



Information on irregularities
and
guidelines to prevent irregularities
during the conduct of the
National Senior Certificate (NSC)/
Senior Certificate (SC)
Examinations

TYPE 1: Cell phone and/or electronic devices – switched on/off

Action by the school	Possible consequence/sanctions for the candidate	Prevention of the irregularity
<ul style="list-style-type: none"> • Confiscate the cell phone and the answer book(s) used by the candidate up to that point and write in bold print on the outside cover(s) “IRREGULARITY – CONFISCATED ON AT” (date/time/place). • Supply the candidate with a new answer book, marked on the outside cover, “NEW ANSWER BOOK - SUPPLIED ON AT” (date/time). • Inform the candidate to continue writing the paper from where he/she stopped writing, but no additional time will be provided to compensate for time lost while detecting and processing the examination irregularity. • Inform the candidate that the irregularity will be reported to the Western Cape Education Department (WCED) Provincial Examinations Irregularity Committee (PEIC). • Immediately report the irregularity to the principal or centre manager, who will inform the district circuit manager and the Directorate: Assessment Management. • The cell phone must be checked, in the presence of the candidate, for any incriminating evidence. • If incriminating evidence is found, the cell phone and/or electronic device must be kept in the safe. Evidence may also be transferred to a computer or screen shots can be made, then printed 	<ul style="list-style-type: none"> • Result may be declared null and void after an investigation. • Candidate will be allowed to write in the next year (possession). • Candidate may be barred from writing the examination for up to three subsequent examinations (if incriminating evidence found on cell phone/device). 	<ul style="list-style-type: none"> • Invigilator reminds candidates when entering the examination venue to switch off their cell phones and/or electronic devices and place them in their bag. • Invigilator verifies and double-checks with his/her 20-30 candidates inside the venue that cell phones and/or electronic devices are handed in. • Rules are read before commencement of the examination. • Candidates who arrive late, read and sign the rules and switch off their cell phones and/or electronic devices and place them in their bag. • Centre must have a system for safekeeping of cell phones and/or electronic devices while candidates write examination. • Candidates' responsibility: Pledge signing and Commitment Agreement. • No bags allowed near desks.

<ul style="list-style-type: none"> If no incriminating evidence is found, the phone must be returned to the candidate. 		
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TYPE 2: Unauthorised material – regardless of the subject written		
Action by the school	Possible consequence/ sanctions for the candidate	Prevention of the irregularity
<ul style="list-style-type: none"> Confiscate the incriminating material, if any, and the answer book(s) used by the candidate up to that point and write in bold print on the outside cover(s) “IRREGULARITY – CONFISCATED ON AT” (date/time/place). Attach any confiscated incriminating material to the answer script. Supply the candidate with a new answer book, marked on the outside cover, “NEW ANSWER BOOK – SUPPLIED ON AT” (date/time). Inform the candidate to continue writing the paper from where he/she stopped writing, but no additional time will be provided to compensate for time lost while detecting and processing the examination irregularity. Inform the candidate that the irregularity will be reported to the WCED PEIC. Immediately report the irregularity to the principal or centre manager, who will inform the district circuit manager and the Directorate: Assessment Management. 	<ul style="list-style-type: none"> Result may be declared null and void after an investigation. Candidate may be barred from writing the examination for up to three subsequent examinations for possession/using unauthorised material. 	<ul style="list-style-type: none"> No plastic sleeves or bags allowed inside the examination venue. Invigilator reminds candidates when entering the examination venue to ensure that they do not have any unauthorised material in their possession. Invigilator verifies and double-checks with his/her 20-30 candidates inside the venue that no candidate has any unauthorised material in their possession. Rules are read before commencement of the examination. Candidates who arrive late read and sign the rules. Candidates' responsibility: Pledge signing and Commitment Agreement.

TYPE 3: Candidate wrote the incorrect question paper (e.g. Home Language instead of First Additional Language)		
Action by the school	Possible consequence/ sanctions for the candidate	Prevention of the irregularity
<ul style="list-style-type: none"> Depending on the time, the incorrect question paper and answer book must be removed, and the correct question paper and a new answer book must be issued. Additional time must be given to the candidate to complete the paper. Immediately report the irregularity to the principal or centre manager, who will inform the district circuit manager and the Directorate: Assessment Management. Should it be noted at the end of the session, contact the Directorate: Assessment Management immediately to seek advice before allowing the candidate to leave the examination venue. 	<ul style="list-style-type: none"> The candidate may not be resulted. The school will face disciplinary action. 	<ul style="list-style-type: none"> Question papers must correspond with the admission letter of candidates. Each invigilator must check that their 20-30 candidates have the correct question paper before the start of the examination. Invigilator must check that the question paper and admission letter correspond when candidates have started the examination. Candidates must be made aware that they must ensure that question paper and admission letter correspond.

TYPE 4: Candidate obtaining assistance from a fellow candidate

Action by the school	Possible consequence/ sanctions for the candidate	Prevention of the irregularity
<ul style="list-style-type: none"> • Schools must remove the answer book of the candidate caught copying and issue a new answer book. • The answer book(s) of any other candidate, from whom assistance could possibly have been obtained, should not be removed, unless that candidate has also committed an irregularity. 	<ul style="list-style-type: none"> • Results may be declared null and void after an investigation. • Candidates may be barred from writing the examination for up to three subsequent examinations for possession/using unauthorised material. 	<ul style="list-style-type: none"> • Invigilators must always be vigilant. • Invigilators must move around between their 20-30 candidates. • Candidates' responsibility: Pledge signing and Commitment Agreement.

