



## COMMITMENT AGREEMENT RELATING TO THE 2023 NATIONAL SENIOR CERTIFICATE EXAMINATION

### LETTER TO CANDIDATES/PARENTS/GUARDIANS

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NAME OF CANDIDATE

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IDENTITY NUMBER

\_\_\_\_\_  
NAME OF SCHOOL

\_\_\_\_\_  
DISTRICT

1. The National Senior Certificate (NSC) examination is administered and conducted in terms of the **Regulations pertaining to the conduct, administration and management of assessment for the National Senior Certificate examination**, published in *Government Gazette* No. 31337 of 29 August 2008, across all provinces in the country.
2. Any deviation from or contravention of the Regulations by a candidate registered to write the 2023 NSC examination will compromise the integrity of the examination and the **results** of the candidate could be **declared null and void** in line with the relevant provisions as set out in the Regulations. It is therefore imperative that all candidates are familiar with the rules and regulations and sign the attached acknowledgement form to this effect. Parents/guardians are also required to acknowledge that they are aware of the rules and regulations by co-signing the acknowledgement form.
3. Prior to the examination, the candidate and parent/guardian must note the following:
  - (a) Every candidate must be registered to write the 2023 NSC examination.
  - (b) The registration will be confirmed in an admission letter issued to the candidate confirming the following:
    - (i) Full name and surname;
    - (ii) Examination number;
    - (iii) Name of the school;
    - (iv) Subjects and the number of papers to be written by the candidate; and
    - (v) Dates and times on which each paper will be written.
  - (c) Parents and guardians must check and ensure the following:
    - (i) Dates and times when each paper is written;
    - (ii) Arrival at the examination centre in good time (at least an hour and a half before commencement time);

- (iii) The candidate is at all times in possession of the admission letter and his/her identity document (ID) and have all the necessary stationery for the paper; and
- (iv) Candidates are expected to be attired in school uniform when writing the examination.

4. Candidates must note the following:

- (a) Candidates are bound in all matters relating to the examination to obey the instructions of the invigilator and the chief invigilator.
- (b) Candidates are expected to respond to the questions in the question paper, on their own, without the assistance of their peers or educators. In cases where assistance is offered by an educator/invigilator/learner, it is the responsibility of the candidate to bring this to the attention of the chief invigilator. Failure to report such assistance will result in the candidate being implicated in an examination irregularity.
- (c) It is the responsibility of the candidate to report any information or rumour regarding examination irregularities to the examination hotline established for this purpose. The examination hotline will be a 24-hour service. In addition to reporting to the examination hotline, the information must also be brought to the attention of the principal. Failure to do so will be considered collusion for which the candidate will be held accountable.
- (d) In cases where a question paper, or part(s) of a question paper is/are forwarded to a candidate via email, SMS, WhatsApp or any other electronic means, and he/she fails to report such an incident to the invigilator/chief invigilator, he/she will be regarded as being complicit.
- (e) All candidates will be required to complete the **Grade 12 NSC Register for Electronic Devices**, which will be managed by the school. This register will require all candidates to record all details of the cell phone or any other electronic device that they will be using during the examination period: 24 October - 07 December 2023. If the cell phone or any other device is changed during the examination period, it must be brought to the attention of the principal. (The telephone number and related details of the cell phone may be regarded as personal information as contemplated in section 1 of the Protection of Personal Information Act (POPIA), 2013 (Act 4 of 2013). By signing this agreement, the candidate provides his/her consent, in terms of section 11(c) of the POPIA, that the personal information may be used for the purposes of writing and administration of the NSC examination.
- (f) Once in the examination room, the candidate must ensure the following:
  - (i) No notes or any other material that is not allowed in the examination room is in his/her possession. Being found in possession of any notes or material in the examination room is regarded as an irregularity.
  - (ii) No cellular phones, or any other electronic device must be brought into the examination room. Any such device found in their possession, even though not used during the examination, also constitutes an irregularity and an appropriate sanction will be imposed.
- (g) It is the responsibility of the candidate to check that they receive the paper and/or subject for which they are registered.
- (h) No examination answer book (or part of an answer book/answer sheet), whether used or unused, may be removed from the examination room. Should this occur, it will be

considered an irregularity and the candidate will receive **NO** credit for the examination in that question paper.

