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

**Subject: Appointment of invigilators for the June 2021 National Senior Certificate (NSC) supplementary/Senior Certificate (SC), Adult Education and Training (AET) Level 4 examinations and November 2021 National Senior Certificate (NSC) examinations**

1. In terms of the *Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate examination*, published in *Government Gazette* No. 37651 of 16 May 2014, **the provincial departments of education must appoint the principal of a school as the chief invigilator for the NSC examinations.**
2. Principals and centre managers of adult learning centres may delegate this responsibility, in writing, to a School Management Team (SMT) member employed by the Western Cape Education Department (WCED). However, the principal/centre manager, will ultimately accept full responsibility and accountability for the conduct of all examinations at their school/centre.
3. The senior invigilator will serve as the chief invigilator for the NSC supplementary and SC examinations which will be written in May/June 2021.
4. In the November 2021 NSC examination the senior invigilator, who must be a member of the community, is expected to support the chief invigilator in the administration and conduct of the examinations. Under no circumstances must the senior invigilator take full responsibility for all the administrative tasks associated with the November 2021 NSC examination.

5. Principals and centre managers of adult learning centres are requested to recruit suitable persons from the community as senior invigilators and invigilators for the above-mentioned examinations.

6. The principal/centre manager or his/her delegate must ensure that all the addenda attached to this minute, are completed and that original documents are submitted.  
**Copies will not be accepted.**

**Addendum A & B** – Z83

**Addendum C** – Nomination of Invigilators

**Addendum D** – DBE3 form **(tax number and stamped at bank)**

**Addendum E** – Contract of Temporary Employment for Community Members

**Addendum F** - MIE Personal Credential Disclosure Form

**Addendum G** – Attendance Register

7. **Suitability checks of invigilators**

The principal/centre manager or his/her delegate must ensure that all invigilators have been screened and appointed in line with Regulation 57(1) (c) of the Public Service Regulations, 2016.

7.1 Addendum F (MIE) must be completed by all nominated invigilators.

- (a) Criminal record checks
- (b) Citizenship verification
- (c) Qualification verification
- (d) Previous employment verification

8. No person employed by the WCED in a fulltime or contract position may be appointed and remunerated as a community invigilator.

9. Principals and centre managers of adult learning centres are requested ONLY to recruit persons who meet the criteria as indicated in paragraph 10.

10. **Criteria for the appointment of invigilators**

10.1 A person can only be considered for appointment as chief invigilator, senior invigilator or invigilator if he/she is:

10.1.1 at least 25 years old but not older than 65 years old;

10.1.2 not a relative of a candidate writing the examinations;

10.1.3 not the spouse or next-of-kin of the chief invigilator;

10.1.4 a South African citizen; and

10.1.5 in possession of at least an NSC/SC (matric) qualification

## 11. **Total number of invigilators**

11.1 In addition to the chief invigilator, **one invigilator must be appointed for every 30 candidates. All rooms must be used to full capacity before use is made of an additional room.**

11.2 At sessions where there are only a few candidates, the services of one invigilator will be adequate. In such an instance, the senior or chief invigilator will not perform invigilation duties, other than to relieve an invigilator who must accompany a candidate to the bathroom.

11.3 If all the candidates are male, it is recommended that the chief invigilator, senior invigilator and invigilators are also male. If all the candidates are female, it is recommended that the chief invigilator, senior invigilator and invigilators are also female. If there are male and female candidates and the chief invigilator is male, at least one of the invigilators must be female, or, if the chief invigilator is female, at least one of the invigilators must be male.

11.4 When the services of additional invigilators are required for the management of two or more examination venues at the same time, the chief invigilator will not perform normal invigilation duties, but will be required to perform the duties of a chief invigilator at all the venues.

## 12. **Nomination of invigilators**

### 12.1 **June 2021 NSC supplementary, SC and AET Level 4 examinations**

12.1.1 The principal/centre manager or his/her delegate will be appointed as the chief examination officer and will be accountable for the management and administration of the June 2021 NSC supplementary/SC examination. The chief examination officer will be assisted in the conduct of the June 2021 NSC supplementary/SC examination by the senior invigilator (community member). This person will be appointed as the chief invigilator.

12.1.2 The principal/centre manager must, in writing, nominate members of the community who will be serving as the chief invigilator and invigilators for the June 2021 NSC supplementary/SC examination and AET Level 4 examinations.

