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Ref: 9/4/1/2_Eastern Cape Department of Education

20 December 2019

Mr TS Kojana
Superintendent-General
Eastern Cape Department of Education
Private Bag X0032
BISHO
5605

Dear Mr Kojana

CONCESSION FOR CERTIFICATION OF LEARNERS WRITING THE 2020 NATIONAL SENIOR CERTIFICATE EXAMINATION AT CENTRES OTHER THAN ACCREDITED INDEPENDENT SCHOOLS

1. Unaccredited independent schools / Independent schools that are not compliant with Umalusi's accreditation process.

In 2017, 2018 and 2019, Umalusi approved special concessions for learners writing the National Senior Certificate (NSC) Examination at unaccredited independent schools for which assessment bodies were accountable. Similarly, Umalusi will consider applications for special concessions for learners writing the NSC at unaccredited independent schools in 2020 for which assessment bodies are prepared to be accountable.

Schools granted concessions in 2018 and 2019 were informed that Umalusi will not continue to grant concessions indefinitely and that they should not accept learners into Grade 10 and 11 in 2019 and 2020 respectively if they are not in the process of complying with Umalusi's requirements. Assessment Bodies must therefore be aware that concessions for unaccredited independent schools are in the process of being phased out and must ensure that no new learners are registered at Grade 10 or 11 level at unaccredited independent schools.

Assessment bodies are invited to submit applications for concessions for independent schools that they would want Umalusi to consider for a concession for the 2020 examination cycle. This may include schools that are indicated as having a "red" status because they failed to submit the self-evaluation report on or before 31 August 2019 but have since submitted the self-evaluation report and those schools offering grade 12 for the first time.

The applications for concessions together with all supporting documents must be submitted to Umalusi by the assessment body no later than **28 February 2020**.

The following conditions will apply to the granting of such a concession:

- 1.1 The assessment body must inform the school in writing that it must apply for accreditation with Umalusi by 31 August 2020.
- 1.2 The assessment body must apply to Umalusi in writing (on the prescribed form) for each of the centres for which this concession is required. The application must be accompanied by the supporting documents indicated on the application form.
- 1.3 The concession will apply for 2020 only for any particular unaccredited independent school.
- 1.4 The centre must meet the requirements for registration as an examination centre as indicated in the Regulations pertaining to the Conduct, administration and management of the National Senior Certificate Examination (Gazette No. 31337 of 29 August 2008 as amended).
- 1.5 The centre must be managed by the assessment body.

Umalusi will certify learners who write and fulfil the requirements of the National Senior Certificate examination at the schools granted concessions in 2020. Certification of learners who write and fulfil the requirements of the National Senior Certificate examination at those schools in future years will be dependent on the schools complying with Umalusi's requirements in terms of the accreditation process.

The concession will be subject to the condition that the Eastern Cape Department of Education will be held accountable for the examination centres established under this concession and must ensure effective management of examinations at these centres as well as compliance to Section 8 of Annexure I of the Regulations pertaining to the conduct, administration and management of the National Senior Certificate Examination.

2. Examination centres other than independent schools

In 2019, Umalusi also approved concessions for examination centres other than independent schools, indicating that these concessions will apply until legislation is amended to cover examination centres other than independent schools. No new examination centres will be considered for this concession.

These concessions were granted subject to the assessment body submitting copies of the annual contract between the assessment body and the centre by 31 March of each year for the examinations to take place in that year. The contract had to indicate the venue to be used for the writing of the examination and have a unique examination number linked to that specific venue. Assessment bodies are therefore requested to submit the contracts and the current health and safety certificates (not

older than 2 years) for the affected examination centres by **31 March 2020** for the examinations to take place in 2020.

Please direct any enquiries in this regard to Ms Mary Malia.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mafu S Rakometsi', written in a cursive style.

Dr Mafu S Rakometsi

CHIEF EXECUTIVE OFFICER

c.c. Mr MMV Joseph: Director – Examinations and Assessment
Ms F Bikitsha: Chief Education Specialist

**APPLICATION FOR CONCESSION TO CONDUCT THE
2020 NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATION AT AN UNACCREDITED
INDEPENDENT SCHOOL**

This application form must be completed in full per centre for which a concession is being applied.

The following documents must be attached:

- *Copy of the contract between the centre and the assessment body for the 2020 examination cycle;*
- *Current Health and Safety certificate (not older than two years) for the examination centre premises;*
- *Proof of adequate, serviced fire extinguishers at the examination centre; and*
- *In respect of unaccredited independent schools, a copy of the letter from the assessment body informing the school to apply for accreditation by 31 August 2020.*

1. DETAILS OF THE CENTRE:

Date of application:	
Name of the centre:	
EMIS number:	
Examination Centre number:	
Physical Address:	
Suburb / Township:	
Town/City:	
Postal Code:	
Province:	
Assessment Body:	

2. ADDITIONAL INFORMATION:

		COMMENTS	
1.	Number of candidates enrolled at the centre		
2.	Type of registration (full time / part time learners)	Number of full time candidates	Number of part time candidates
3.	Where do the candidates receive tuition?		
4.	Where are the June and September examinations written?		
5.	Type of venue (school /home / hall / church / etc.)		
6.	Registered owner of institution		
	ID number of owner of institution		
	Address of owner of institution		
	Phone numbers		
	Email address		
7.	Registered owner of property		
	Address of registered owner		
	Phone numbers		
	Email address		
8.	Type of centre (Rewrite Centre / School / Distance Education / Private College, etc.)		

9.	Is the centre registered as an independent school?	
	If not, why is it not registered as an independent school?	
10.	Reasons why the centre is not accredited by Umalusi	
11.	Date that the self-evaluation report was submitted to Umalusi (if not yet accredited)	
12.	How will the registration / accreditation issues will be addressed in the future?	
11.	Does the centre have any record of irregularities in the conduct, administration and management of examination or poor administration?	
	If yes, give details	
12.	Does the centre have a current Health and Safety Certificate (not older than 2 years)? Please attach a copy of the certificate	
13.	Does the centre have adequate firefighting equipment which has been serviced within the past 12 months? Please attach a copy of the certificate	
14.	Attach a completed, signed copy of the contract with the centre for the 2020 examination session.	

3. MANAGEMENT OF THE EXAMINATION CENTRE:

Name and Surname of Centre Manager	
Phone numbers	
Email address	
Signature	
Name and Surname of Chief Invigilator	
Phone numbers	
Email address	
Signature	
Name and Surname of Assessment Body official responsible for managing the centre	
Phone numbers	
Email address	
Signature	