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Enquiries: SL Willoughby

Examinations Administration Minute: 0010/2021

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: Compulsory training for all principals, chief invigilators, senior invigilators and district officials involved in the conduct, administration and management of the NSC, SC and AET Level 4 examinations in 2021/22**

1. 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, require that provincial education departments must ensure that all invigilators are appropriately trained to conduct the National Senior Certificate (NSC), Senior Certificate (SC) and Adult Education and Training (AET) Level 4 examinations in terms of current policy.
2. Although training has been compulsory from 2014 to 2020, several administrative and behavioural offences and acts of dishonesty were identified and reported during the 2020 NSC examinations. This clearly demonstrates the necessity for the training of invigilators and principals for the 2021 NSC, May/June 2022 NSC and SC, and the 2021/22 AET Level 4 examinations.
3. Training sessions will be conducted via Microsoft (MS) Teams on 20, 21 and 22 September 2021 for all eight districts (**please see Annexure B attached**).
4. One in-person Smartlock and invigilator training session will be arranged for new/first time examination centres on 13 October 2021 at The Settlers High School.

5. According to COVID-19 protocols, public gatherings and social occasions significantly increase the risk of the spread of COVID-19. Thus, the 2021 NSC/SC invigilator training will be conducted via MS Teams. This virtual training will be hosted by officials from the Chief Directorate: Assessment and Examinations (Head Office). The training is imperative to ensure that all principals/centre managers, chief invigilators and senior invigilators of all examination centres receive appropriate training. Due to the COVID-19 pandemic, additional procedures for the conduct and administration of the examination **must be** incorporated to ensure the safety of all candidates and role players.
6. It is **compulsory** for the following delegates involved in the conduct, administration and management of the 2021/22 NSC, SC and AET Level 4 examinations to attend the MS Teams training sessions:
  - Principals/centre managers (**chief invigilators**)
  - Two Senior Management Team (SMT) members
  - Senior invigilators
  - District officials involved in the conduct, administration and management of the NSC, SC and AET Level 4 examinations in 2021/22.
7. Principals/centre managers and their SMTs will be provided with all the training material, which **must** be used to **cascade** the training and information shared during the official scheduled provincial training sessions to other invigilators. This will ensure that the information shared remains standardised.
8. The introduction of new procedures, in line with COVID-19 protocols, for the overall management and conduct of the entire examination process makes the attendance of this training imperative for all parties.
9. The schedule reflecting the training dates and times per circuit and district is attached as **Annexure B**.
10. Your understanding and cooperation will be highly appreciated.
11. Kindly bring the contents of this minute to the attention of all concerned.

**SIGNED:** H MAHOMED

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

**DATE:** 2021-08-10