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File no.: 13/25/2
Enquiries: Z Isaacs

Examinations Administration Minute: 0003/2021

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Assessment and Examination Coordinators and Heads of public and independent examination centres

Subject: Audit of public and independent examination centres offering the 2021 National Senior Certificate examinations

1. In terms of Regulation 27(2) 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, "All examination centres must be evaluated by an official from the assessment body, to verify that all the necessary facilities required for conducting the examination are available at the centre."
2. Principals must annually complete an audit instrument reflecting the readiness to host the National Senior Certificate (NSC)/Senior Certificate (SC) examinations. As from 2021, the audit instrument must be completed electronically and can be found on CEMIS under the menu: Exams/Assessments, Exam centre audit instrument.
3. All schools offering the 2021 NSC/SC examinations must complete the electronic audit instrument. The due date for the completion of the electronic audit instrument is 31 May 2021.
4. The completed electronic audit instrument must be signed off on CEMIS by the principal and circuit manager.
5. Each examination writing centre must upload a valid health and safety certificate and a fire equipment service certificate when submitting the electronic audit instrument.

6. The following five minimum security criteria, in addition to other security measures, need to be in place at all examination centres:
 - Double locking system, as the principle of double locking must be implemented.
 - Key holders, in relation to the double locking system, must be members of the School Management Team.
 - A security guard must be available to control access to the premises.
 - The centre must have a strongroom.
 - The strongroom must have space to store examination stationery.
7. Officials from the Western Cape Education Department will contact schools to arrange a date and time for an examination centre audit visit.
8. Visits will be conducted from April to September 2021.
9. Where there are repeated violations of the examination code, a centre could forfeit its examination centre status.
10. Learners from independent schools will not be certified if the independent school is not accredited with Umalusi.
11. This minute must be read in conjunction with Examinations Administration Minute 0011/2019, dated 15 October 2019.
12. The contents of this minute must be brought to the attention of all staff members responsible for managing the 2021 NSC examinations at schools.
13. Please contact Mr Zane Isaacs on tel. no. 021 467 2942 or email: Zane.Isaacs@westerncape.gov.za for any queries.

SIGNED: PAD BEETS

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2021-03-31