



EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE

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ASSESSMENT INSTRUCTION 49 OF 2020

**TO: DEPUTY DIRECTOR-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS
HEADS OF AET CENTRES
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

**FROM: DIRECTOR: EXAMINATION AND ASSESSMENT
MR V.A JOSEPH**

DATE: 14 DECEMBER 2020

**2021 REGISTRATION OF NEW EXAMINATION CENTRES FOR PUBLIC SCHOOLS, ALL
NSC PART-TIME CENTRES, AET LEVEL 4 CENTRES AND ALL INDEPENDENT
SCHOOLS**

Please Note: This document refers to registration of examination centres and NOT to registration of institutions wishing to offer education.

- 1.1 This Assessment Instruction serves to inform Principals of schools, of the procedures regarding the registration of examination centres that will offer National Senior Certificate Examination for Grade 10,11 and 12, designated / part -time centres AET Level 4 centres and all independent schools.
- 1.2 Regulations stipulate that all new public, independent schools and centres offering AET L4 must be audited in order to ensure that they have the appropriate facilities to serve as examination centres. The Regulation also states that private providers must apply for registration as examination centres, for which the completion of a Service Contract with the Provincial Department of Education, is a precondition to qualify for registration as examination centres.

building blocks for growth



Ikamva eliqaqambileyo!

2. LEGISLATIVE POLICY FRAMEWORK

- 2.1. *National Policy on the Conduct, Administration and Management of Assessment of the National Certificate: A Qualification at Level 4 on the National Qualifications Framework (NQF) as published in the Government Gazette No. 27819, Volume 481, 20 July 2005, as amended.*
- 2.2. *Regulations pertaining to the Conduct, Administration and Management of assessment for the National Senior Certificate, published in the Government Gazette No. 31337, Volume 518 of 29 August 2008.*
- 2.3. *National policy on the conduct, administration and management of the General Education and Training Certificate (GETC): Adult education and Training (AET) level 4- A qualification at level 1 on the National Qualifications Framework (NQF) published by means of Government Notice No. 1173 in Government Gazette No. 32793 of 11 December 2009 as amended.*

3. REQUIREMENTS FOR THE REGISTRATION OF INDEPENDENT SCHOOLS AS EXAMINATION CENTRES

- 3.1 In order for an independent school to be registered as an examination centre by either an accredited private assessment body or the state, such a school, besides being registered as a school, must also be accredited by Umalusi.
- 3.2 Independent schools that have complied with registration by the relevant Provincial Education Department and accreditation by Umalusi, must apply to the relevant assessment body for registration as examination centres under their own names.
- 3.3 The registration of independent schools as examination centres is also determined by the fulfilment of the requirements of the assessment body which is either the public or a private assessment body accredited by Umalusi.

4. ESTABLISHMENT AND REGISTRATION OF EXAMINATION CENTRES

1. Examination centres must be registered by the assessment body in accordance with the following criteria-
 - (a) A suitable venue to accommodate candidates, i.e. sufficient space and appropriate furniture to be used by candidates,
 - (b) security of the venue
 - (c) provision of proper lighting
 - (d) availability of water and toilet facilities
 - (e) suitably qualified teaching staff or members of the community who can be trained as invigilators
 - (f) availability of a strong room or safe for the safekeeping of assessment material
 - (g) the capacity to assess learners experiencing barriers to learning
 - (h) capacity to complete the School Based Assessment requirements, Practical Assessments Task, and Language Oral Assessment
 - (i) report on previous irregularities at the centre with specific reference to the nature and outcome of irregularities.

