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File no.: 13/8/3
Enquiries: B Calvert

Examinations Administration Minute: 0020/2021

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

Subject: Procedures for the administration of the Music Paper 2 (P2) (Comprehension) 2021 National Senior Certificate examination

1. The Music P2 (Comprehension) examination will be written on 06 December 2021. The question papers will be dispatched in the week of 01 December 2021 and will be accompanied with the music compact disc (CD) containing the different tracks.
2. The music CD will be packaged separately from the question paper inside a padded envelope and then packed inside the brown cardboard boxes containing the Smartlock bags.
3. The brown cardboard boxes must be opened immediately on receipt, in the principal's/chief invigilator's office, in a secure area, for verification of the consignment.
4. The session's Smartlock bags, containing the question papers, along with the padded envelope, must then be stored immediately in the safe/strongroom.
5. The music CD must only be removed from the safe/strongroom **three days before** the examination, from **01–03 December 2021** to test it. The Music subject teacher must test the music CD, in the presence of the chief invigilator, on the sound equipment which will be used during the examination. Each track must be tested. If the music CD is faulty, **please contact Mr C Berry immediately on 021 467 2265.**

6. **On the day of the examination**, the following procedures for the administration of the Music P2 examination must be followed strictly:
 - 6.1 The music CD and CD player must be tested again. This test must be done an hour prior to the commencement of the examination. Please ensure that the teacher who will be operating the CD player, is familiar with its functions.
 - 6.2 The question paper provides clear instructions on **how many times the tracks should be played**, and no deviation will be permitted. Candidates may not request for tracks to be repeated more times than what is stipulated.
 - 6.3 All candidates must remain in the examination room for the duration of the examination, regardless of whether they had completed the examination before the end time.
 - 6.4 The examination must be conducted under the supervision of the chief invigilator.
7. Kindly bring the content of this minute to the attention of music teacher(s) and chief invigilator.

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2021-11-18