

File no.: 20/3/10/1/4
Reference: 20240531-4274

Examinations Administration Minute: 0005/2024

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 and Heads of public and independent schools

Subject: Audit of public and independent examination centres offering the 2024 National Senior Certificate/Senior Certificate examinations

1. In terms of Regulation 27(2) 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, "All examination centres must be evaluated by an official from the assessment body, to verify that all the necessary facilities required for conducting the examination are available at the centre".
2. Principals must complete an audit instrument annually, reflecting the school's readiness to host the National Senior Certificate (NSC)/Senior Certificate (SC) examinations. The audit instrument must be completed electronically and can be found on CEMIS under the menu: Exams/Assessments, Exam centre audit instrument.
3. Before completing the 2024 audit instrument, principals are requested, firstly, to peruse all comments, recommendations and concerns raised by circuit managers, assessment coordinators and the provincial audit coordinator regarding the completed 2023 examination centre audit on CEMIS. This will guide any corrective action that is required.
4. **All schools** offering the 2024 NSC/SC examinations must complete the internal audit of the examination centre and the electronic audit instrument. The due date for the completion and sign off of the electronic audit instrument is **Friday, 19 July 2024**.
5. The completed electronic audit instrument must be signed off on CEMIS by the principal and circuit manager.
6. The 2024 electronic audit instrument has amendments to the information required in the section on Computer Application Technology (CATN) and Information Technology (INFT) exam venue

readiness. This section must be completed by the principal, CATN and INFT educator/s and the circuit manager of all schools offering these subjects.

7. Each examination centre must upload a valid Health and Safety certificate and a Fire Equipment Service Certificate when submitting the electronic audit instrument.
8. The following five minimum security criteria, in addition to other security measures, must be in place at all examination centres where the NSC/SC examination materials are stored:
 - 8.1 **The implementation of a double locking system, i.e. where two key holders are required in order to access the stored NSC/SC examination materials.**
 - 8.2 **Key holders for the double locking system must be members of the School Management Team.**
 - 8.3 **Security guard(s) must be available 24 hours to control access to the premises, during the examination period, when question papers and/or examination scripts are stored on the school premises.**
 - 8.4 **The examination centre must have a strong room.**
 - 8.5 **The strong room must have space to store examination stationery.**
9. In 2023, some schools received emergency funding in order to procure security guarding for the safekeeping of the NSC/SC November examination material. Due to austerity measures no additional funds are available in 2024, hence, schools that do not meet the security requirements for a storage venue for the November 2024 NSC/SC examination must ensure that the minimum requirement as per the national policy is in place before the start of the examinations.
10. Officials from the Western Cape Education Department will contact schools to arrange a date and time for an examination centre audit visit.
11. The audit visits will be conducted from July to October 2024.
12. Where there are repeated violations of the examination rules, a centre could forfeit its examination centre status.
13. Learners registered at independent schools will not be certified if the independent school is not accredited with UMALUSI.
14. This minute must be read in conjunction with Examinations Administration Minute 0011/2022, dated 03 October 2022.
15. The contents of this minute must be brought to the attention of all staff members responsible for managing the 2024 NSC/SC examinations at schools.

SIGNED: BJ LORISTON

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2024-06-08