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Enquiries: CA Berry

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

**Subject: Norms and standards for school walk-in safe/strongroom and the handling of the walk-in safe/strongroom keys**

1. The policy on the norms and standards for the school walk-in safe/strongroom and the handling of the walk-in safe/strongroom keys, was distributed to all schools and examination venues in October 2020.
2. The May/June 2021 National Senior Certificate (NSC) and Senior Certificate (SC) examinations will commence on **26 May 2021** and the May/June 2021 Adult Education and Training Level 4 (AET L4) examinations will commence on **31 May 2021**.
3. School principals and centre managers of combined and AET centres are reminded to adhere to this policy strictly and to apply it during the conduct of the May/June 2021 NSC, SC and AET L4 examinations.
4. The Department of Basic Education and the Western Cape Education Department will audit and monitor the examination centres during the conduct of the May/June 2021 NSC, SC and AET L4 examinations to ensure compliance of the examination policies.
5. The policy on the norms and standards for the School walk-in safe/strongroom and the handling of the walk-in safe/strongroom keys is attached as **Annexure A**.
6. Attached to the policy, are two additional annexures for implementation by all public, independent schools, and AET centres during the May/June 2021 NSC, SC and AET L4 examinations.

**Annexure 1** – (Register to record the access to the walk-in safe/strongroom).

**Annexure 2** – (A poster, reflecting the main elements of the norms and standards for the walk-in safe/strongroom and the handling of the key policy).

7. The poster, attached as **Annexure 2**, must be displayed on the door of the walk-in safe/strongroom. The content of the poster must also be shared with the relevant invigilators involved in the administration and conduct of the examination.
8. Principals/centre managers must read the policy and bring its content to the attention of all staff members.

**SIGNED:** H MAHOMED

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

**DATE:**2021-05-18