

File no.: 20/3/P  
Reference: 20241114-8436

Examinations Administration Minute: 0008/2024

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: Learner Support, Assessment and Examination Coordinators, Subject Advisers and Heads of institutions that prepare candidates for the National Senior Certificate examinations

**Subject: Procedures for the administration of the Music Paper 2 (P2) (Comprehension) October/November 2024 National Senior Certificate examination**

1. The Music P2 (Comprehension) examination will be written on **26 November 2024**. The question papers will be dispatched in the week of 21 November 2024 and will be accompanied by the music compact disc (CD) containing the different tracks.
2. The music CD will be packaged separately from the question paper inside a padded envelope and then packed inside the brown cardboard boxes containing the black canvas bags.
3. The brown cardboard boxes must be opened immediately on receipt, in the storage manager's office or in a secure area, for verification of the consignment.
4. The session's black canvas bags, containing the question papers, along with the padded envelope, must then be stored immediately in the safe/strongroom.
5. Upon receipt of the music CD, it must be tested prior to the examination of **26 November 2024**. The music subject educator must test the music CD, in the presence of an invigilator, on the sound equipment which will be used during the examination. Each track must be tested. If the music CD is faulty, **please contact Mrs B Calvert immediately on tel. no. 021 467 2994**.

6. **On the day of the examination**, the following procedures for the administration of the Music P2 examination must be followed strictly:
- 6.1 The music CD and CD player must be tested again. This test must be done an hour prior to the commencement of the examination. Please ensure that the educator who will be operating the CD player, is familiar with its functions.
- 6.2 The question paper provides clear instructions on **how many times the tracks must be played** and no deviation will be permitted. Candidates may not request for tracks to be repeated more times than what is stipulated.
- 6.3 All candidates must remain in the examination room for the duration of the examination, regardless of whether they complete the examination before the end time.
- 6.4 The examination must be conducted under the supervision of an invigilator.
- 6.5 If a school offers more than one stream (Indigenous African Music (IAM), Jazz or Western Art Music (WAM)), the following guidelines must be followed:
- Each stream must sit for the examination in a separate venue.
  - Each venue must be equipped with suitable sound equipment.
  - Each venue must have its own CD with music extracts.
  - An invigilator must be present in each venue.
7. Contingency plans must be in place to conduct the examination in the event of scheduled and unscheduled electricity interruptions.
8. In case of any eventuality, the examination centre must implement the appropriate protocols to ensure that all candidates complete the examination on the day.
9. Kindly bring the contents of this minute to the attention of all music educators and storage managers.

**SIGNED:** BJ LORISTON

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

**DATE:** 2024-11-19