



Reference: 20210217-1049
File no.: 13/7/1/2
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Assessment Management Minute: 0003/2021

To: Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Heads: Management and Governance, Heads: Learner Support, Circuit Managers, Assessment and Examination Coordinators, Subject Advisers and Managers of adult learning centres

Subject: Adult Education and Training Level 4 examination timetables for June 2021 and November 2021

1. The Adult Education and Training (AET) Level 4 examination enables learners to access a General Education and Training Certificate which is registered at Level 1 on the National Qualifications Framework.
2. The **AET Level 4 June 2021 examination** commences on Monday, 31 May 2021, and will conclude on Wednesday, 23 June 2021. The timetable for the AET June 2021 examination is provided as **Annexure A1**.
3. The **AET Level 4 November 2021 examination** commences on Monday, 01 November 2021 and will conclude on Tuesday, 23 November 2021. The timetable for the AET November 2021 examination is provided as **Annexure A2**.
4. All examination sessions will start at 14:00. Failure to adhere to the examination dates and times will constitute an irregularity.
5. Quality assurance of examination procedures is essential to ensure the credibility of the examinations. This will include unannounced visits to examination centres to ensure that all examinations are conducted according to the applicable regulations. Representatives from the Western Cape Education Department, Umalusi and the Department of Higher Education and Training will monitor the examination procedures at the examination centres. Kindly note that monitors may only be allowed to monitor an examination if they produce proof of identity and a letter authorising them to monitor on behalf of the office concerned.

6. Should an adult learning/community learning centre's examinations be conducted on the premises of a mainstream school, the centre manager must make prior arrangements for the use of the strong room, the administration section, classrooms, ablution facilities, etc.
7. The centre manager is responsible and accountable for all administrative matters pertaining to the examinations.
8. No candidate may be allowed into an examination venue unless he or she produces a letter of admission and an identity document (ID). (Note: if a candidate is allowed to write an examination without a valid ID and letter of admission, he or she must produce proof of identity within 24 hours. Failure to do so will constitute an examination irregularity.)
9. The chief invigilator must ensure that candidates enter the examination venue 35 minutes before the official starting time of the examination session. This time is to be used as follows:
 - 9.1 The first 25 minutes must be used to settle the candidates in their correct seats, distribute question papers and answer books and read out the examination regulations. Chief invigilators must remind candidates that they may not have a cell phone or any crib notes on their person during the examinations.
 - 9.2 During the remaining ten minutes, candidates must be given an opportunity to read through the question paper.
 - 9.3 No writing or making of notes is allowed at any stage during the 35 minutes. Any infringement of this rule will constitute an irregularity.
 - 9.4 Candidates must finish writing at the time indicated on the examination timetable.
10. Centre managers are requested to:
 - 10.1 provide all their lecturers and candidates with the timetable as soon as possible to enable them to prepare for the examinations;
 - 10.2 remind all their candidates that their IDs and letters of admission must be produced before the commencement of each examination session to prevent any identity fraud; and
 - 10.3 ensure that all candidates who are registered for the AET examinations complete their Site-based Assessment component prior to writing the examinations.

11. Centre managers are kindly requested to inform all candidates and lecturers of the contents of this circular.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2021-02-25