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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: Management and safekeeping of answer books and examination stationery for the November 2021 National Senior Certificate examination

1. Introduction

- 1.1 According to the Department of Basic Education, the handling of common answer books during the National Senior Certificate (NSC) and Senior Certificate examinations must be conducted under the same strict security measures and in the same way NSC question papers are managed.
- 1.2 The answer books for NSC candidates will be packed separately from the question papers but will be dispatched in weekly consignments, together with the question papers.
- 1.3 The answer books will be dispatched to all examination writing centres in separate, clearly labelled brown cardboard boxes to facilitate the management and strict recording of the use of answer books.
- 1.4 Please note that Computer Applications Technology Paper 1 and Information Technology Paper 1, to be written on 19 and 20 October 2021 respectively, do not have a common answer book. The stationery for the CAT and IT practical sessions will be included with the dispatch of the question papers.

1.5 The examination stationery for the entire examination will be delivered to schools in a single delivery from 18 to 22 October 2021. The examination stationery must immediately be checked and verified and stored in the school's safe/strongroom until the commencement of the examination. Any examination stationery shortages must be reported immediately to Mr Abraham du Plessis via email: Abraham.DuPlessis@westerncape.gov.za.

2. **Management of answer books**

2.1 The following **procedures for the checking and monitoring of answer books** must be strictly adhered to:

2.1.1 The principal/centre manager/chief invigilator must check each consignment of answer books to verify that the school has received enough answer books for the week's examination sessions.

2.1.2 On receipt, answer books must immediately be stored in the safe/strongroom, together with the consignment of question papers.

2.1.3 The principal/centre manager/chief invigilator must record, daily, the number of answer books used per session in the **Answer Book Register** supplied with each consignment of answer books.

2.2 **Emergency answer book pack**

2.2.1 Included in the second consignment, schools will also receive a pack with 60 additional answer books marked as "EMERGENCY ANSWER BOOKS".

2.2.2 The pack of emergency answer books must only be opened and used when the consignment of answer books has been depleted. If no extra answer books are needed, the bag containing the emergency answer books must remain sealed.

2.2.3 The emergency answer book pack has its own answer book register for recording the use of emergency answer books. Any answer books used from the emergency pack must be recorded in the **Emergency Answer Book Register**.

2.2.4 The pack of emergency answer books together with the **Emergency Answer Book Register** must be sent to the Western Cape Education Department (WCED) with the last pick up (final collection) of unused answer books.

2.3 **Return of answer scripts and spoilt answer books**

Immediately after the completion of the examination, the answer scripts and spoilt answer books of all candidates **per session** (and not per subject paper only), must be placed and sealed in the clear plastic bag labelled **Return of Answer**

Scripts/Spoilt Answer Books, clearly marked with a **green band**. These bags are included with the stationery. This bag must then be placed into the Smartlock canvas bag and sealed.

2.4 Return of unused answer books

2.4.1 From Monday, **08 November 2021**, the courier will collect all unused answer books from schools according to the schedule indicated in the table below. The **completed**, weekly Answer Book Register must be included with the weekly return of unused answer books for the specific consignment.

Return of ALL unused answer books/week	Date
Week one and two (27 October – 05 November 2021)	08 November 2021
Week three (08–12 November 2021)	15 November 2021
Week four (15–19 November 2021)	22 November 2021
Week five (22–26 November 2021)	29 November 2021
Week six (29 November – 07 December 2021)	08 December 2021

2.4.2 On a weekly basis, the unused answer books, together with the Answer Book Register, must be placed in the clear plastic bag labelled **Return of Unused Answer Books**, clearly marked with a **red band**. These bags are included with the stationery delivered to the school.

2.4.3 The centre name and centre number, as well as the number of unused answer books, must be written on the *Return of Unused Answer Books* bag(s).

2.4.4 The sealed *Return of Unused Answer Books* bag(s) must be placed in the large white bag, together with the locked Smartlock canvas bags. If one white bag is insufficient, a second white bag can be used.

(NB: Please do not pack the unused answer books into the Smartlock canvas bags.)

2.5 Management of answer book registers

2.5.1 Principals/centre managers/chief invigilators must ensure that their **answer book registers are completed correctly and that the numbers of used and unused answer books are correctly recorded in the Answer Book Registers.**

2.5.2 The **Answer Book Register** also makes provision for the principal/centre manager/chief invigilator to indicate reasons for issuing a second answer book to a candidate or for fewer answer books being used per session. Where it is found that the total number of answer books issued to the school does not correspond with the total number of (used/unused/spoilt) answer books returned, the case will be investigated by the WCED.

- 2.6 Both answer scripts (Smartlock canvas bags) and unused answer books must be addressed to:
Mr Alistaire Gietzmann
Western Cape Education Department
Directorate: Examination Administration
Alexandra Precinct (Block A)
1st Floor
Haven Road
Maitland
7405
3. Principals/centre managers/chief invigilators are encouraged to keep a box of examination stationery in the writing venue during each examination session to have quick access to the necessary stationery. After the examination session, the examination stationery box must be stored in the school safe/strongroom.
4. The safekeeping of answer books cannot be overemphasised and it is therefore imperative that every possible precaution be taken to avoid any irregularities.

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2021-10-04