## Province of the EASTERN CAPE EDUCATION

**ASSESSMENT & EXAMINATION**

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### ASSESSMENT INSTRUCTION 67 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
(GRADES 1 - 12)
TEACHER UNIONS/ORGANISATIONS
SCHOOL GOVERNING BODIES

**DATE:**   **22 NOVEMBER 2017**

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### PROVINCIAL DIRECTIVE ON COMMON EXAMINATIONS

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1.    The Examinations and Assessment Directorate has a mandate to conduct examinations across all registered schools in the Province and to provide feedback thereafter for improvement purposes.

2.    There are prescribed norms and standards that are guiding the setting processes, printing, packing and distribution of examination material. These norms and standards seek to ensure that the examination processes are credible and secured.

3.    Currently, there is a proliferation of common examinations written by the schools across the province that are not conforming to the prescribed norms and standards for setting, printing, packing and distribution of question papers.

4.    **MINIMUM NORMS AND STANDARDS FOR THE HANDLING OF QUESTION PAPERS**

   4.1      Recruitment process of examiners and moderators as well as appointments must be done as per the provisions of the Personnel Administrative Measures (PAM document, page 155);
   4.2      Setting process must start 18 months before the commencement of the examination;
   4.3      Appointed examiners and moderators must be trained;
   4.4      Appointed examiners and moderators must sign a confidentiality agreement which forbids the disclosure of any information related to examination question papers and a declaration form for declaring one's interests that may border on the conflict of interest;

building blocks for growth



*Ikamva eliqaqambileyo!*

4.5      Setting process must be carried out in a secured environment;

4.6      Final moderation of the question paper must be done six months before the commencement of the examinations;

4.7      Question papers must be formatted, edited, proof read before signing off;

4.8      All printing must be carried out in a venue that meets the norms and standards for security;

4.9      Once printed, all question papers must immediately be shrink wrapped in various quantities;

4.10     Printed papers must be stored securely adhering to norms and standards;

4.11     All packing must be carried out in a venue that meets the norms and standards for security;

4.12     The packing and flow of packed question papers must be controlled using a computer tracking system;

5.13     Question papers are packed into security bags per school for all learners in the Grade;

5.14     Norm times for the collection of question papers must be drawn up and schools must collect question papers according to the set norm times.

5.      The Chief Directorates, Clusters, Districts and Circuits and other relevant stakeholders that will be setting common examinations from 2018 and beyond, are expected to adhere to the above minimum norms and standards. In addition to this, a detailed management plan on how those common tests/ examinations will be conducted, must be submitted to the Provincial Head of Examinations. **This detailed management plan must be recommended by the Provincial Head of Examinations and Assessment and approved by the Acting Deputy Director-General: Education Planning, Evaluation and Monitoring (EPEM) <u>six months</u> before the commencement of the common examinations.** The common examinations will only be conducted in cases where the submitted management plan has been approved.

6.      The cooperation of all interested stakeholders is both expected and appreciated in ensuring that the examination processes are regulated and credible.

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