

File no.: 20/3/13/P
 Reference: 20240227-2010

Examinations Administration Minute: 0003/2024

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, Subject Advisers and Heads of institutions that prepare candidates for the National Senior Certificate examinations

Subject: Marking centre application process for the November 2024 – September 2027 National Senior Certificate and Senior Certificate examinations

- In terms of Regulation 36 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, provincial education departments must establish and manage suitable marking centres.
- The Western Cape Education Department (WCED) is therefore mandated to source suitable high schools/centres to operate as marking centres for the marking of the National Senior Certificate (NSC) and the Senior Certificate (SC) examination answer scripts.
- Schools/centres that meet the criteria (specified in **Annexure A**) are invited to apply to operate as marking centres and host markers for the NSC/SC examinations for a three-year period, from December 2024 to September 2027. Marking periods/cycles are as follows:

Examination	Marking period
November NSC examinations	01 to 24 December
Re-marking of the November NSC examinations	Over a weekend (Friday–Sunday), mid-February
May/June NSC/SC examinations	First two weeks of the June/July school holiday
Re-marking of the May/June NSC/SC examinations	First weekend (Friday–Sunday) in September

4. **Application to operate as a marking centre**
- 4.1 Successful marking centre applicants will only be appointed for a three-year period, from December 2024 to September 2027. All schools/centres that previously operated as marking centres and wish to be considered again, must resubmit an application.
- 4.2 The marking centre criteria (specified in **Annexure A**) is attached so that schools/centres can determine whether they meet the criteria before completing an application.
- 4.3 A marking centre must have the capacity to cater adequately for the needs of the marking staff and support the marking process. The following must be considered before a school/centre applies to be a marking centre:
- (a) Marking space and appropriate training and toilet facilities
 - (b) Catering facilities
 - (c) Hostel accommodation (if required)
 - (d) Security
 - (e) Access control to prevent access to unauthorised persons
 - (f) Parking
 - (g) Transport/shuttle service (as required)
 - (h) Admin management/control centre
 - (i) Information and communication technology facilities.
- 4.4 Schools/centres that wish to be considered as marking centres must apply via an online application form to ensure that they are compliant with the marking centre criteria.
- 4.5 The online marking centre application platform can be accessed via the following link: [Marking Centre Application Form](#)
- 4.6 Should schools/centres wish to complete a hardcopy application form, the officials mentioned in paragraph 8 must be contacted.
- 4.7 The closing date for applications from schools/centres to serve as marking centres is **28 March 2024**.
- 4.8 Site visits will be conducted at all shortlisted schools/centres to ensure that they meet the identified criteria.
5. Only the Head of Education has the mandate to approve schools/centres as marking centres based on the criteria mentioned in Annexure A.
6. The appointment of schools/centres as marking centres will be confirmed by a **FINAL appointment letter** signed by the Head of Education or his designate.

7. It is envisaged that marking centre processes will not impede any internal school processes. Selected schools should be available for the **full duration** of the marking process for the November NSC and/or the June NSC/SC examinations, as required.
8. Please contact the following officials should you require any further assistance:

District	Official	Contact details
Metro Central Metro South Metro East	Bronwyn Calvert	Bronwyn.Calvert@westerncape.gov.za Tel no.: 021 467 2994
Metro North Cape Winelands	Monica Hollenbach	Monica.Hollenbach@westerncape.gov.za Tel no.: 021 467 2960

9. District directors, circuit managers, assessment and examination coordinators and subject advisers are requested to bring the contents of this minute to the attention of all principals so that they are familiar with the application process and the qualifying criteria to become eligible for consideration as a marking centre for the period December 2024 to September 2027.
10. The WCED relies on your cooperation and support in this important matter.

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2024-03-04