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Examinations Administration Minute: 0002/2024

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Heads: Management and Governance, Circuit Managers, Subject Advisers, Deputy Chief Education Specialists, Heads: Inclusive Specialised Learner Education Support, Assessment and Examination Coordinators, and Heads of institutions that prepare candidates for the National Senior Certificate and Senior Certificate examinations

Subject: Appointment of invigilators for the June 2024 National Senior Certificate (NSC) and Senior Certificate (SC), and November 2024 NSC examinations

1. In terms 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, as amended on 30 April 2019, **the provincial departments of education must appoint the principal of a school as the chief invigilator for the NSC examinations.**
2. Principals and centre managers of adult learning centres may delegate this responsibility, in writing, to a School Management Team (SMT) member employed permanently by the Western Cape Education Department (WCED). However, the principal/centre manager will ultimately accept full responsibility and accountability for the conduct of all examinations at their school/centre.
3. The **senior invigilator** will serve as the **chief invigilator** for the SC examinations **ONLY** which will be written in May June 2024. The **principal** remains the **chief invigilator** for the November 2024 examination.
4. For the November 2024 NSC examinations the senior invigilator, who must be a member of the community, is expected to support the chief invigilator in the administration and conduct of the examinations. Under no circumstances must the senior invigilator take full responsibility for all the administrative tasks associated with the November 2024 NSC examinations.

5. Principals/centre managers of designated/adult learning centres are requested to recruit suitable persons (as per the criteria in paragraph 10) from the community as senior invigilators and invigilators for the abovementioned examinations.
6. Principals/centre managers of adult learning centres are requested ONLY to recruit persons who meet the criteria as indicated in paragraph 10.
7. Members of the community may **not** be appointed as invigilators and, if appointed, **will not** be remunerated if they:
 - are employed by the WCED in a full-time or contract position;
 - were dismissed from the service of any South African government department;
 - took a voluntary severance package in 1996;
 - retired due to ill-health;
 - are older than 65 years or will turn/be 65 at the time of the examinations; or
 - do not have a valid NSC/SC matric qualification.
8. The principal/centre manager or his/her delegate must ensure that the following annexures to this minute are completed and **certified copies of documents** submitted by the due date:

CHECKLIST – Summary of documents to be submitted:

Annexure A – Z83

Annexure B – Nomination and appointment of invigilators

Annexure C – Summary of invigilators

Annexure D – Z56 Payment maintenance (**stamped by a commissioner of oaths, attach confirmation letter from the bank indicating your correct details**)

Annexure E – Contract of temporary employment for community members

Annexure F – MIE Personal Credential Disclosure Form

Annexure G – Attendance register; submit **ONLY** with the claim form

Annexure H – Tax certificate

Annexure I – Matric certificate

NOTE: Checklist to accompany all invigilator documentation. Please note that only certified copies will be accepted.

9. **Invigilator suitability checks**

- 9.1 The principal/centre manager or his/her delegate must ensure that all invigilators have been screened and appointed in line with Regulation 57(1)(c) of the *Public Service Regulations, 2016*, published in *Government Gazette* No. 40167 of 29 July 2016.

- 9.2 Annexure F (MIE Personal Credential Disclosure Form) must be completed by all appointed invigilators for:
- criminal record checks;
 - citizenship verification;
 - qualification verification; and
 - previous employment verification.

9.3 **Please note that Annexure F is critical and must be completed fully and truthfully.**

10. Criteria for the appointment of invigilators

- 10.1 A person can only be considered for appointment as chief invigilator, senior invigilator or invigilator if he/she:
- a) is at least 23 years old but not older than 65 years;
 - b) does not have a child/ward writing the examinations;
 - c) is not a relative or primary caregiver of a candidate writing the examinations;
 - d) is not the spouse or next-of-kin of the chief invigilator;
 - e) is a South African citizen; and
 - f) is in possession of at least an NSC/SC matric qualification.
- 10.2 In addition to the chief invigilator, **one invigilator must be appointed for every 30 candidates. A room must be used to full capacity before an additional room is used.**
- 10.3 At sessions where there are only a few candidates (a minimum of two), the services of one invigilator will be adequate. In such instances, the senior or chief invigilator will not perform invigilation duties, but he/she remains responsible for managing all administrative tasks of the examination session and relieving an invigilator who must accompany a candidate to the bathroom.
- 10.4 The chief invigilator must ensure the correct and appropriate gender of the invigilators is on duty for any given session. If all the candidates are male, it is recommended that the chief invigilator, senior invigilator and invigilators are also male. If all the candidates are female, it is recommended that the chief invigilator, senior invigilator and invigilators are also female. If there are male and female candidates and the chief invigilator is male, at least one of the invigilators must be female or, if the chief invigilator is female, at least one of the invigilators must be male.
- 10.5 When the services of additional invigilators are required for the managing of two or more examination venues (per session), the chief invigilator will not perform normal invigilation duties, but he/she will be required to perform the duties of a chief invigilator at all the venues.

