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File no.: 13/9/2
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Examination Administration Minute: 0005/2020

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, Assessment and Examination Coordinators, Subject Advisers and Heads of education institutions that prepare candidates for the National Senior Certificate (NSC) and AET Level 4 examinations

Subject: Criteria for calculation of additional invigilators for the November 2020 National Senior Certificate (NSC), Senior Certificate (SC) and Adult Education and Training (AET) Level 4 examinations

1. This minute must be read in conjunction with Examinations Administration Minute 0001 of 2020, dated 26 February 2020, regarding the appointment of invigilators for the NSC, SC and AET Level 4 examinations.
2. The regulations pertaining to the Covid-19 pandemic have necessitated an amendment to the number of invigilators required for the November 2020 NSC examinations.
3. This minute serves to notify principals and centre managers of adult learning centres that the ratio of one invigilator to thirty candidates (i.e. 1:30), specified in paragraph 8.2 of Examination Administration Minute 0001 of 2020, **may be amended** to comply with Covid-19 regulations pertaining to social distancing where classrooms are being used for the writing of the examinations.
4. The current Covid-19 Alert Level 2 and the consequent implementation of the social distancing principle, of 1,5 metres spacing among candidates, impact on the number of candidates that can write per venue, depending on the size of the venue. The distancing principle will remain in place until the Covid-19 pandemic has been brought under control and regulations have been changed.

5. Where school halls are being used, the ratio of 1:30 will be applied and the hall may be filled to capacity as long as the distancing among candidates of 1,5 metres is observed and the hall is well ventilated with doors and windows left open.
6. Where schools are using classrooms, the nomination list must be augmented with a reserve list containing only additional community invigilators, where necessary.
7. The additional invigilator(s) nominated to invigilate candidates in classrooms according to this amended ratio of 1:20, does not have to satisfy the 50:50 invigilator appointment principle, hence more community members may be nominated in this instance. The chief invigilator must ensure that all community invigilators are well trained, understand the examination regulations and are healthy. Evidence of such training must be kept for audit purposes.
8. All other criteria and processes for the identification and nomination of invigilators are still applicable.
9. The number of people allowed at workplaces (including schools) is determined by
 - (a) floor size of the building and
 - (b) that people have at least 1,5 metres physical distance separating them from other people.

Please refer to Regulations 5.4 and 5.5 of the Regulations issued in terms of the Disaster Management Act, 2002 (Act 57 of 2002), published in *Government Gazette* No. 43258 of 29 April 2020. Therefore, more than 50 learners may be accommodated in a hall.

10. Depending on the Covid-19 Alert Level, all principals and centre managers of adult learning centres must arrange for additional permanent staff to assist with the screening of candidates, the sanitising process, and to direct candidates during the admission and seating process, to ensure compliance with applicable Covid-19 regulations.
11. All principals and centre managers of adult learning centres must therefore submit:
 - (a) A nomination list based on the ratio of one invigilator for every 30 candidates. The nomination list must satisfy the principle of 50% teachers and 50% community members. All supporting documents as stated in Examinations Administration Minute 0001 of 2020 must be attached to the list and submitted to the district office no later than 28 August 2020.
 - (b) A reserve list of additional community invigilators is required to satisfy the social distancing requirement where classrooms are used. This nomination should adhere to the amended ratio of one invigilator for every twenty candidates (ratio 1:20). The invigilators on the reserve list will only be activated as and when required.

The reserve list, accompanied by all supporting documents for appointment of the community invigilators, as stated in Examinations Administration Minute 0001 of 2020, must be submitted to the district office by no later than 28 August 2020.

12. These proposed amendments are dependent on the Covid-19 Alert Level in the country and the Western Cape Education Department reserves the right to amend or retract the content of this minute to comply with applicable legislative requirements and Covid-19 health regulations.
13. Principals and centre managers of adult learning centres and education district officials are requested to bring the content of this minute to the attention of all staff and governing body members.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2020-08-20