



Reference: 2021 1022-6959
File no.: 13/9/2
Enquiries: District office

Assessment Management Minute: 0019/2021

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: Applications for candidates who are COVID-19 positive or in isolation/quarantine who wish to write the November/December 2021 National Senior Certificate (NSC) examinations

1. The Department of Basic Education, in consultation with the Department of Health, agreed on 04 November 2020 to allow candidates who have tested positive for COVID-19 or who are in isolation/quarantine due to contact with COVID-19 positive persons to write the November 2020 NSC examinations, based on certain conditions. This arrangement will also be applicable for the November/December 2021 NSC examinations.
2. This minute must be read in conjunction with Assessment Management Minute: 0015/2020, dated 06 October 2020, which explained the protocol for the writing of the November 2020 NSC examinations in compliance with COVID-19 requirements.
3. The parents/guardians/caregivers of a NSC candidate who–
 - has tested positive for COVID-19 and is in isolation; or
 - is in quarantine after being in contact with a person who is confirmed to have COVID-19may apply for their child/ward to write the November/December 2021 examinations.

4. The parents/guardians/caregivers of a candidate who has tested positive for COVID-19 or a candidate who is in isolation/quarantine, must inform the principal immediately of the status of the candidate. The principal must issue the parent/guardian/caregiver with the attached application form, **Annexure A**, and the parents/guardians/caregivers must complete section 1 for a concession for the candidate to write their examination(s) at **district-approved isolation venue(s)**.
5. Candidates who are COVID-19 positive or who are in isolation/quarantine may **only write at district-approved isolation venue(s)**.
6. All applicants must be informed that the successful completion and submission of this application form **will NOT be** an indication that the candidate will be granted approval to write the examination(s). The final decision will be made by the Western Cape Education Department.
7. The application form together with the relevant evidence requested, must be submitted to the principal at least 24 hours prior to the examination date(s) and time(s).
8. Upon receipt of the completed application form, the principal must complete section 2 of the application form and forward it to the district director/delegated district official, who will verify the application. The final decision will be recorded in sections 3 and 4 and communicated to the school by the district director, who must in turn inform the applicant.
9. Should the application be successful, the candidate will be informed in writing by the district office of the venue where he/she will write his/her examination(s).
10. Such alternative arrangements will only be applicable up until the 10th day after the candidate has been tested or started their isolation/quarantine. Thereafter, the candidate may continue to write their examinations at his/her original examination centre.
11. Principals are reminded that **code "999" and IV** (isolation venue) must be written on the **mark sheet** and **Script Control Register** next to the candidate's name for all the examinations written at the isolation venue.
12. Please find the revised *Protocol on the writing of the 2020 November examinations in compliance with the COVID-19 requirements*, dated 08 November 2020, attached as **Annexure B**.
13. Parents/guardians/caregivers who intentionally conceal the COVID-19 positive status of a candidate in their care will face legal consequences should it later be revealed that this information was wilfully withheld.

14. Principals must refer all enquiries regarding this minute to the district assessment and examination coordinator.
15. Principals are requested to bring the contents of this minute to the attention of all teachers, invigilators and parents/guardians/caregivers.

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2021-10-26