

File no.: 20/3/13
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Examinations Administration Minute: 0014/2023

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: Final collection “sweep” of the November 2023 National Senior Certificate examination answer scripts and examination materials

1. The November 2023 National Senior Certificate (NSC) examination will officially end on 05 December 2023. The courier will start with their final collection of the answer scripts, written during the last week, from Monday to Wednesday, 04–06 December 2023.
2. The rewrite of Computer Application Technology P1 and Information Technology P1 is scheduled to be written on Wednesday, 06 December 2023, from 09:00 to 12:00. These scripts will be collected from the schools on 06 December 2023.
3. The courier services will start collecting the last scripts or any outstanding scripts on Wednesday, 06 December 2023, from as early as 08:00 the morning to ensure that they reach all 460 schools/examination centres by 12:00. While every effort will be made to collect all answer scripts and examination materials by 12:00, all schools/examination centres and principals are requested to assist the Examinations Unit to ensure that all answer scripts and examination materials have been handed over to the courier before the end of the school day.
4. Should the courier be late for any reason, it is requested that the principal remains at the school until the courier has collected the answer scripts and examination materials. The principal **must** contact the Examinations Unit should there be any challenges with the final collection of answer scripts and examination materials.
5. In addition to all examination materials that must be returned to the Western Cape Education Department (WCED) Head Office, please return the electronic **GLAM key** as well.

6. For the return of examination materials be sure to include the following:
- All outstanding mark sheets and script control registers: batched scripts and absent “999” mark sheets.
 - All outstanding seating plans.
 - All spoilt answer books and unused answer books.
 - All unused examination stationery (plastic inner bags, courier outer bags, wrappers, etc.).
 - Ensure that NO SCRIPTS are left in your school's/examination centre's safe or strong room.
7. For the return of the electronic GLAM key, please ensure the following:
- The electronic GLAM key and all the chargers are placed in its original casing (black plastic case).
 - Do not return the electronic GLAM key without its casing.
 - The electronic GLAM key, in its casing, must be placed in a courier outer bag.
8. It is CRITICAL that all electronic GLAM keys, outstanding scripts, and examination materials be returned to the WCED Head Office by 06 December 2023.
9. Please complete the attached “Confirmation of Final Collection” form (Annexure A) with the collection of your last scripts and examination materials. A copy of the completed “Confirmation of Final Collection” form should be emailed to Rashaad.Martin@westerncape.gov.za and a hard copy should be kept on file for auditing purposes.
10. For further enquiries, please contact any of the following WCED officials:
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|------------------------|--------------|
| a) Bronwyn Calvert | 021 467 2994 |
| b) Mfana Dyasi | 021 467 9328 |
| c) Rashaad Martin | 021 467 2967 |
| d) Lesley-Anne Lategan | 021 467 2921 |
| e) Merle Ludick | 021 467 2246 |
11. The content of this minute must be brought to the attention of all staff members responsible for managing the November 2023 NSC examination at schools/examination centres.

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2023-11-28