

Reference: 20210913-5802  
File no.: 13/1/2/1  
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Assessment Management Minute: 0016/2021

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

**Subject: Monitoring and risk management for the National Senior Certificate, Adult Education and Training Level 4 and Senior Certificate examinations from October 2021 to July 2022**

1. The quality assurance, proper management and effective administration of examinations are essential at all levels and all institutions to ensure the integrity and credibility of examination results. This includes unannounced visits to examination centres as well as principals/centre managers accepting accountability for all examinations conducted at their schools.
2. **Monitoring of the National Senior Certificate (NSC), Adult Education and Training (AET) Level 4 and Senior Certificate (SC) examinations**
  - 2.1 Representatives from the following four bodies will monitor the examination processes at examination centres:
    - (a) The Western Cape Education Department (WCED);
    - (b) The Council for Quality Assurance in General and Further Education and Training (Umalusi);
    - (c) The Department of Basic Education (DBE); and
    - (d) The Department of Higher Education and Training (DHET).
  - 2.2 Monitors from Umalusi, the DBE and DHET have been specifically appointed for this purpose and will not necessarily be accompanied by WCED officials when visiting examination centres.

- 2.3 All monitors from the WCED, Umalusi, DBE and DHET will be in possession of identification documents and letters of appointment as monitors and will check **all** examination procedures, for example the removal of question papers from the safe/strongroom, the safekeeping and storage of examination papers in the safe/strongroom, the actual writing of examinations in the examination venues and the invigilation process.
- 2.4 The monitors have been asked to report to the office of the head of the institution when they arrive and again when they leave. Heads of institutions are requested to sign the monitoring instrument and to ensure that the monitor signs the *Register for Monitors*.
- 2.5 The monitoring instrument (**Annexure A: Western Cape Education Department Monitoring Instrument 2021**) will be used by WCED officials for monitoring the writing of examinations.
- 2.6 Senior invigilators must complete the online daily report, using the provided link, within **one hour after the examination**. This online daily report does not replace the chief invigilator's reporting to districts.
- 2.7 The link for the online daily report from senior invigilators is: <https://forms.office.com/r/db6aC7bq4v>. All principals must ensure that this online report is completed after every session of the examination.

### 3. **Risk management for the NSC, AET Level 4 and SC examinations**

- 3.1 While it is not expected that the writing of any of the examinations will be disrupted, it is essential that a comprehensive risk management plan be developed by each institution in order to deal with any disruption that might affect the management and conduct of these examinations.
- 3.2 In the event of an evacuation, the circuit manager or district director must be notified of the incident immediately. The circuit manager or another designated official from the district office will endeavour to visit the school immediately to verify the procedures followed by the school. The designated official from the district office must monitor the situation closely from the time that he or she arrives at the school.
- 3.3 Failure to carry out the evacuation according to the set procedures will compromise the credibility of the examination and may result in alternative arrangements being made, such as the rescheduling of the examination at a later date.
- 3.4 Principals/centre managers must inform candidates of the institution's contingency plan for evacuation (**Annexure B: Contingency plan to deal with emergencies**) and of the serious consequences if such an evacuation is not carried out in terms of policy.

- 3.5 In the unlikely event of a national or provincial examination having to be rewritten, the WCED will inform all principals/centre managers immediately after the decision has been made.
- 3.6 Principals/centre managers may use the accompanying checklist (**Annexure C: Risk Management Checklist for the National Senior Certificate, Adult Education and Training Level 4 and Senior Certificate examinations**) as a guideline to assist them in identifying potential risks to the effective conduct of the examinations and to develop their risk management plan accordingly.

#### 4. Risk management of irregularities

- 4.1 The following irregularities occurred during the writing phase of the November 2020 NSC examinations:

Type of irregularity	Number of cases reported
Candidates in possession of a cell phone	14
Unauthorised material	09
Candidates who wrote an incorrect question paper	06
Answer script removed from the venue	03
Late receipt of answer scripts	07

- 4.2 Apart from two types of irregularities (cell phone and unauthorised material), the other irregularities relate to the manner in which answer scripts are collected from candidates. **Therefore, it is essential that the correct procedures for collecting and batching answer scripts are adhered to at all times.**
- 4.3 It is vital that invigilators are on duty at the door(s) when candidates leave the examination venue to ensure that candidates do not leave the examination venue with their answer script.
- 4.4 Principals/centre managers must acquaint themselves with the contents of *Assessment Management Minute 0013/2017*, dated 24 August 2017 and *Assessment Management Minute 0010/2021*, dated 30 July 2021, which provide guidelines to minimise assessment irregularities during national examinations.
5. Should there be any doubt about the identity of the person who reports for monitoring the examination, any disruption in the examinations process or the opening of an incorrect question paper, the principal/centre manager must **immediately** report it to one of the following WCED officials:

Mr J Parbhoo, tel. no. 021 467 2075 or email [Jaywant.Parbhoo@westerncape.gov.za](mailto:Jaywant.Parbhoo@westerncape.gov.za)  
 Mr B Loriston, Chief Director: Assessment and Examinations, tel. no. 021 467 2541.

6. The WCED wishes principals/centre managers well with the management of the coming examinations.

**SIGNED:** H MAHOMED

**DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2021-09-15