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File no.: 13/8/3
Enquiries: CA Berry

Examinations Administration Minute: 0004/2021

To: Superintendent-General, Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Heads: Management and Governance, Circuit Managers, Assessment and Examination Coordinators, Heads of institutions and Centre Managers that prepare candidates for the National Senior Certificate, Senior Certificate and AET L4 examinations

Subject: Appointment of new courier company for dispatching and collecting of examination related material

1. School principals/centre managers of examination centres are hereby informed that the Western Cape Education Department (WCED) opted to participate in the transversal contract (RT5-2020) that was concluded by National Treasury.
2. This minute serves to inform principals/centre managers of the change in courier company that will service all public and independent examination centres with the commencement of the May/June 2021 National Senior Certificate, Senior Certificate and Adult Education and Training Level 4 examinations.
3. The contract with our current service provider, **Courierit SA (PTY) Ltd**, has **ended** on 31 March 2021.
4. The WCED has therefore contracted the services of **Madibana SA (PTY) Ltd** to courier examination related material to and from examination centres.
5. Hence, principals are requested to ensure that **no** examination related materials (question papers, answer books, answer scripts, examination stationery) are sent to the WCED with any other courier company except Madibana SA (PTY) Ltd.
6. The integrity of the national examinations must be protected at all times and to ensure continuity during the transition period it is important that the WCED maintain the current security measures and arrangements.

7. The courier drivers, as well as the assistants, will be identified clearly with a permit letter, identification card and specific dress code. The principal/centre manager may request the permit letter from the driver at any time when they deliver or collect examination material.
8. Only Madibana courier waybills **must** be used when sending examination related documents to the Directorate: Examinations Administration, with immediate effect. The Madibana waybills will contain the new account number and will be provided to all principals/centre managers along with the consignment containing the examination stationery.
9. Please contact the following officials with queries or questions for clarity:
 - Mrs Shelva Willoughby: 021 467 2923
 - Mr Clive Berry: 021 467 2265
 - Mr Alistaire Gietzmann: 021 467 2987
10. Further security, delivery and collection arrangements will be communicated to all centres.

SIGNED: H MAHOMED

ACTING DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2021-05-18