2. All examination centres must be evaluated by an official from the assessment body, to verify that all necessary facilities required for conducting the examination are available at the centre.
3. The following institutions must apply to the relevant assessment body for registration as examination centres under their own name-
 - (a) Independent Schools
 - (b) registered institutions for repeaters who do not have to comply with School based Assessment requirements, Practical Assessment Tasks and language requirements.
4. All Independent centres and registered institutions for repeaters must comply with these regulations and must be subjected to the monitoring and moderation procedures of the assessment body.
5. If the centre, institution or venue is approved as an examination centre, a centre number should be issued with immediate effect.
6. Centres must apply and register as examination centres on an annual basis prior to the examinations.
7. The Assessment Body must always ensure strict security with regard to the storage of examination question papers.

5. PROCEDURE TO FOLLOW WHEN A CENTRE RELOCATES TO NEW PREMISES

- 5.1 Should any centre relocate to new premises, their registration as an examination centre lapses immediately, and they will be forced to seek registration at the new premises from the Department of Education.
- 5.2 In exceptional circumstances, and provided that the centre has an unblemished record as far as irregularities and administration are concerned, the Head of Department may allow the centre to continue to operate for the current final exit examination year only, during which time the centre must apply for, and be granted examination centre status in respect of the new premises. Should such permission be refused, or for any other reason is not granted, the registration of the centre shall lapse forthwith.
- 5.3 Should this process run over the year-end, no new candidates may be registered until a decision has been taken on the registration of the centre.
- 5.4 **The onus is on the head of the institution (centre manager/principal) to inform the Head of Department timeously of the intention to relocate.**
- 5.5 The Head of Department shall inform the chief invigilator, in writing, of the course to be followed.
- 5.6 If the application for the registration of the centre is unsuccessful, the Head of Department shall inform the head of the institution (centre manager/principal) that the registration of the centre has elapsed.

- 5.7 The Head of the institution shall have the right to respond to the decision and furnish reasons as to why the centre should not be deregistered.
- 5.8 The Head of Department shall consider such representation before making a final decision. This decision must be conveyed, in writing, to the Head of the institution. This decision is final.

6. DEREGISTRATION OF AN EXAMINATION CENTRE

- 6.1 In the event of the physical relocation of the examination centre from the premises approved by the assessment body to other premises the centre will be deregistered.
- 6.2 An examination centre may also be deregistered if there is evidence that the integrity of the examination is being undermined at the centre.

(a) Examination centres will be deregistered if:

- (i) examination question papers in the care of the centre are compromised
- (ii) examination question papers are repeatedly opened prior to the examination time or date;
- (iii) there is fabrication of internal assessment marks;
- (iv) the centre allows examination imposter or
- (v) if there is any other serious irregularity that warrants deregistration.

(b) The following procedure should be followed when it is found that irregular practices have occurred at an examination centre:

- (i) Officials of the assessment body should investigate the reported irregularities;
- (ii) If clear evidence of an irregularity emerges from such investigation, disciplinary action should be instituted, and steps taken to deregister the centre;
- (iii) The owner or management must be informed, in writing, of the intention of the Head of the assessment body to close down the centre due to the irregularities;
- (iv) The owner or management must respond to the notice within 14 days from the date of issue, and furnish reasons as to why the centre should not be closed down;
- (v) The Head of the Assessment body must consider such representation before making a final decision as to whether to close the centre down;
- (vi) This decision must be communicated, in writing, to the owner or management.

7. MALADMINISTRATION

- (a) Examination centres may be deregistered if maladministration results in any advantage or disadvantage to candidates or affects the integrity or impacts negatively on the ability of the centre to render an examination service.
- (b) The following procedures should be followed when maladministration occurs at an examination centre:
- (i) The owner or management of such examination centre must be informed within a specified period of three (3) months in writing, of the situation and given an opportunity to rectify the matter.
 - (ii) If maladministration at the centre continues, the centre may be placed on probation for a period not exceeding one academic year.

- (iii) If the owner or management again demonstrates an inability to administer the examination process adequately during the probation period, the centre may be deregistered at the end of the academic year.
- (iv) If maladministration takes place during the conducting of an examination, the centre may be placed under the administration of the assessment body until further notice.

