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Enquiries: CA Berry

Examinations Administration Minute: 00011/2020

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: Norms and standards for school walk-in safe/strongroom and the handling of the walk-in safe/strongroom keys

1. The new policy on the norms and standards for the use of safes/strongrooms and the handling of the strongroom keys is attached as **Annexure A**. This new policy replaces the previous policy that was issued in 2019.
2. School principals and centre managers are reminded to adhere to this new policy strictly during the November/December 2020 National Senior Certificate (NSC), Senior Certificate (SC) and Adult Education and Training Level 4 (AET L4) examinations.
3. The Department of Basic Education and the Western Cape Education Department will audit and monitor the public and independent examination centres during the conduct of the November/December 2020 NSC, SC and AET L4 examinations to ensure compliance of the examination policies.
4. Attached to the new policy, are two additional annexures for implementation by all public and independent schools, and AET centres during the November/December 2020 NSC, SC and AET L4 examinations.

Annexure 1 – (Register to record the access to the walk-in safe/strongroom).

Annexure 2 – (A poster, reflecting the main elements of the norms and standards for the walk-in safe/strongroom and the handling of the keys policy).

5. The poster, attached as **Annexure 2**, must be displayed on the door of the walk-in safe/strongroom. The content of the poster must also be shared with the relevant invigilators involved in the administration and conduct of the examination.
6. Principals/centre managers must read the policy and bring its content to the attention of all staff members.

SIGNED: H MAHOMED

ACTING DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2020-10-12