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Assessment Management Minute: 0018/2024

To: Deputy Directors-General, Chief Directors, Directors, 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 all education institutions that prepare candidates for the National Senior Certificate examinations

Subject: Participation in the signing of a pledge and commitment agreement related to the writing of the 2024 National Senior Certificate examinations

1. The National Senior Certificate (NSC) examinations are administered and conducted in terms of the *Regulations pertaining to the conduct, administration and management of the National Senior Certificate examination*, published in *Government Gazette* No. 31337 of 29 August 2008, as amended on 30 April 2019, that apply to public and independent assessment bodies assessing and examining the National Curriculum Statement, Grades R–12.
2. Any deviation from or contravention of the regulations by a candidate entered for the NSC examinations may lead to their results being declared null and void. It is, therefore, imperative that all candidates are familiar with these rules and regulations.
3. The Western Cape Education Department (WCED) requests that candidates registered to write the NSC examinations in November 2024 sign a **pledge** and a **commitment agreement** to comply with the examination code of conduct.
 - 3.1 The commitment agreement provides a detailed list of the key rules and regulations relating to the NSC examinations, as well as a list of irregularities that may occur during the writing of the examinations.
 - 3.2 All candidates and their parents or guardians are required to sign the **Commitment Agreement (Annexure A)** prior to the commencement of the examinations.

- 3.3 The signed commitment agreements are to be retained at the school as part of the school records of each candidate.
4. Schools should make a copy of the **NSC Examination Pledge (Annexure B)** for every Grade 12 candidate in preparation for the assembly in October 2024. The original pledge should remain in the possession of every candidate for the duration of the 2024 NSC examinations.
5. The WCED requests schools to:
- 5.1 convene an assembly between 07–11 October 2024 for all Grade 12 candidates as part of their orientation and preparation for the writing of the NSC examinations;
- 5.2 ensure that Grade 12 candidates are addressed by the principal on the examination rules and code of conduct which must be read to the candidates; and
- 5.3 ensure that school/examination centre specific arrangements are in line with the *Regulations* and are discussed with and explained to the candidates. Pertinent issues to be addressed include:
- the storage of unauthorised devices (including cell phones);
 - the possession of unauthorised material on the person;
 - the arrival time at the school/examination centre and the admission protocols that will be implemented;
 - wearing of school uniform;
 - refraining from sharing question papers from unknown sources on WhatsApp groups; and
 - stationery requirements and registering of devices.
- 5.4 The candidates should be asked to read the pledge aloud and then be allowed to sign it.
- 5.5 Schools must inform candidates that the pledge-signing is voluntary, and candidates will not be forced to sign the pledge.
6. It is recommended that the pledge and commitment agreement are adapted and extended to Grades 10 and 11 learners to ensure a uniform standard in the conduct of examinations in the Further Education and Training Phase. The attached documents can be adapted for Grades 10 and 11.
7. All candidates will be required to complete the **Grade 12 NSC Register for Electronic Devices (Annexure C)**, which will be managed by the school. The register will require all candidates to record all details of the cell phone or any other electronic device that they will be using during the examination period: 21 October–28 November 2024.

8. The cooperation of the 2024 NSC examinations candidates in this matter will be much appreciated.
9. Please bring the content of this minute to the attention of everyone involved in the NSC examination.

SIGNED: BJ LORISTON

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2024-09-16