

File no.: 20/3/P  
Reference: 20241007-7217

Examinations Administration Minute: 0006/2024

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, Deputy Chief Education Specialists, Heads: ISLES Coordination and Advice, Assessment and Examination Coordinators, Subject Advisers and Heads of institutions that prepare candidates for the National Senior Certificate and Senior Certificate examinations

**Subject: Preparation for the conduct of the October/November 2024 National Senior Certificate (NSC) examinations and the safekeeping of the NSC question papers, answer books and mark sheets**

1. 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, provincial education departments must ensure that examination centres safeguard the NSC question papers, answer books and mark sheets prior to the examinations.
2. The October/November 2024 NSC examinations will commence on 21 October 2024 and conclude on 27 November 2024.
3. Principals/centre managers (storage managers) are reminded to start preparing for the October/November 2024 NSC examinations and for the receipt of the NSC question papers and answer books. The first consignment is due for delivery to examination centres on 17 October 2024 already.
4. The **examination stationery** for the October/November 2024 NSC examinations will be dispatched with the first consignment of question papers and answer books from **17–18 October 2024**. The examination stationery must immediately be checked, verified and stored in the examination centre's safe/strongroom until the commencement of the examinations. Any examination stationery shortages must be reported immediately to Mrs Bronwyn Calvert via email to [Bronwyn.Calvert@westerncape.gov.za](mailto:Bronwyn.Calvert@westerncape.gov.za)

## 5. Delivery of the NSC question papers, answer books and mark sheets

5.1 The NSC question papers and answer books will be delivered to all examination centres in **11 consignments** on Mondays and Thursdays.

5.2 The mark sheets will be packed per session together with the question papers.

5.3 The delivery dates for the consignments to examination centres are as follows:

Consignments	Examination dates	Delivery dates
Consignment 1	21–22 October 2024	17 October 2024
Consignment 2	23–25 October 2024	21 October 2024
Consignment 3	28–29 October 2024	24 October 2024
Consignment 4	30 October – 01 November 2024	28 October 2024
Consignment 5	04–05 November 2024	31 October 2024
Consignment 6	06–08 November 2024	04 November 2024
Consignment 7	11–12 November 2024	07 November 2024
Consignment 8	13–15 November 2024	11 November 2024
Consignment 9	18–19 November 2024	14 November 2024
Consignment 10	20–22 November 2024	18 November 2024
Consignment 11	25–27 November 2024	21 November 2024

5.4 It is very important that storage managers are available on the delivery dates to receive the consignments.

5.5 Although the courier is allowed a maximum of two days to deliver a consignment of question papers to examination centres, it has a mandate to deliver consignments within one day. Any undelivered consignments will be delivered as emergency consignments on the second day.

5.6 Storage managers are requested to ensure that courier drivers are not delayed on the day of deliveries, to ensure that the courier delivers all consignments to examination centres on time.

5.7 If storage managers do not receive their consignment of question papers by 15:00 on Mondays and Thursdays, they must contact Ms Merle Ludick on tel. no. 021 467 2246 or Mr Clive Berry on tel. no. 021 467 2265/084 580 1601, who will liaise with the courier service.

## 6. New courier company for the October/November 2024 NSC examinations

6.1 The **new** courier company for the delivery of NSC question papers and examination material in the Western Cape is **Brima Logistics**.

6.2 The **Brima Logistics** driver will be identified by the following:

- Navy blue golf t-shirt with a Brima logo and a yellow reflector jacket
- ID card with a white and blue logo (with their picture, name, department and ID number)
- Letter of admission (in vehicle and available on request)
- Unmarked vehicles

6.3 The Brima Logistics driver may only gain access to the examination centre's premises and the answer scripts must only be handed to the driver if he/she **can be identified by the above**.