- (i) Should a candidate write the wrong subject or wrong language level (in the case of a language paper), this will be considered to be a technical irregularity and will lead to the candidate's results being blocked/cancelled/delayed.
  - (j) Candidates are strongly advised not to use different styles of handwriting in their answer books, as this may be misconstrued by the marker as a response written by another individual resulting in an investigation which may delay the release of the results.
  - (k) The conduct of the candidate before, during and after the writing of the question paper is important. Disruptive and unruly behaviour will not be tolerated, and the candidate could be barred from writing the examination.
  - (l) In the event of a candidate being implicated in an examination irregularity, the parent/guardian and candidate must avail themselves for a hearing, as failure to do so will lead to further delays in the results of the candidate being released.
5. The key types of irregularities that may occur during the examination are listed on page 5.
  6. In the event that a candidate is found to have contravened any of the rules and regulations as specified above, the Department of Basic Education (DBE) reserves the right to nullify the candidate's results and they could be barred from writing **one to three subsequent examinations** (as stipulated in the Regulations in *Government Gazette* No. 31337 of 29 August 2008). Criminal prosecution could be imposed should it be found that the candidate is involved in the leakage of any examination question paper.
  7. The candidate and the parent/guardian must be aware that should the candidate agree to any assistance, irrespective of who provided the assistance (i.e. the educator/invigilator/fellow learner), they shall be considered to have colluded with the person who provided the assistance. Failure to report such assistance will result in the candidate being implicated in an examination irregularity.
  8. Parents/guardians and candidates must note that should it be discovered that the question paper has leaked (i.e., parts of the question paper or the full question paper has been accessed prior to the examination), the Director General in conjunction with Umalusi, will make a decision whether the question paper/s needs/need to be rewritten.
  9. A candidate who is alleged to have had access to the question paper or parts of it, prior to the examination, will be required to submit his/her cell phone or any other electronic device to the DBE for further investigation. The candidate hereby provides his/her consent that the information on the cell phone may be utilised for the purpose of the investigation, in terms of section 11(c) of the POPIA.
  10. Disciplinary action will also be taken against officials who are involved in irregularities at their examination centres.

### DECLARATION BY PARENT/GUARDIAN

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_,  
(Full name of parent/guardian) (Full name of learner)

state that I have read and understood the rules and regulations pertaining to the conduct of the NSC examination and the consequences should my child/ward contravene any of the regulations.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### DECLARATION BY LEARNER

I, \_\_\_\_\_, \_\_\_\_\_,  
(Full name of learner) (Examination number)

state that I have read and understood the rules and regulations pertaining to the conduct of the NSC examination and the consequences should I contravene any of the regulations.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### COMMISSIONED BY PRINCIPAL (*Ex Officio*)

I, \_\_\_\_\_, of \_\_\_\_\_,  
(Name of principal) (Name of school)

attest that the abovementioned declaration has been signed in my presence on:

\_\_\_\_\_ at \_\_\_\_\_.  
(Date) (Name of school)

\_\_\_\_\_  
(Signature of principal)

School stamp:

This Commitment Agreement should be kept until all the examination irregularities have been resolved and the subsequent appeal processes have been concluded. A copy should be handed over to the candidate, while the original is kept at the school.

## TYPES OF IRREGULARITIES THAT MAY OCCUR

	<b>NATURE OF IRREGULARITY</b>
1.	Late-coming (candidates will not be allowed to write if they arrive more than an hour after the commencement time and no extra time will be given to candidates who arrive late).
2.	Bringing unauthorised material into the examination room (crib notes, cell phones or other electronic devices etc.).
3.	Copying (from another person/any other source).
4.	Allowing other candidates to copy from them.
5.	Ghost writers (any other person writing on behalf of candidate(s)).
6.	Removing pages from the answer book or damaging the answer book (all rough work to be done in the answer book in pencil, a line drawn across it and "rough work" written).
7.	Writing the incorrect examination number on answer book.
8.	Accepting answers from invigilators or any other official.
9.	Failing to submit the answer script and loose answer sheets to the invigilator at the end of the examination session.
10.	Being drunk/under the influence of any illegal substance and disorderly behaviour by candidate.
11.	Any form of intimidation.
12.	Getting the question paper from another source prior to the stipulated examination date and time and distributing the question paper in hardcopy or electronically, using social media (e.g., WhatsApp etc.).
13.	Writing the examination outside the examination venue.
14.	Failing to check with the invigilator about the correctness of the paper (number of pages, number of questions, duration of paper, correcting errata – if any).
15.	Any act or behaviour on the part of the candidate or any other person that will allow him/her to gain an unfair advantage during the writing of the examination.
16.	Failing to report any knowledge or possession of a leaked paper or gaining direct/indirect access to a leaked paper.
17.	Failing to report direct/indirect access to a leaked paper through WhatsApp and failing to reveal the source thereof.