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Assessment Management Minute: 0017/2022

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, Subject Advisers and Heads of institutions that prepare learners for the National Senior Certificate and Senior Certificate examinations

**Subject: Risk management for the National Senior Certificate (NSC) and Senior Certificate (SC) examinations from October 2022 to July 2023**

1. The monitoring, quality assurance, proper management and effective administration of all related processes to administer the NSC/SC examinations at a school/centre are essential to protect the integrity and maintain the credibility of the examinations. Principals/centre managers accept accountability for all examination related processes when administering the NSC/SC examinations at their schools/centres and should be aware and plan to mitigate any situation and/or event that may impact on the effective management of the exams or holds a threat to the credibility of the exams.
2. **Monitoring of the NSC and SC examinations**
  - 2.1 Representatives from the following three bodies will monitor all stages of the examination processes at schools/centres:
    - (a) The Council for Quality Assurance in General and Further Education and Training (Umalusi);
    - (b) The Department of Basic Education (DBE); and
    - (c) The Western Cape Education Department (WCED).
  - 2.2 Monitors from Umalusi and the DBE have been specifically appointed for this task and will not necessarily be accompanied by a WCED official when monitoring schools/centres.

- 2.3 All monitors from the WCED, Umalusi, and DBE will be in possession of identification documents and access letters. They will check **all** examination procedures, such as the removal of question papers from the safe/strong room, the safekeeping and storage of question papers and answer scripts, and the actual writing of examinations in the examination venues. They will also observe the invigilation process, and the collection and batching of answer scripts.
- 2.4 Monitors must be allowed access to information and areas of concern.
- 2.5 The monitors have been asked to report to the office of the principal/centre manager when they arrive and leave the school/centre. Principals/centre managers are requested to sign the monitoring instrument and to ensure that the monitor signs the *Register for Monitors*.
- 2.6 The monitoring instrument (**Annexure A: Western Cape Education Department Monitoring Instrument 2022**) will be used by WCED officials.
- 2.7 Where the Computer Applications Technology practical examinations are monitored, an **additional** monitoring instrument (**Annexure B: CATN.1**) must also be completed.
- 2.8 Senior invigilators must complete the online daily report accurately and **within hour after the examination**, using the provided link. This online daily report **does not** replace the chief invigilator's reporting to districts. Note that cell phones are not allowed in the writing venue.
- 2.9 The link for the online daily report for senior invigilators is: <https://forms.office.com/r/db6aCZbq4v>. All senior invigilators must ensure that this online report is completed **accurately and in detail** after every session of the examination.
3. **Risk identification and management for the NSC and SC examinations**
- 3.1 It is essential that principals/centre managers identify potential risks at each school/centre.
- 3.2 Principals/centre managers must use the identified risks to develop a comprehensive and detailed contingency plan (**Annexure C: Contingency plan**) to prevent or mitigate the impact of potential risk(s) on the examinations. The plan must be mediated with all staff members, especially those staff members who are key in the execution of the plan.
- 3.3 A copy of the contingency plan must be submitted to the circuit manager and district assessment coordinator prior to the start of the NSC/SC examinations.

- 3.4 Principals/centre managers may use the accompanying checklist (**Annexure D: Risk Management Checklist**) as a guideline to assist them in identifying potential risks.
- 3.5 In the event of an emergency incident/eventuality the circuit manager or district director must be notified immediately. The circuit manager or another designated official from the district office will support the school/centre immediately and verify the procedures followed by them. The designated official from the district office must monitor the situation closely and report regularly to relevant senior officials.
- 3.6 Failure to implement the emergency procedures outlined in the contingency plan will compromise the credibility of the examination.
- 3.7 The contingency plan of the school/centre must clearly identify the protocol to be followed when candidates must evacuate the examination venue for short periods during the conduct of an examination session.
- 3.8 In the unlikely event of a national or provincial examination having to be rewritten, the WCED will inform all principals/centre managers immediately after the decision has been made.