6.4 If the **Brima Logistics** driver does not comply with the above identification requirements, please report the incident to any of the following examination officials:

Offical	Tel. no.	Email address
Mr Chad Feltman	021 467 9288	<a href="mailto:Chad.Feltman@westerncape.gov.za">Chad.Feltman@westerncape.gov.za</a>
Mrs Bronwyn Calvert	021 467 2994	<a href="mailto:Bronwyn.Calvert@westerncape.gov.za">Bronwyn.Calvert@westerncape.gov.za</a>
Ms Merle Ludick	021 467 2246	<a href="mailto:Merle.Ludick@westerncape.gov.za">Merle.Ludick@westerncape.gov.za</a>
Mr Clive Berry	021 467 2265 or 084 580 1601	<a href="mailto:Clive.Berry@westerncape.gov.za">Clive.Berry@westerncape.gov.za</a>

## 7. Handing out of question papers and the collection of answer scripts

7.1 Because most of the question papers and common answer books are white, extra precautions must be taken to ensure that candidates do not leave the examination room with their answer scripts. A candidate leaving the examination room with their completed answer script constitutes an examination irregularity.

7.2 The WCED has printed the following question papers with a colour cover. Storage managers must ensure that candidates are not issued with an incorrect question paper, especially in sessions where languages are written (Home Language and/or First Additional Language):

Question paper	Colour of cover
English Home Language Papers 1, 2 & 3	Yellow
English First Additional Language Papers 1, 2 & 3	White
English Second Additional Language Papers 1, 2 & 3	Green

Mathematics Papers 1 & 2	Blue
Mathematical Literacy Papers 1 & 2	White
Technical Mathematics Papers 1 & 2	Green
Xhosa Home Language Papers 1, 2 & 3	White
Xhosa First Additional Language Papers 1, 2 & 3	Pink
Xhosa Second Additional Language Papers 1, 2 & 3	Yellow
Afrikaans Home Language Papers 1, 2 & 3	Yellow
Afrikaans First Additional Language Papers 1, 2 & 3	White
Afrikaans Second Additional Language Papers 1, 2 & 3	Blue
Physical Sciences Papers 1 & 2	White
Technical Sciences Papers 1 & 2	Blue
Civil Technology (Civil Services)	Blue
Civil Technology (Construction)	Pink
Civil Technology (Woodworking)	White
Mechanical Technology (Automotive)	Yellow
Mechanical Technology (Fitting and Machining)	Green
Mechanical Technology (Welding and Metal)	White
Consumer Studies	White
Hospitality Studies	Pink

7.3 A list of question papers that have their own unique answer books included in the question papers, is indicated below. Storage managers must ensure that a common answer book IS NOT handed out to candidates offering these subjects. **Display this list prominently in the safe/strongroom and examination rooms.**

Question papers with own unique answer books	Information
Accounting Papers 1 and 2	Answer books included in question papers.
Engineering Graphics and Design Papers 1 and 2	Answer on the question papers.
Mathematics Paper 2	Answer book included in question paper.
Music Paper 2	Answer on the question paper.
Technical Mathematics Paper 2	Answer book included in question paper.
French Second Additional Language Paper 1	Answer book included in question paper.

German Second Additional Language Papers 1 and 2	Answer books included in question papers.
Italian Second Additional Language Paper 1	Answer book included in question paper.
Spanish Second Additional Language Paper 1	Answer book included in question paper.
Portuguese Second Additional Language Paper 1	Answer book included in question paper.

