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Enquiries: CA Berry

Examinations Administration Minute: 0013/2021

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

1. In preparation for the November 2021 National Senior certificate (NSC) and Adult Education and Training Level 4 (AET L4) examinations, principals and centre managers are reminded to implement the policy on the norms and standards for the use of safes/strongrooms and the handling of the safe/strongroom keys strictly.
2. The official policy on the norms and standards for the use of safes/strongrooms and the handling of the strongroom keys, attached as **Annexure A**, was amended in 2020 and distributed to all schools in September 2020.
3. The Department of Basic Education and the Western Cape Education Department will once again audit and monitor the public and independent examination centres during the conduct of the November/December 2021 NSC and AET L4 examinations to assess their readiness to host, conduct and administer the national examinations.
4. In order for all examination centres of public and independent schools to adhere to the norms and standards for the conduct of examinations, a copy and annexures of the policy on the norms and standards for the walk-in safe/strongroom and the handling of the keys have been attached
5. An example of a register to record access to the walk-in safe/strongroom is attached as **Annexure 1**.

6. A poster, reflecting the main elements of the norms and standards for the walk-in safe/strongroom and the handling of the keys policy, is attached as **Annexure 2**. This poster must be displayed on the door of the walk-in safe/strongroom. The contents of the poster must also be shared with the relevant invigilators involved in the administration and conduct of the examination.
7. Principals/centre managers must read the policy and bring its content to the attention of all staff members.

**SIGNED:** H MAHOMED

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

**DATE:** 2021-09-29