12.1.3 The principal/centre manager must conduct a personal interview with the person nominated as senior invigilator to assess the nominee's reading, writing, hearing and visual capabilities, as well as the person's general state of health. Nominees must be capable of clearly understanding and implementing the examination instructions.

- 12.1.4 After the school principal is satisfied that the senior invigilator is a suitable person and capable of performing the required duties, he/she must sign the letter of acceptance of the senior invigilator.
- 12.1.5 The chief invigilator and senior invigilator must be informed that they will be required to attend invigilators' training sessions offered by the WCED.
- 12.1.6 The list and appointment forms of all members of the community appointed as invigilators for these examinations must be submitted to the district office by **Tuesday, 16 April 2021**.
- 12.1.7 The Assessment and Examination Coordinator at the district office must collate the nomination forms received from all examination centres and submit it to the Head Office in a collated batch by **Friday, 23 April 2021**.
- 12.2 **The NSC November 2021 and AET Level 4 November 2021 examinations**
- 12.2.1 For the NSC examination sessions, the principal must ensure that **50% of the invigilators are teachers and 50% are members of the community**.
- 12.2.2 Teachers serving as invigilators **need not** be scheduled to invigilate for the full duration of each examination session.
- 12.2.3 A teacher who has a child writing the NSC examinations at the school where he/she is employed **must not** be appointed as an invigilator.
- 12.2.4 It is imperative that a teacher does not invigilate the subject that he/she teaches at the school.
- 12.2.5 The principal must appoint all teachers who will be serving as invigilators for the NSC examinations in writing. The list and appointment forms of all teachers and members of the community appointed as invigilators must be submitted to the district office by **Friday, 06 August 2021**.
- 12.2.6 The Assessment and Examination Coordinator at the district office must collate the nomination forms received from all examination centres and submit it to the Head Office in a collated batch by **Friday, 13 August 2021**.
13. **Duties of chief invigilators, senior invigilators and invigilators**
- 13.1 The duties of chief invigilators, senior invigilators and invigilators appear in the **Examination Procedure Manual, attached as Annexure A**.
- 13.2 Invigilators must not assist candidates in any irregular activities during the conduct of an examination. The WCED will not hesitate to lay criminal charges against any invigilator who is found guilty of any involvement in an irregularity.

- 13.3 Chief invigilators, senior invigilators and invigilators must have **their identity documents, most recent academic records, and appointment contracts** with them for the duration of the examinations.
- 13.4 Principals must draw up an invigilation timetable and submit it to the relevant circuit manager once the invigilator appointments have been approved.
- 13.5 The invigilation timetable must include invigilators and relief invigilators for each examination session.
14. **Training of invigilators for the NSC, SC and AET Level 4 examinations**
- 14.1 Training for principals, chief invigilators and senior invigilators and community members will be conducted in **August and September 2021** and is compulsory.
- 14.2 Senior invigilators who live **within a radius of 75km** from the school or centre where the training takes place **will be paid for one additional session** to compensate for travel expenses.
- 14.3 Senior invigilators who live **more than 75km** from the training venue **will be paid for two additional sessions** to compensate for travel expenses.
- 14.4 The principal of the school must ensure that all educators and members of the community appointed as invigilators are fully trained in the execution of their invigilation duties.
- 14.5 Training must be cascaded from principals and chief invigilators to all invigilators who have not attended a Head Office training session.
- 14.6 Training registers must be completed at school level as evidence and must indicate the time and venue of the training and the names of the invigilators who attended the session.
15. **Nomination and approval of chief invigilators, senior invigilators, and invigilators for all examinations**
- 15.1 **Addenda A and B (Z83)** must be completed by the principal or centre manager. The circuit manager will verify and recommend the nominees and forward the documents to the Assessment and Examination Coordinator for submission to the Head Office for final approval and appointment. **Addendum C** must then be completed and signed by the principal or centre manager.
- 15.2 **Addendum G** must be completed and signed by the principal or centre manager to confirm the number of sessions completed.

