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Enquiries: A du Plessis

Examinations Administration Minute: 0011/2021

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

Subject: Examination stationery needs from schools/examination centres for the October/November 2021 National Senior Certificate (NSC) and Senior Certificate (SC) examinations

1. Annually, during the conduct of the NSC and SC examination periods, principals/centre managers experience a shortage of specific examination stationery items used during the writing and batching of answer scripts.
2. In order to ensure that all examination writing centres receive an accurate supply of examination stationery for use during the October/November 2021 NSC and SC examinations, the Directorate: Examinations Administration has deemed it necessary to provide each school/centre with a stationery order form, attached as **Annexure A**.
3. Each principal/centre manager will have the opportunity to provide the exact number of examination stationery items required to conduct the October/November 2021 NSC and SC examinations.
4. To compile the stationery order, principals/centre managers must note the following:
 - 4.1 The **brown wrappers** are used to batch the answer scripts per mark sheet. Each mark sheet has a maximum of 30 candidates.

- 4.2 The plastic bag with a **green strip** is used for sealing candidate answer scripts and spoilt answer books per subject. This plastic bag can hold up to 90 answer scripts (three batches of 30 scripts). The subject name must be written on the plastic bag and these bags will be required for each session that the school/centre will be writing.
- 4.3 The plastic bag with a **red strip** is used for the return of unused answer books. This bag is only used once a week, after the completion of an examination week.
- 4.4 The large **white bag** is used for the return of the sealed/locked black Smartlock bags with answer scripts and can hold a maximum of one fully packed Smartlock bag. One black Smartlock bag can hold a maximum of 160 answer scripts.
- 4.5 A **courier waybill** is used to record all the delivery details of the parcel. The amount of courier waybills and barcode tracking labels/stickers can be determined by the number of sessions the school/centre will be writing as per the approved timetable.
5. Principals/centre managers are therefore requested to complete the attached stationery order form by **31 August 2021** and return it to Mr Abraham du Plessis via email to Abraham.DuPlessis@westerncape.gov.za or fax to 086 667 2200.
6. The examination stationery for the entire October/November 2021 NSC and SC examinations will be dispatched during the week of **18–22 October 2021**.
7. On receipt of the stationery, principals/centre managers must immediately check and confirm that sufficient stationery (per item) has been received for the duration of the entire examination period as per the approved timetable.
8. The principal/centre manager must sign the stationery control list to confirm that sufficient stationery has been received and immediately send it via email to Abraham.DuPlessis@westerncape.gov.za or fax to 086 6672 200.
9. Immediately after receipt of the stationery, the principal/centre manager must store the stationery in the school/centre's safe/strongroom until the October/November 2021 NSC examinations commence on 01 November 2021.
10. The following information is required to effectively calculate the examination stationery needs per school/centre:
 - a) Final timetable reflecting the examination sessions.
 - b) Identify the sessions for which the school/centre will have candidates.
 - c) Brown wrappers must be calculated as one wrapper per marksheet. Thirty (30) candidates are on a marksheet.
 - d) Bags with the green strips must be calculated as one bag per 90 scripts (three batches of 30 scripts).
 - e) Bags with red strips must be calculated as two bags per week.

- f) White bags must be calculated as one bag per fully packed black Smartlock bag. The number of Smartlock bags can be determined by the number of candidates per session as indicated in paragraph 4.4.
 - g) Courier waybills and barcode tracking labels/stickers must be calculated according to the number of sessions the school/centre will be writing.
11. For easy reference, an example of how to calculate the examination stationery for a school/centre is attached as **Annexure B**.
 12. Principals/centre managers are reminded that the stationery for the Computer Applications Technology and Information Technology practical examinations will be dispatched with the question papers.
 13. The Western Cape Education Department will augment stationery in line with private and SC candidates who will also write at specific centres.

SIGNED: H MAHOMED

ACTING DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2021-08-13