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Examinations Administration Minute: 0011/2023

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 and Senior Certificate examinations

Subject: NSC and SC examinations 2023/24 – Compulsory training for all principals/centre managers, chief invigilators, senior invigilators, invigilators, resident and roving monitors and district officials involved in the conduct, administration and management of the examinations

1. 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, require that provincial education departments must ensure that **all principals/centre managers, chief invigilators, senior invigilators, invigilators, monitors and district officials** are appropriately trained to administer and conduct the National Senior Certificate (NSC) and Senior Certificate (SC) examinations.
2. Every year the Western Cape Education Department (WCED) aims to manage credible examinations and implements programmes to protect the integrity of the national examinations. Any irregularity can compromise the integrity of the examinations and thus, the **attendance of the training sessions by the identified role players is compulsory**.
3. The training has been compulsory since 2014, yet several administrative and behavioural offences and acts of dishonesty were identified and reported over the years and again during the 2022 NSC examinations. Therefore, the role of the invigilator must be reinforced annually and all related administrative processes must be understood and implemented correctly at all schools/examination centres across the province in a uniform manner for the entire duration of the examination period.

4. The following training sessions will be conducted and each session will have a different focus:
- 22 August 2023:** Online Microsoft (MS) Teams training for all principals/centre managers as storage managers
- 23 August 2023:** In-person training for new/first time schools/examination centres and high-risk schools/examination centres identified by districts
- 24 August 2023:** In-person training for all independent School Management Team (SMT) members and invigilators
- 29 August 2023:** In-person training for all assessment coordinators on the standardised material for the district cluster training of community member invigilators
- 12/13 September 2023:** Online MS Teams training for all eight districts, including teacher invigilators and monitors (refer to Annexure A for the schedule)
- 14 – 21 September 2023:** Cluster Training of community invigilators by districts
5. The following delegates involved in the conduct, administration and management of the 2023/24 NSC and SC examinations must attend the online MS Teams training sessions on 12/13 September 2023 (refer to Annexure A):
- Principals/centre managers (chief invigilators)
 - Two SMT members
 - All senior invigilators
 - Teachers who will be used as invigilators (considering that the province implements a 50/50 teacher to community member invigilator ratio system)
 - District officials involved in the conduct, administration and management of the NSC and SC examinations in 2023/24
 - Head Office monitors and WCED-appointed monitors.
6. Head Office will send a date specific online link timeously to all district offices for further dissemination to all schools/examination centres and district monitors. Assessment coordinators and examination advisers must ensure that all schools/examination centres receive this link and further ensure that all stipulated role players attend the online MS Teams training sessions.
7. The schedule reflecting the training dates and times per circuit and district is attached as **Annexure A**.
8. All principals/centre managers must complete a declaration of attendance form (attached as **Annexure B**) and submit it to Head Office after the online MS Teams training session has been attended. The information garnered from the completed **Annexure B** will be used to issue certificates of attendance.
9. Assessment coordinators will be provided with all the training material, which **must be used for the scheduled cluster training** of all community member invigilators. This will ensure that the information shared remains standardised.

10. In respect of the scheduled cluster invigilator training sessions, it is imperative that district officials keep attendance registers as evidence and that all completed declaration of attendance forms (Annexure B) are submitted to Head Office.
11. Your commitment to and cooperation with managing credible examinations will be highly appreciated.
12. Kindly bring the contents of this minute to the attention of all concerned.

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2023-07-31