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File no.: 13/11/2
Enquiries: C Klopper

Assessment Management Minute: 0010/2021

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Heads: Management and Governance, Deputy Chief Education Specialists, Circuit Managers, Subject Advisers and Heads of institutions which prepare candidates for the National Senior Certificate examinations

Subject: Prevention of irregularities during the conduct of the National Senior Certificate (NSC) and Senior Certificate (SC) examinations

1. The Western Cape Education Department thanks all principals and invigilators for the excellent way in which the combined 2020 June and November examinations and the 2021 June examinations were generally conducted.
2. There were, however, a few irregularities which transpired in the course of the administration and management of the examinations. The following irregularities occurred during the writing phase of the 2020 combined June and November examinations:

Type of irregularity	Number of cases reported
Cell phone	14
Unauthorised material	9
Candidate wrote incorrect question paper	6
Answer script removed from the venue	3
Late receipt of answer script	7

3. This minute must be read in conjunction with Assessment Management Minute 0013/2017, dated 24 August 2017.

4. The following irregularities occur with the administration, management and writing of the examinations:
 - 4.1 cell phone and/or electronic devices;
 - 4.2 unauthorised material;
 - 4.3 candidate wrote the incorrect question paper (e.g., Home Language instead of First Additional Language);
 - 4.4 candidate obtaining assistance from a fellow candidate;
 - 4.5 candidate left the examination room with his/her answer script and/or answer sheet;
 - 4.6 answer script incorrectly batched;
 - 4.7 answer script missing or lost – found between question papers and/or unused material in the strong room;
 - 4.8 answer script found in the examination venue a day after the examination was written; and
 - 4.9 answer scripts submitted separately.
5. **Annexure A** provides information on the action required when an irregularity takes place, consequences/sanctions for the candidate and it provides guidelines how to prevent these irregularities.
6. Principals are requested to bring the contents of this minute to the attention of all teachers, invigilators, parents, and learners to ensure that all role players are informed of the management of irregularities during the examinations.

SIGNED: H MAHOMED

ACTING DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2021-07-30