7. REGISTRATION PROCESS

- 7.1 In order to ensure that ALL the examination centres comply with the minimum criteria for registration, the status of **ALL** the existing Independent Schools will be reviewed on the system as from **January 2021** and re-activated on the system upon completion of the relevant application forms.
- 7.2 Public schools that have introduced an approved new Grade 10, 11 or 12 are requested to complete a checklist (Annexure A) and the application form (Annexure C) and to submit both documents on or before **Friday 05 February 2021** to the District office :Examinations Section. The District will complete the form as required and return to the Chief Directorate Examinations & Assessment by **Friday 12 February 2021** at Provincial Office.
- 7.3 Schools that are applying for a new grade should note that implementation of grades is done incrementally, i.e. one grade per year.
- 7.4 Only those centres whose application forms have been received on or before the due date will be considered for registration as examination centres.
- 7.5 Independent schools are registered at the address where the inspection takes place. If The centre relocates without informing the District Office, such centre will be deemed to be deregistered.
- 7.6 A registered examination centre may under no circumstances establish a subsidiary or satellite centre. **ONLY SCHOOLS/CENTRES WITH THE EMIS NUMBER WILL BE CONSIDERED FOR REGISTRATION AS AN EXAMINATION CENTRE.**
- 7.7 The maximum number of candidates at an examination centre for NSC may not exceed 500 unless written approval is granted by the Head of Department.
- 7.8 The required number of registered AET L4 learners for a centre to qualify as an examination centre is 100, unless prior written approval by the Head of Department is granted.
- 7.9 A centre may only register candidates that are enrolled at that centre as learners. Centres are expressly forbidden to accommodate learners from unregistered institutions.
- 7.10 Centres that are registering as Part-time Centres may only register bona fide repeat candidates for subjects the candidate was resulted for in the previous year(s). If a repeat candidate offers a new subject that will require internal assessment, specific permission to offer this must be obtained from the Examinations and Assessment Directorate. The registration and management of part-time centres is the responsibility of the District: Head of Examinations.

7.11 Kindly note that any centre that does not register as an examination centre will not be supplied with examination materials.

CONCLUSION

The registration of an independent school, public school or an AET centre and the issuing of an EMIS number does not give the institution the right to offer public examinations. The institution must register as an examination centre as soon as there are learners offering Grades 10, 11 or 12 and AET L4 irrespective of the fact that a valid EMIS number was obtained.



MR R. TYWAKADI
DDG: CURRICULUM MANAGEMENT AND DELIVERY

15/12/2020

DATE



CHECKLIST TO ENSURE THAT EXAMINATION CENTRES COMPLY WITH THE REQUIREMENTS TO CONDUCT EXAMINATIONS AND COMMON TESTS FOR NSC, AET L4, GRADES 10,11,12

NOTE: CHECKLIST TO BE COMPLETED BY PRINCIPAL AND VERIFIED BY AN OFFICIAL DELEGATED BY THE DISTRICT DIRECTOR TO DO SO.

Tick in the appropriate box(es) for the examination centre registration applying for:

