



ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 63 OF 2017

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS
(GRADE 10-12)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

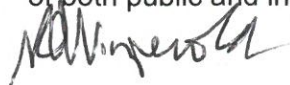
DATE: 11 OCTOBER 2017

ADMINISTRATION OF NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS

1. All the registered schools and candidates will conduct National Senior Certificate (NSC) examinations from 16 October 2017 (CAT Paper 1) to 28 November 2017.
2. Chief Invigilators and Invigilators are expected to sign confidentiality agreement to maintain secrecy as well as the declaration forms. It should be noted that even if the Chief Invigilator or Invigilator does not have a child or relative writing NSC examinations, he/ she is expected to declare that, in writing.
3. The District Head of Examinations will draw up norm times for the collection of question papers by the schools. In drawing up these norm times, the District will be guided by the distance between the school and the distribution point as well as the nature of the road.
4. Schools must collect question papers according to the set norm times on the day of writing.
5. When collecting question papers at the distribution point, the Chief Invigilator must produce an Identity Document (ID) and check that the question papers are not tampered with, ensure that she/he is being issued with the correct question papers, in the correct language and quantities and signs for the question papers.



6. The Chief Invigilator is expected to collect the afternoon papers according to the set norm times. In schools where the collection of the afternoon paper is not practically possible due to distance and nature of the road, the Chief invigilator must ensure that the school has a safe or a strong room to secure the question papers. If the District is satisfied with the requirements, the Chief Invigilator must sign a declaration form. Schools that are closer to the distribution point are not expected to collect both morning and afternoon papers even if they have secured storage facilities
7. Question papers are to be conveyed in a locked boot or in the closed canopy of the vehicle.
8. The Chief Invigilator must not make any stops, while question papers are in the vehicle, other than to deliver the question papers to the school.
9. On arrival, the Chief Invigilator must store question papers in a safe or strong room until they are removed to the examination venue. Access to the strong room/ safe must be limited to the Chief Invigilator, who must be accompanied by at least one , and no more than two invigilators, whenever the examination is stored in the strong room.
10. Before candidates start writing, the Chief Invigilator/ Invigilator confirms with the candidates if they are having the correct paper by reading the subject name and paper on the cover page.
11. The Chief Invigilator/ Invigilator reads instructions to candidates and checks all the technical aspects of the paper. Ten minutes reading time is given to candidates. **NO OPENING OF THE QUESTION PAPER BAGS before the stipulated time.**
12. The Chief Invigilator/ Invigilator may only, after the question paper has been written, give the school's subject head/ teacher, a copy of the question paper. At no time must any extra question papers be allowed to be taken out of the examination venue during the writing of that paper.
13. Problems relating to the question paper must be reported to the District Exams office in writing so that those errors can be considered during memo discussions. **NO PHOTOCOPYING OF QUESTION PAPERS by schools without written approval by the District after consulting the Province.**
14. In schools where a concession for a reader or scribe has been approved, an invigilator must be assigned to the classroom.
15. After the completion of the examination, the Chief Invigilator is expected to submit the answer scripts to the distribution point at the allocated norm time.
16. All heads of education institutions are requested to bring the contents of this Assessment Instruction to the attention of all district officials, principals and teachers of both public and independent schools.



P. VINJEVOLD
(A) DDG: EDUCATION PLANNING, EVALUATION AND MONITORING

