

File no.: 20/3/10/1/5
Reference: 20230322-2817

Examinations Administration Minute: 0009/2023

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Assessment and Examination Coordinators and Heads of public and independent examination centres

Subject: Audit of public and independent examination centres offering the 2023 National Senior Certificate/Senior Certificate examinations

1. In terms of Regulation 27(2) of the *Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate examination*, published in *Government Gazette* No. 37651 of 16 May 2014, "All examination centres must be evaluated by an official from the assessment body, to verify that all the necessary facilities required for conducting the examination are available at the centre".
2. Principals must submit a self-assessment annually, by completing the Western Cape Education Department (WCED) audit reflecting the readiness to host the National Senior Certificate (NSC)/Senior Certificate (SC) examinations. The audit instrument must be completed electronically and can be found on CEMIS under the menu: Exams/Assessments, Exam centre audit instrument.
3. Before completing the 2023 audit instrument, principals must take into consideration the recommendations and concerns raised by circuit managers, assessment coordinators and the provincial audit coordinator regarding the completed 2022 audit instrument on CEMIS. This will guide any corrective actions required to ensure that the centre is fully compliant with the Department of Basic Education and WCED storage and writing centre requirements.
4. **All schools** writing the 2023 NSC/SC examinations must complete the electronic audit instrument. The due date for the completion of the electronic audit instrument is **Friday, 23 June 2023**.
5. The completed electronic audit instrument must be signed off on CEMIS by the principal and circuit manager.

6. Circuit managers must ensure that the audit findings are brought to the attention of relevant district officials to address the shortcomings.
7. In cases where non-compliance or partial non-compliance of the *Regulations* is identified, a school's examination centre status may be suspended for the entire examination period or part thereof by the Head of Examinations in the WCED for the current examination cycle.
8. In such cases, the WCED will have the prerogative to take control of the responsibilities and operations at the centre to ensure that compliance with the *Regulations* at the examination centre are met.
9. Each examination writing centre must upload a valid Health and Safety certificate and a Fire Equipment Service Certificate when submitting the electronic audit instrument.
10. Principals and circuit managers are reminded that the following five minimum security criteria, in addition to other security measures, need to be in place at all examination centres:
 - 10.1 **Double locking system, as the principle of double locking must be implemented.**
 - 10.2 **Key holders, in relation to the double locking system, must be members of the School Management Team.**
 - 10.3 **A security guard must be available to control access to the premises during the examination period.**
 - 10.4 **The centre must have a strong room.**
 - 10.5 **The strong room must have space to store examination stationery.**
11. Officials from the WCED will contact schools to arrange a date and time for an examination centre to verify the information signed off by the principal and circuit managers.
12. The audit visits will be conducted from June to September 2023.
13. Where there are repeated violations of any examination rules, a centre could forfeit its examination centre status.
14. Learners registered at independent schools will not be certified if the independent school is not accredited with UMALUSI.
15. In 2022, some schools received emergency funding in order to procure security guarding for the safekeeping of the NSC November examination material. No additional funds are available in 2023, hence **schools that do not meet the requirements to be a storage venue** for the NSC November examination, may be instructed to either identify a neighbouring school as a storage facility, or the chief invigilator may be required to collect the examination material from a designated storage point prior to the start of the examinations.

16. This minute must be read in conjunction with Examinations Administration Minute 0006/2023, dated 20 April 2023 (Norms and standards for school walk in safe/strong room and the handling of the walk in safe/ strong room keys).
17. The contents of this minute must be brought to the attention of all staff members responsible for managing the 2023 NSC/SC examinations at schools.

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2023-04-24