- 15.3 The nominations of senior invigilators must be accompanied by certified copies of each nominee's identity document, a one-page Curriculum Vitae and his/her academic qualification(s), which must include their Grade 12 certificate.
- 15.4 Applicants or nominees who have applied for fulltime employment elsewhere should preferably not be considered for appointment.
- 15.5 Only a person whose appointment has been approved by the Head Office may perform duties as an invigilator. Invigilators may under no circumstances appoint substitutes for any part of their work. Should circumstances prevent a chief invigilator, a senior invigilator or an invigilator from invigilating an examination, the principal or centre manager, in consultation with the circuit manager, must arrange for the appointment of a substitute and the Directorate: Examinations Administration must immediately be informed of the change. Substitutes must also submit their banking details and tax reference numbers on the attached **Addendum D. Please note that only original documents will be accepted.**

16. **Service contract**

All chief invigilators, senior invigilators and invigilators must be prepared to enter into a service contract with the WCED regarding their duties and responsibilities during the examinations. The contract will be valid for the **June 2021 and November 2021 Examinations.**

17. **Submission of nomination forms**

- 17.1 After verifying **Addenda A & B (Z83), C, D E and I**, the Examinations Assessment Coordinator must submit it in a batch to the **relevant official indicated below:**

**NB: ONLY ORIGINAL DOCUMENTS WILL BE ACCEPTED FOR PROCESSING.**

District	Responsible official	Tel. no.
Metro North	Johnnie Isaacs (Head Office)	021 467 2974
Metro Central	Farrel Jacobs (Head Office)	021 467 2893
Metro Central	Gail Laguma (Head Office)	021 467 2909
Metro South	Peggy Thomas (Head Office)	021 467 2930
Metro East	Gideon Dilgee (Head Office)	021 467 2941
West Coast	Patricia Liguma (Head Office)	021 467 2936
Cape Winelands	Lindsay Weber (Head Office)	021 467 2732

Overberg	Patricia Liguma (Head Office)	021 467 2936
Eden and Central Karoo	George Valentine (Head Office)	021 467 2978

17.2 **Summary of submission dates for invigilator nomination forms:**

17.3 NSC supplementary/SC June 2021 and AET Level 4 examinations: **23 April 2021.**

17.4 NSC November 2021 and AET Level 4 examinations: **13 August 2021.**

18. **Remuneration of invigilators**

18.1 The WCED will appoint and remunerate invigilators from the community in accordance with the Personnel Administration Measures, **Chapter D.**

18.2 **Independent schools, colleges and prisons are responsible for the remuneration of their own invigilators.** However, principals of independent schools, heads of colleges and prisons must note that it is **compulsory to complete Addenda A & B (Z83), C and E and return them to the WCED,** even though the invigilators of these institutions are not paid by the WCED.

18.3 **Public service staff and teachers (contract and permanent) who receive a salary from the WCED and who also serve as invigilators will not be remunerated** by the WCED for performing invigilation duties.

18.4 The current rate (subject to change) for invigilation is **R257,10 per session for a senior invigilator** and **R171,40 per session for an invigilator.**

18.5 **Under no circumstances will invigilators be reimbursed for travel expenses to perform invigilation duties.** Principals and centre managers must therefore appoint invigilators from the immediate community which is served by the school or centre.

18.6 The regulations (IRP10) pertaining to the payment of employees' tax determine that all salaries of persons in part-time employment are subject to a tax deduction of 25%. The WCED will, therefore, make a **25% tax deduction from the amounts paid to invigilators for services performed. Therefore, the submission of a tax directive for employees (IRP3) no longer applies.**

18.7 Invigilators who qualify to be exempt or partially exempt from the payment of employees' tax must, after receipt of an IRP5 certificate, submit the certificate to their local Receiver of Revenue together with the prescribed IT12 S form. IRP5 certificates will be couriered to school in June or July of the year following their period of invigilation.

- 18.8 In order to expedite the payment of invigilators' claims, each senior invigilator or invigilator must write his/her **identity number** on the acceptance form and attach a certified copy of his/her identity document. **Addendum D**, which also reflects the **tax reference number**, must be completed by **all senior invigilators and invigilators from the community**. This form must be completed and certified as correct, and the bank account must be declared as active by the bank concerned.
19. Please ensure that a copy of this Examinations Administration minute is handed to the principal or centre manager or his/her delegate, the senior invigilator and each additional invigilator.

**SIGNED:** PAD BEETS

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

**DATE:** 2021-03-30