TYPE 5: Candidate left the examination room with his/her answer script and/or answer sheet		
Action by the school	Possible consequence/sanctions for the candidate	Prevention of the irregularity
<ul style="list-style-type: none"> • Chief Invigilator/Senior Invigilator must ensure that the answer script is not batched in another batch. • Check the unused answer books and question papers for the missing script. • Contact the candidate to return the answer script. • Immediately report the irregularity to the principal or centre manager, who will inform the district circuit manager and the Directorate: Assessment Management/Directorate: Examinations. 	<ul style="list-style-type: none"> • Result may be declared null and void after an investigation. • Candidate will be allowed to write in the next year. 	<ul style="list-style-type: none"> • There must be an invigilator at the door of the examination venue to check that candidates do not leave with answer scripts. • Always collect scripts at the candidate's desk. • Invigilators must take in scripts at the candidate's desk. • The script must first be taken in, checked to determine that all annexures are included. • Then the Script Control Register (SCR) must be provided for the candidate to sign. • Only once all scripts have been handed in, physically counted and verified to correspond with the mark sheets and SCR, may the candidates be allowed to leave the examination venue. • Used question papers can be left on the desks of candidates.

TYPE 6: Answer script incorrectly batched – not in correct order as per mark sheet

Action by the school	Possible consequence/ sanctions for the candidate	Prevention of the irregularity
<ul style="list-style-type: none">All scripts must be batched in order according to the mark sheets including candidates who wrote in a separate venue.	<ul style="list-style-type: none">Candidate's script may not be accepted depending on the outcome of an investigation.Candidate's results may be delayed.	<ul style="list-style-type: none">Batch must include mark sheet and SCR.Physically count scripts and ensure that they correspond with the number marked present on the mark sheet, number signed on the SCR and total written on wrapper.

TYPE 7: Answer script missing or lost – found between question papers and/or unused material in the strong room

Action by the school	Possible consequence/ sanctions for the candidate	Prevention of the irregularity
<ul style="list-style-type: none"> Immediately report the irregularity to the principal or centre manager, who will inform the district circuit manager and the Directorate: Assessment Management/Directorate: Examinations. 	<ul style="list-style-type: none"> Candidate's script may not be accepted depending on the outcome of an investigation. Candidate's results may be delayed. 	<ul style="list-style-type: none"> Scripts must be collected at the desks of candidates. Invigilators must check that all applicable annexure are included. Candidates must then sign the SCR. Only once all scripts have been handed in, physically counted and verified to correspond with the mark sheets and SCR, may the candidates be allowed to leave the examination venue. Only collect question papers once ALL scripts have been handed to the chief invigilator or leave question papers on the desks. Batching must take place inside the examination venue and the answer scripts must be placed and sealed in the clear plastic bag/s marked Return of Answer Scripts inside the examination venue.

TYPE 8: Answer script found in the examination venue a day after the examination was written		
Action by the school	Possible consequence/sanctions for the candidate	Prevention of the irregularity
<ul style="list-style-type: none"> Immediately report the irregularity to the principal or centre manager, who will inform the district circuit manager and the Directorate: Assessment Management/Directorate: Examinations. 	<ul style="list-style-type: none"> Candidate's script may not be accepted depending on the outcome of an investigation. Candidate's results may be delayed. 	<ul style="list-style-type: none"> Only once all scripts have been handed in, physically counted and verified to correspond with the mark sheets and SCR, may the candidates be allowed to leave the examination venue. Batching must take place inside the examination venue and the answer scripts must be placed and sealed in the clear plastic bag/s marked Return of Answer Scripts inside the examination venue. Once all candidates have left the examination venue, each invigilator must check that all the desks are clear and that their 20-30 candidates did not leave anything behind.

TYPE 9: Answer scripts submitted separately – not with the correct consignment		
Action by the school	Possible consequence/ sanctions for the candidate	Prevention of the irregularity
<ul style="list-style-type: none"> Immediately report the irregularity to the principal or centre manager, who will inform the district circuit manager and the Directorate: Assessment Management/Directorate: Examinations. 	<ul style="list-style-type: none"> Candidate's script may not be accepted depending on the outcome of an investigation. Candidate's results may be delayed. 	<ul style="list-style-type: none"> Only once all scripts have been handed in, physically counted and verified to correspond with the mark sheets and SCR, may the candidates be allowed to leave the examination venue. Batching must take place inside the examination venue and the answer scripts must be placed and sealed in the clear plastic bag/s marked Return of Answer Scripts inside the examination venue.

Important to note:

- Invigilators must tick the attendance of candidates on the mark sheet after the first hour has elapsed.
- The SCR must only be signed by candidates after the candidate has handed in their answer script, which must be checked by the invigilator to ensure that all answer sheets (where applicable) are included.
- Before the batches are sealed in the plastic bags and taken to the strong room, the mark sheet, SCR and wrapper must correspond with each other.
- It is vital that a physical count of the scripts is done.
- An invigilator must be on duty at the door where the candidates exit to ensure that no candidate is leaving with his/her script and/or answer sheet.