11. Nomination of invigilators

11.1 June 2024 NSC and SC examinations

11.1.1 **For the SC examination sessions, the principal/centre manager must ensure that all (100%) of the invigilators are community members.**

11.1.2 The principal/centre manager or his/her delegate will be appointed as the chief examination officer and will be accountable for the management and administration of the June 2024 NSC/SC examinations. The senior invigilator (community member) must assist the chief examination officer in the conduct of the June 2024 NSC/SC examinations. The senior invigilator will be appointed as the chief invigilator.

11.1.3 The principal/centre manager must, in writing, nominate community members who will be serving as the chief invigilator and invigilators for the June 2024 NSC/SC examinations.

11.1.4 The principal/centre manager must conduct a personal interview with the person nominated as senior invigilator to assess the nominee's reading, writing, hearing and visual capabilities, as well as the person's general state of health. Nominees must be capable of clearly understanding and implementing the examination instructions.

11.1.5 The principal/centre manager must sign a letter of acceptance for the senior invigilator, after he/she is satisfied that the senior invigilator is a suitable person and capable of performing the required duties.

11.1.6 The chief invigilator (principal/centre manager/SMT member) and senior invigilator must be informed that they must attend invigilator training sessions offered by the WCED.

11.1.7 The list of all community members appointed as invigilators for these examinations must be submitted to the district office by **Monday, 18 March 2024.**

11.1.8 The district Assessment and Examination Coordinator must collate the nomination forms received from all examination centres and submit them to Head Office in one collated batch by **Friday, 22 March 2024.**

11.2 November 2024 NSC examinations

11.2.1 For the NSC examination sessions, the principal/centre manager must ensure that **50% of the invigilators are educators and 50% are members of the community.**

11.2.2 Educators serving as invigilators **need not** be scheduled to invigilate for the full duration of each examination session. However, the ratio of educators to community invigilators must be maintained at all times.

- 11.2.3 A teacher who has a child/ward writing the NSC examinations **at the school** where he/she is employed **must not** be appointed as an invigilator.
- 11.2.4 It is imperative that a teacher does not invigilate the subject that he/she teaches at the school.
- 11.2.5 The principal/centre manager must appoint, in writing, all educators who will be serving as invigilators for the NSC examinations. The list of all educators and community members appointed as invigilators must be submitted to the district office by **the latest, Wednesday, 17 July 2024**.
- 11.2.6 The district Assessment and Examination Coordinator must collate the nomination forms received from all examination centres and submit them to Head Office in one collated batch by **Monday, 29 July 2024**.

12. **Duties of chief invigilators, senior invigilators and invigilators**

- 12.1 The duties of chief invigilators, senior invigilators and invigilators appear in the **Examination Procedure Manual, attached as Annexure I**.
- 12.2 Invigilators must not assist candidates in any irregular activities during the conduct of an examination. The WCED will not hesitate to lay criminal charges against any invigilator who is found guilty of any involvement in an irregularity.
- 12.3 Chief invigilators, senior invigilators and invigilators must have **their identity documents, most recent academic records and appointment contracts** with them for the duration of the examinations.
- 12.4 Principals/centre managers must draw up an invigilation timetable and submit it to the relevant circuit manager once invigilator appointments have been approved.
- 12.5 The invigilation timetable must include invigilators and relief invigilators for every examination session.

13. **Training of invigilators for the NSC/SC examinations**

- 13.1 The **compulsory training** for principals/centre managers, chief invigilators and senior invigilators and community members will be conducted in two-fold.
- 13.2 The WCED will send a Google link – with pre-recorded training presentation – to examination centres. Districts must ensure that the training be conducted in the period of **August – September 2024**.

- 13.3 One in-person training session will be arranged for new/first time examination centres and/or new/first principals/centre managers. The date will be communicated in due time.
- 13.4 It is imperative that all appointed chief invigilators, senior invigilators, community members and educators receive training on the managing and conducting of the examinations.
- 13.5 Senior invigilators who live **within a radius of 75 km** from the school/centre where the training takes place **will be paid for one additional session** to compensate for travel expenses.
- 13.6 Senior invigilators who live **more than 75 km** from the training venue **will be paid for two additional sessions** to compensate for travel expenses.
- 13.7 Principals/centre managers must ensure that all educators and community members, appointed as invigilators, are fully trained in the execution of their invigilation duties.
- 13.8 Principals/centre managers and chief invigilators **must** cascade the training to all invigilators who have not attended a Head Office/district training session.
- 13.9 Training registers must be completed at school level as evidence and must indicate the date and venue of the training and the names of the invigilators who attended the session.
14. **Nomination and approval of chief invigilators, senior invigilators, and invigilators for all examinations**
- 14.1 The applicants **must complete Annexure A (Z83) and** principal/centre manager **must complete Annexure B**. The circuit manager will verify and recommend the nominees and forward these documents to the Assessment and Examination Coordinator for submission to Head Office for final approval and appointment. **Annexure C (Summary of invigilators)** must then be completed and signed by the principal/centre manager.
- 14.2 **Annexure G (Attendance register)** must be completed and signed by the principal/centre manager to **confirm** the number of sessions completed and submit along with the claim form.
- 14.3 The nominations of senior invigilators must be accompanied by certified copies of each nominee's identity document, a one-page curriculum vitae and his/her academic qualification(s), **which must include a Grade 12 certificate**.
- 14.4 Applicants or nominees who have applied for full-time employment elsewhere should preferably not be considered for appointment.