AET L 4		GRADE 12 CAPS		GRADE 11 CAPS		GRADE 10 CAPS		
NAME OF INSTITUTION						DISTRICT		
NAME OF PRINCIPAL						CONTACT TEL NO		
PHYSICAL LOCATION OF INSTITUTION (Town/Area)						NAME OF EDO		
Kindly complete the checklist by making a cross in the applicable blocks. Please ensure that the necessary documentation, as requested, is attached.								
1	Is the centre registered with the Eastern Cape Department of Education (ECDoE) as an institution offering CAPS Grades 10 – 12/ AET L4/Grade 9 NCS?						YES	NO
	Please provide the EMIS registration number of the institution (District to verify)							
	Additional for Independent Institutions: Is the institution registered with Council for Quality Assurance in General and Further Education and Training (Umalusi) as a service provider offering the CAPS Grades 10 - 12?						YES	NO
	Please provide the Umalusi registration number of the institution (District to verify) attach proof							
2	Does the centre have adequate space to accommodate the number of candidates the centre intends to register?						YES	NO
	Please indicate the number of candidates the centre will host during the NSC exam. In the case of full-time learners this must correspond with the institution's 10th school day enrolment, and for part-time and repeaters, please indicate the maximum number that the centre will accommodate.							
		Full Time		Part Time		Repeat		
	Grade 10							
	Grade 11							
	Grade 12							
	ABET L4							
3a	Please indicate whether the school has sufficient and appropriate furniture to accommodate the number of candidates indicated above in an examination environment? (District to verify)						YES	NO
3b	Where the facilities are shared by full-time and part-time learners during the day or evening, will the furniture be sufficient without disturbing the rest of the learners during the examinations?						YES	NO
3c	Please indicate whether the centre has the necessary equipment and infrastructure to offer subjects where specialised equipment is needed (e.g. CATN & INFT) (District to verify)						YES	NO
			OFFERED	EQUIP		OFFERED	EQUIP	
	Please tick the subjects offered at the centre for which equipment is available	CAT				TRTM		
		INFT				CIVIL TECH		
		EGD				DRAM ART		
		DANCE				MECH TECH		
		ELEC TECH				CON STUD		
		MUSIC				HOSP		
		VISUAL ART						
	Please note that if the centre does not have the necessary equipment, then learners may not be accepted for these subjects at this examination centre.							
4	Does the centre have adequate facilities to safeguard examination material?						YES	NO
	Indicate		Strong Room			YES	NO	
			Safe			YES	NO	

If other, specify					
5	Do the exam rooms that will be utilised have adequate ventilation and lighting?	YES	NO		
6	Please check compliance in relation to fire hydrants, access doors, etc. <u>Private institutions must provide a copy of the local health and fire services clearance certificate.</u> Certificates available:	YES	NO		
7	Does the centre have adequate toilet facilities available?	YES	NO		
8	Is there clean running water in the premises?	YES	NO		
9	Is the venue quiet and safe enough to be used as an examination centre?	YES	NO		
10	Does the venue qualify to be classified as an education institution in terms of general norms and standards?	YES	NO		
11	Are suitably qualified invigilators available for examinations?	YES	NO		
12	Are all educators employed at the institution registered with SACE?	YES	NO		
13	Proof of SACE certification provided.	YES	NO		
14	Has a chief invigilator been appointed for the Examinations?	YES	NO		
	Indicate	NAME		DESIGNATION	
	CONTACT NO DURING SCHOOL HOURS				
				CONTACT NO AFTER SCHOOL HOURS	
15	Does the centre have an examination policy, invigilation guidelines and all relevant examination Assessment Instructions available?	YES	NO		
For office use only.					
Proposed Venue visited by an Official from:		District Office	YES	NO	Provincial Office
			YES	NO	
District Office					
Details of official who visited		Name: _____			
		Designation: _____			
The Proposed Examination Centre, detailed overleaf, meets the criteria as outlined above.					
Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>					
				NOTE: If not signed by the District Director, a delegation letter to accompany this application.	
		Official Stamp			
Signature: District Director		_____			
Surname & Initials (Block Letters)		_____			
		Date			

Provincial Office (Directorate: Examinations and Assessment)											
Details of official who visited		Name: _____									
		Designation: _____									
Recommendations _____											
Signature _____											
Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>											
If approved, Examination Centre Number		<table border="1" style="width:100%; height: 20px;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table>								Name of Centre _____	
Signature of Director: Examinations and Assessment		_____									
Surname & Initials (Block Letters)		Date									

