deal with load shedding		

10. Load shedding schedule is known and a copy available at examination centre		
11. Measures are in place to deal with water shortages.		
12. Briefly explain:		
13. How will the centre deal with candidates that do not produce an authentic identification on the day of writing?		

I. INDEPENDENT CENTRES

If this is an independent centre, please respond to the following questions:

1. When was the school registered with the WCED?		
2. Is the school provisionally accredited or fully accredited by Umalusi?		
3. If the school is provisionally accredited, when does the provisional accreditation expire?		
4. If the school is fully accredited indicate the date of accreditation and the expiry date	Date of accreditation	Expiry date
5. Provide the Accreditation Number *Attach a copy of the Umalusi documentation		
6. If the school is not accredited with Umalusi, What is the reason?		

J. RISK PROFILE OF EXAMINATION CENTRE (Only for WCED Official to complete)

1.1 (Indicate with an X)

HIGH	MODERATE	LOW

1.2 Type and measures of risks identified: (Only for WCED Official to complete)

Indicate the type of risk and measures in place if the following risks indicated	
High risk	Type of risks identified: Explain the measures in place to deal with the risks:
Moderate risk	Type of risks identified: Explain the measures in place to deal with the risks:
Low risk	Type of risk identified Explain the measures in place to deal with the risks:

K. RECOMMENDATION (Only for WCED Official to complete)

(Indicate with an X)

Centre audited satisfies minimum standards to conduct the 2020 NSCE and is recommended by the auditor.	
YES	NO
<p>It is recommended that the following aspects be monitored closely at this centre during the NSC Exam (2020-2021)</p> <ul style="list-style-type: none"> ○ ○ ○ 	

L. FOLLOW UP VISIT REQUIRED BY AUDITOR (Only for WCED Official to complete)

(Indicate with an X)

YES	NO	DATE

NAME OF AUDITOR (WCED OFFICIAL):

SIGNATURE OF AUDITOR (WCED OFFICIAL): **DATE:**

NAME OF CENTRE MANAGER/ PRINCIPAL/ CHIEF INVIGILATOR:

SIGNATURE OF CENTRE MANAGER/ CHIEF INVIGILATOR..... **DATE :**

EXAMINATION CENTRE / SCHOOL STAMP

ADDITIONAL NOTES BY WCED OFFICIAL:
