

File no.: 19/4/10/2
Reference: 20240826-6290

Assessment Management Minute: 0016/2024

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 institutions that prepare candidates for the National Senior Certificate examinations

Subject: Impact of the early start of the November 2024 National Senior Certificate examinations on end-of-year programmes and National Senior Certificate marking processes

1. The Western Cape Education Department (WCED) is committed to ensuring the maximum use of teaching and learning time, therefore, this minute is to inform principals of important dates in advance to ensure effective planning of the end-of-year programmes.
2. This minute must be read in conjunction with these previously released circulars/minutes:

Circular/Minute	Subject	Date published
Assessment Management Minute 0003/2024	Applications for positions of internal moderators, chief markers, deputy chief markers, senior markers and markers for the November 2024 National Senior Certificate, June 2025 National Senior Certificate and the June 2025 Senior Certificate examinations	15 February 2024
Circular 0009/2024	School attendance by Grade 4-12 learners during and after the 2024 June and November school-based internal examination and assessment periods	19 March 2024
Circular 0020/2024	Final timetable for the November 2024 National Senior Certificate examinations	08 July 2024

3. The November 2024 National Senior Certificate (NSC) examinations will commence on Monday, **21 October 2024**, and conclude on Thursday, **28 November 2024**.

4. Normal classes for Grade 12 learners must continue until Friday, **11 October 2024**, to ensure as much teaching time as possible. Principals are requested to arrange a **pledge ceremony** during the week of **07–11 October 2024** to remind candidates of the importance of abiding by the examination rules and consequences thereof if they do not.
5. Schools which offer **Grades 10 and 11** are reminded that examinations may not start before Monday, **11 November 2024**. However, schools may apply to the district director for permission to start earlier.
6. Schools that offer **Grades 7 and 8** may not start their controlled tests/end of year assessments before Monday, **18 November 2024**.
7. Schools that offer **Grades 4 to 6** may not start their controlled tests before Wednesday, **20 November 2024**.
8. Educators, subject advisers and senior curriculum planners were invited to apply for the positions of internal moderators, chief markers, deputy chief markers, senior markers and markers for the November 2024 NSC and the June 2025 NSC and Senior Certificate examinations. The outcome of the appointment process will be communicated to the successful markers in due course.
9. The starting date of the marking period is dependent on the envisaged number of answer scripts to be received compared to the number of educators who are suitably qualified, have the required teaching experience and who applied for each subject/paper to be appointed as a marker. In the past the WCED could manage these dates to have minimal impact on the end-of-year programmes of schools; however, this will not be the case in 2024.
10. As per the national management plan, all processes related to the marking of NSC answer scripts, including capturing of marks, must be concluded by 13 December 2024 to allow the Department of Basic Education and Umalusi to complete their verification processes.
11. Therefore, the WCED appeals to all principals to allow the marking management teams and marking officials to report to the marking centres as follows:

Marking management teams (chief markers, internal moderators, deputy chief markers, senior markers)	Friday, 29 November 2024 at 12:00
Markers	Saturday, 30 November 2024 at 08:00

12. The two-day marker training, on 30 November 2024 and 01 December 2024, is compulsory for all marking officials.

13. The WCED is aware that the release of the marking officials will have an impact on the end-of-year programme of many high schools and that some schools may have many educators who will be appointed as marking officials. In these instances, principals must consult the specific district director via their circuit manager to obtain approval for an earlier start with their internal assessment programme/end-of-year examinations. Principals are requested to be accommodative of the release dates of the marking officials in their planning. The internal progression and promotion meetings will have to be structured to allow the marking officials to have an input before they report to the marking centres.
14. Due to the stringent timeframes received and added pressure to complete the marking of approximately 800 000 plus answer scripts in the set timeframe, the WCED must appeal to principals of high schools to assist us to manage the transition of educators to the marking centres in the least disruptive manner to the context of each school.
15. The WCED once more appeal to principals to support the NSC marking process to ensure that the WCED can comply with national due dates and timelines.
16. Kindly bring the content of this minute to the attention of all relevant staff.

SIGNED: BJ LORISTON

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2024-09-04