ASSESSMENT INSTRUCTION 49 OF 2020 ANNEXURE B

**PRO FORMA SERVICE CONTRACT ENTERED
INTO BY,**

AND BETWEEN, THE

EASTERN CAPE DEPARTMENT OF EDUCATION

AND AN

INDEPENDENT SCHOOL IN RESPECT OF

REGISTRATION AS AN EXAMINATION CENTRE

FOR THE COMMON AND ASSESSMENT POLICY

STATEMENT (CAPS) EXAMINATION, AET L4 EXAMINATION,

GRADE 10, 11 AND 12 FINAL EXAMINATION AND

GRADE 9 COMMON ASSESSMENTS

FOR YEAR 2021

This is Only Valid for the year of examination (inclusive of the supplementary examination)

(NAME OF SCHOOL)

1. The conclusion of this contract confirms that the independent centre has met the following minimum preliminary requirements for registration as an examination centre:
 - 1.1 sufficient space and appropriate furniture for the seating of candidates;
 - 1.2 adequate general security;
 - 1.3 a lock-up facility for the storage of examination material;
 - 1.4 clearance - in terms of the applicable municipal by-laws - from the local fire and health services;
 - 1.5 provision of proper lighting;
 - 1.6 access to sufficient water and acceptable and adequate toilet facilities;
 - 1.7 teaching staff, suitably qualified and sufficient numbers, to be trained and utilised as invigilators; and
 - 1.8 clear evidence of the ability to meet any and all costs relating to electricity, water, taxes and/or rental for the premises for the duration of the examination.
2. The Head of Department retains the right to re-evaluate the independent centre at any time in respect of any or all of the above-mentioned criteria.
3. The Department of Education retains the right to monitor the conducting of the National Senior Certificate examination and related assessment processes at the independent centre at any time, without prior warning. This includes the appointment of a monitoring invigilator at the assessment centre for the duration of the Common and Assessment Policy Statement (CAPS) examination and AET L4 examinations and Grade 11 final examination and Grades 9 common assessment.
4. The independent centre, in concluding this service contract, commits itself to abide unquestionably by all regulations in respect of the conducting, administration and management of the Common and Assessment Policy Statement and AET L4 examinations and Grade 11 final examination and Grades 9 common assessment and related assessment processes, as well as procedures contained in the applicable national and provincial regulations.
5. Where, in the opinion of the Head of Department, and as a result of a preliminary investigation, developments at the independent centre may adversely affect the interests of candidates or the integrity of the examination or related assessment processes, the Department of Education reserves and retains the right to take control of the conducting, administration and management of the examination centre with immediate effect.
6. Failure to abide by any of the regulations or other reasonable requests in respect of the conducting, administration and management of the Common and Assessment Policy Statement examination and AET L4 examinations and Grade 11 final examination and Grades 9 common assessment and related examination processes, as well as procedures contained in the national or provincial regulations, may result in the deregistration of the independent centre as an examination centre by the Department of Education.
7. All examination centres are required to operate on premises that were approved for this purpose by the Head of Department. Where relocation does occur, the new premises must again be inspected by the relevant provincial education department for evaluation as an examination centre.
8. No examination centre may consider relocation within or less than sixty (60) days before the commencement of the final Common and Assessment Policy Statement examination and AET L4 examinations and Grade 11 final examination and Grades 3,6,& 9 common assessment.
9. Where relocation of an independent centre is unavoidable, due to external factors (e.g. a natural disaster), the following procedure must be strictly adhered to:

- 9.1 The Head of Department must immediately be informed in, writing, of the enforced relocation.
- 9.2 Learners and their parent(s) or guardian(s) must be informed.
- 9.3 The independent centre is obliged to ensure the presence of proper notices at the old centre, clearly indicating, *inter alia*, the location of the new venue, the name of a contact person and a telephone number for the contact person.
- 9.4 The relevant provincial education department will ensure the publication of such information in the printed/electronic media.