#### 4. Risk management of irregularities

- 4.1 Only candidates who are in possession of an admission letter stating that they are registered at the school/centre and in possession of an identity document (ID) may be allowed to enter the examination centre. The chief invigilator, in consultation with Head Office, may allow candidates without an admission letter to write. However, should the candidate not present his/her ID within 24 hours or the WCED verifies that the candidate is unregistered, the candidate may not receive his/her results. The candidates must sign the *Irregularity Form* before they commence with the examination.
- 4.2 The following irregularities occurred during the writing phase of the November 2021 NSC examinations:

Type of irregularity
Candidates in possession of a cell phone (unauthorised device) on their person
Candidates in possession of unauthorised material
Candidates who write incorrect question paper or level
Candidates removing scripts from centres
Incorrect completion of attendance register
Script missing in a batch

- 4.3 Invigilators must request candidates to perform a self-search of their pockets, pencil cases and sleeves/pouches in which they carry their admission letters for any unauthorised devices and material. This must be done before any examination material is issued.
- 4.4 Apart from being in possession of a cell phone and/or unauthorised material, the other irregularities listed relate to the behaviour of the invigilators. **Therefore, it is essential that the correct procedures for the completion of administration tasks and the collection and batching of answer scripts are implemented.**
- 4.5 Each invigilator must take responsibility for 30 candidates; the collection of answer scripts must be viewed as a transaction between the candidates and the invigilator. The candidate hands his/her answer script to the invigilator who in turn checks the cover page for completeness and in return the invigilator hands the *Script Control Register* to the candidate for his/her signature.
- 4.6 After collection of all scripts and while the candidates are still seated, a cross checking system may be implemented among invigilators to ensure that all the answer scripts were collected.
- 4.7 Principals/centre managers must acquaint themselves with the contents of:

Minute	Title	Summary
Assessment Management Minute 0013/2017, dated 24 August 2017	Ways to minimise assessment irregularities during national examinations	Guidelines to curb irregularities and applicable sanctions for irregularities.
Assessment Management Minute 0010/2021, dated 30 July 2021	Prevention of irregularities during the conduct of the NSC/SC examinations	Information on irregularities and guidelines to prevent irregularities during the conduct of the NSC/SC examinations.

## 5. Risk management in schools where candidates with accommodations/concessions make use of electronic devices

- 5.1 At schools/centres where candidates are dependent on computers/laptops or other electronic devices to complete the examination, principals/centre managers must ensure that:
- 5.1.1 they keep a register of the device that is allocated to the candidate to complete the examination – the serial number must be reflected on the register;
  - 5.1.2 the computer/laptop used does not contain any stored information;
  - 5.1.3 the computer/laptop is not connected to the school network or the internet;
  - 5.1.4 electronic assistance, such as predictive text software, grammar checks, spell checks, thesauruses, dictionaries, has been disabled;

- 5.1.5 universal serial bus (USB) ports are disabled;
  - 5.1.6 the video and camera functions are in working order (where applicable);
  - 5.1.7 where a laptop is used, it is fully charged so load shedding schedules must be checked;
  - 5.1.8 back-up laptops are available in cases of load shedding/power failure; and
  - 5.1.9 a technician is always on standby.
6. Candidates who are granted concessions must be in possession of an official letter that was issued by the WCED.
  7. Principals/centre managers must assess their schools/centres to ensure that they are ready to host the examination during scheduled and unscheduled electrical interruptions.
  8. Should there be any doubt about the identity of the person who reports for monitoring the examination, any disruption in the examinations process or the opening of an incorrect question paper, the principal/centre manager must **immediately** report it to one of the following WCED officials:  
  
Mr F Salie, Director: Assessment Management, tel. no. 021 467 2572 or email [Faiq.Salie@westerncape.gov.za](mailto:Faiq.Salie@westerncape.gov.za);  
Mrs L Bredenkamp, Director: Examinations Administration, tel. no. 021 467 2945; or  
Mr B Loriston, Chief Director: Assessment and Examinations, tel. no. 021 467 2541.
  9. The WCED wishes principals/centre managers well with the management of the coming examinations.

**SIGNED:** H MAHOMED

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

**DATE:** 2022-10-21