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File no.: 13/11/2
Enquiries: SL Willoughby

Examinations Administration Minute: 0007/2020

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Chief Education Specialists, Heads: Curriculum Support, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Assessment and Examination Coordinators, Subject Advisers and Heads of education institutions that prepare candidates for the National Senior Certificate, Senior Certificate and Adult Education and Training Level 4 examinations

Subject: Compulsory training for all principals, chief invigilators, senior invigilators and district officials involved in the conduct, administration and management of the NSC, SC and AET Level 4 examinations in 2020/21

1. 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, require that provincial education departments must ensure that all invigilators are appropriately trained to conduct the National Senior Certificate (NSC), Senior Certificate (SC) and Adult Education and Training (AET) Level 4 examinations in terms of current policy.
2. Although training has been compulsory from 2014 to 2019, several administrative and behavioural offences and acts of dishonesty were identified and reported during the 2019 NSC examinations. This clearly demonstrates the necessity for the training of invigilators and principals for the 2020 NSC, the 2021 May/June NSC and SC, and the 2020/21 AET Level 4 examinations.
3. The training sessions will be conducted, via Microsoft (MS) Teams, from 05 October to 08 October 2020 for all eight districts. **(See attached Annexure B)**
4. One contact Smartlock and invigilators' training session will be arranged for new/first time examination centres on 20 October 2020 at Metro North Education District office.
5. The Covid-19 protocol informs that public gatherings and social occasions significantly increase the risk of the spread of Covid-19. Thus, the 2020 NSC/SC invigilators' training

will be conducted, via the MS Teams platform. This virtual training will be hosted by officials of the Chief Directorate: Examination and Assessment Management (Head Office). The invigilators' training is imperative to ensure that all principals/centre managers, chief invigilators and senior invigilators, of all examination centres, receive appropriate training. Due to the Covid-19 pandemic, additional procedures for the conduct and administration of the examination **must be** incorporated to ensure the safety of all candidates and role players further.

6. It is **compulsory** for the following delegates involved in the conduct, administration and management of the 2020/21 NSC, SC and AET Level 4 examinations to attend the MS Teams training sessions:
 - principals/centre managers (**chief invigilators**);
 - two Senior Management Team (SMT) members;
 - senior invigilators; and
 - district officials involved in the conduct, administration and management of the NSC, SC and AET Level 4 examinations in 2020/21.
7. Principals/centre managers and their SMTs will be provided with all the training material, which **must** be used to cascade the training and information, shared during the official scheduled provincial training sessions, to other invigilators. This will ensure that the information shared remains standardised.
8. The introduction of new procedures, in line with the Covid-19 protocols, for the overall management and conduct of the entire examination process, makes the attendance of this training imperative for all parties.
9. The schedule reflecting the training dates and times per circuit and district is attached as **Annexure B**.
10. Your understanding and cooperation will be highly appreciated.
11. Kindly bring the contents of this minute to the attention of all concerned.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2020-09-29