10. Procedure to follow when a centre relocates to new premises

- 10.1 Should any centre relocate to new premises, their registration as an examination centre lapses immediately and they will be forced to seek registration at the new premises from the Department of Education.
- 10.2 In exceptional circumstances, and provided that the centre has an unblemished record as far as irregularities and administration are concerned, the Head of Department may allow the centre to continue to operate for the current final exit examination year only, during which time the centre must apply for, and be granted examination centre status in respect of the new premises. Should such permission be refused, or for any other reason is not granted, the registration of the centre shall lapse forthwith.
- 10.3 Should this process run over the year-end, no new candidates may be registered until a decision has been taken on the registration of the centre.
- 10.4 The onus is on the head of the institution (centre manager/principal) to inform the Head of Department timeously of the intention to relocate.
- 10.5 The Head of Department shall inform the chief invigilator, in writing, of the course to be followed.
- 10.6 If the application for the registration of the centre is unsuccessful, the Head of Department shall inform the head of the institution (centre manager/principal) that the registration of the centre has elapsed.
- 10.7 The Head of the institution shall have the right to respond to the decision and furnish reasons as to why the centre should not be deregistered.
- 10.8 The Head of Department shall consider such representation before making a final decision. This decision must be conveyed, in writing, to the Head of the institution. This decision is final.

DEPARTMENT OF EDUCATION:

Initials & Surname	Capacity	Date
<div style="border-bottom: 1px solid black; margin-bottom: 5px; width: 100%;"></div> Signature		
Witness I	<div style="border-bottom: 1px solid black; margin-bottom: 5px; width: 100%;"></div> Signature	
Witness II	<div style="border-bottom: 1px solid black; margin-bottom: 5px; width: 100%;"></div> Signature	

OWNER(S) OF INDEPENDENT SCHOOL:

_____	_____	_____
Initials & Surname	Capacity	Date

Signature		
Witness I	_____	
	Signature	
Witness II	_____	
	Signature	

MANAGEMENT OF INDEPENDENT SCHOOL (IF DIFFERENT FROM OWNER(S)):

_____	_____	_____
Initials & Surname	Capacity	Date

Signature		
Witness I	_____	
	Signature	
Witness II	_____	
	Signature	



Annexure C of Assessment Instruction 49 of 2020

APPLICATION TO REGISTER AS AN EXAMINATION CENTRE

To be completed by all public and independent schools and returned to the District Office by Friday 04 December 2020.

Examination Centre Registration

>>>>>>>>>>>>>>>>>>>>>

Closing Date: 05 February 2021

<<<<<<<<<<<<<<<<<<<<<<<

Where applicable, use an "X", otherwise use BLOCK LETTERS

(1) EMIS No: (The EMIS No. can be obtained by telephoning 043-735 1820)

(2) Official Name of Examination Centre:

(3) Physical Address of Examination Centre:

(4) Postal Address of Examination Centre:

Postal Code

(5) Tel. No. of Examination Centre:

(6) Fax No of Examination Centre:

(7) e-Mail Address of Principal:

(8) Surname & Initials of Principal:

(9) Home Tel. No. of Principal:

(10) Cell No. of Principal:

(11) Alternate Contact (Surname & Init):

(12) Cell No. of Alternate Contact:


(13) District where Examination Centre is situated:

(14) District Office administering Centre

(15) Language of Instruction at Centre: (A=Afrikaans / E=English / D=Afrikaans & English)

(16) No. Of Learners at Examination Centre this year:

	GRADE 10	GRADE 11	GRADE 12
Signature of Principal			
Surname & Initials (Block Letters)			
Date			

Official 
Kamva elizaqambileyo!

ASSESSMENT INSTRUCTION 49 OF 2020

REGISTRATION OF SCHOOLS AS EXAMINATION CENTRES

COMMENTS:

Supported Not Supported



DIRECTOR: EXAMINATION AND ASSESSMENT
MR V.A. JOSEPH

14-12-2020
DATE

COMMENTS:

Supported Not Supported

CHIEF DIRECTOR: EXAMINATION AND ASSESSMENT
MR E.M MABONA

DATE

COMMENTS:

Approved Not Approved



MR R. TYWAKADI
DDG :CBM

15/12/2020
DATE