## 8. Managing answer books

- 8.1 According to the Department of Basic Education, the answer books for the candidates must be handled in the same way as the question papers, therefore, the answer books will be packed and distributed to examination centres, per session, with the question papers.
- 8.2 The NSC question papers, together with the necessary mark sheets, will be packed and locked in black canvas bags. The common answer books will be sealed in plastic tamper-proof bags and packed per session in a brown cardboard box, separate from the question papers – but dispatched together with each consignment of question papers.
- 8.3 On receipt of a consignment, the answer books (per session) must be stored with the session's black canvas bag in the safe/strongroom.
- 8.4 The following procedures for the management of answer books for the October/November 2024 NSC examinations must be strictly adhered to:
- 8.4.1 Immediately after the completion of an examination session, the candidates' answer scripts and spoilt answer books **per session** (and not per subject paper only) must be sealed in the clear plastic bag marked **Return of Answer Scripts/Spoilt Answer Books** and clearly marked with a **green band**. These bags are included with the stationery.
- 8.4.2 The unused answer books per session must be placed in the clear plastic bag marked **Return of Unused Answer Books** and clearly marked with a **red band**. These bags are included with the stationery.
- 8.4.3 The sealed *Return of Answer Scripts/Spoilt Answer Books* bag(s) per session must be placed and locked in the black canvas bag.
- 8.4.4 The examination centre's name and centre number, as well as the total number of unused answer books, must be written on the *Return of Unused Answer Books* bag(s).
- 8.4.5 The sealed *Return of Unused Answer Books* bag(s) per session must be placed in the large grey courier bag together with the locked black canvas bag. If one grey bag is insufficient, a second grey bag can be used.

- 8.4.6 Storage managers must ensure that all unused answer books per session are returned to Head Office with each session's answer scripts.
- 8.4.7 Storage managers must ensure that the usage of answer books is correctly recorded daily, per session, on the online recording sheet using the following link or QR code:  
[Oct/Nov 2024 NSC Answer Book Recording Sheet](#)



## 9. Conduct, administration and management of the NSC examinations

- 9.1 In preparation of and for the conduct, administration and management of the October/November 2024 NSC examinations, storage managers must consult the *NSC/SC Examinations Procedure Manual 2024/2025* and *Examination Handbook for Storage Managers*.
- 9.2 All processes and procedures pertaining to the conduct, administration and management of the NSC examinations are set out in these two manuals.
- 9.3 The *NSC/SC Examinations Procedure Manual 2024/2025* and *Examination Handbook for Storage Managers* must be used by all persons involved in the administration of the NSC examinations. The information and procedures in these handbooks must be carefully studied, shared with the relevant role-players and meticulously followed by all officials involved in the management, conduct and administration of the NSC examinations to ensure credible examinations.
- 9.4 English copies of the *NSC/SC Examinations Procedure Manual 2024/2025* and *Examination Handbook for Storage Managers* will be included with the delivery of the electronic GLAM key from **07–11 October 2024**. An Afrikaans or Xhosa version of the *Examination Handbook for Storage Managers* is available on request.
- 9.5 Please ensure that the safe/strongroom is clear of any other examination question papers and/or any other examination material before receipt of the October/November 2024 NSC examination question papers. Storage managers are requested to complete the attached clearance certificate (**Annexure A**) to confirm that all old question papers have been removed from the safe/strongroom. **The completed clearance certificate must be emailed to Ms Bulelwa Lupondo by 18 October 2024.**

- 9.6 As part of the requirements for the management of the NSC examinations, two checklists must be completed by the storage manager. The checklist for storage managers (**Annexure B**) must be completed and emailed to Ms Bulelwa Lupondo. The daily checklist (**Annexure C**) must be completed on days when the examination centre conducts an examination and must be kept on file at the examination centre.
- 9.7 Once all candidates are seated and the answer books have been issued, two candidates must be selected to verify that the correct question papers have been brought to the examination room. The two candidates must be shown every satchel/inner bag to verify that the correct question papers are sealed in the satchel/inner bag. The two candidates must sign the verification register (attached as **Annexure H**) in the examination room.
- 9.8 The two persons entering the safe/strongroom must use the register (**Annexure I**) to sign in and out and must indicate the reasons for entering/accessing the safe/strongroom.
10. Please provide every invigilator with a copy of this minute and the *Examination Handbook for Storage Managers* as reference.
11. The WCED wishes to thank all storage managers for their cooperation in the administration of the examinations and wishes them well with the management of the examinations.

**SIGNED:** BJ LORISTON

**DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2024-10-10