14.5 Only a person whose appointment has been approved by Head Office may perform duties as an invigilator. Invigilators may under no circumstances appoint substitutes for any part of their work. Governing body employed staff in an ad hoc or permanent position must satisfy the minimum criteria for community invigilators to perform exam related duties or invigilation activities.

14.6 Should circumstances prevent a chief invigilator, senior invigilator or invigilator from invigilating an examination, the principal/centre manager, in consultation with the circuit manager, must arrange for the appointment of a substitute and the Directorate: Examinations Administration must immediately be informed of the change. Substitutes must submit completed **Annexures D and H. Please note that only certified copies will be accepted.**

15. **Service contract**

All chief invigilators, senior invigilators and invigilators must be prepared to enter into a service contract with the WCED regarding their duties and responsibilities during the examinations. The contract will be valid for the **June and November 2024 examinations.**

16. **Submission of nomination forms**

16.1 After verifying **Annexures A–H**, the Assessment and Examination Coordinator must submit them in one batch to the **relevant official indicated below:**

NB: ONLY CERTIFIED COPIES WILL BE ACCEPTED FOR PROCESSING

District	Responsible official at Head Office	Tel. no.
Metro North	Johnnie Isaacs	021 467 2974
Metro Central	Toni Masela	021 467 2937
Metro South	Margaret Janda	021 467 2441
Metro East	Gideon Dilgee	021 467 2941
West Coast	Robin Jacobs	021 467 2940
Overberg		
Cape Winelands	Deseré Rhode	021 467 2732
Eden and Central Karoo	Miche Van Schoor	021 467 2914

16.2 Summary of submission dates for invigilator nomination forms:

- a) NSC/SC June 2024 examinations: **Wednesday, 13 March 2024**; and
- b) NSC November 2024 examinations: **Wednesday, 17 July 2024**.

17. Remuneration of invigilators

- 17.1 The WCED will appoint and remunerate invigilators from the community in accordance with the *Personnel Administrative Measures*, published in *Government Gazette* No. 46879 of 09 September 2022.
- 17.2 **Independent schools, colleges and prisons are responsible for the remuneration of their own invigilators.** However, principals of independent schools, heads of colleges and prisons must note that it is **compulsory to complete Annexures A, B, C and E and return them to the WCED**, even though the invigilators of these institutions are not paid by the WCED.
- 17.3 **Independent schools, colleges and prisons** must adhere to the appointment criteria addressed in 10.1 and may not deviate from it.
- 17.4 **Public service staff and educators (contract and permanent)** who receive a **salary from the WCED** and who also **serve as invigilators will NOT be remunerated** by the WCED for performing invigilation duties.
- 17.5 The current rate (subject to change) for invigilation is **R310,00 per session for a senior invigilator** and **R230,00 per session for an invigilator**.
- 17.6 **Under no circumstances will invigilators be reimbursed for travel expenses for performing invigilation duties.** Principals/centre managers must therefore appoint invigilators from the immediate community served by the school/centre.
- 17.7 The regulations (IRP10) pertaining to the payment of employee tax determine that all salaries of persons in part-time employment are subject to a tax deduction of 25%. The WCED will, therefore, make a **25% tax deduction from the amounts paid to invigilators for services performed**. Therefore, **the submission of a tax directive for employees (IRP3) no longer applies**.
- 17.8 Invigilators who qualify to be exempted or partially exempted from the payment of employee tax must (after receipt of an IRP5 certificate) submit the certificate to their local South African Revenue Service office together with the prescribed IT12 S form. IRP5 certificates will be couriered to schools in June/July of the year following the period of invigilation.

- 17.9 In order to expedite the payment of invigilator claims, each senior invigilator or invigilator must write his/her **identity number** on the acceptance form and attach a certified copy of his/her identity document. **Annexure D**, which also reflects the **tax reference number**, must be completed by **all senior invigilators and invigilators from the community**. This form must be completed and certified as correct and the bank account must be declared as active by the bank concerned. **Note: invigilators must ensure that their banking accounts remain active.**
- 17.10 Invigilators who are employed by the WCED in a full-time or contract position or took a voluntary severance package or were dismissed from the service of any South African government department will be blocked on the Persal system and will not be remunerated for services rendered.
18. Please ensure that a copy of this minute is handed to the principal/centre manager or his/her delegate, the senior invigilator and each additional invigilator.

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2024-02-23