



EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE

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ASSESSMENT INSTRUCTION 38 OF 2019

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 SECONDARY SCHOOLS

DATE: 16 SEPTEMBER 2019

PARTICIPATION IN THE PLEDGE SIGNING CEREMONY AND COMMITMENT AGREEMENT RELATING TO THE 2019 NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS
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**1. PARTICIPATION IN THE PLEDGE SIGNING CEREMONY RELATING TO THE
2019 NATIONAL SENIOR CERTIFICATE EXAMINATION**

- 1.1** In 2013, the Council of Education Ministers approved that all candidates registered to write the NSC examinations sign a Pledge committing to comply with the Examinations Code of Conduct applicable to all candidates.
- 1.2** The rationale for the Pledge Signing Ceremony is to assist with the curbing and control of examination irregularities and is an attempt to adopt a more proactive rather than a reactive approach to the reduction of examination irregularities.
- 1.3** All Districts are requested to ensure that the Pledge Signing Ceremony takes place as scheduled, as adopting a uniform date and time for the signing of the Pledge, across the country will also assist in setting the rational tone for the writing of the examination in all Grades.
- 1.4** *All schools will be participating in the Pledge Signing Ceremony on 11 October 2019, to conscientize learners against committing irregularities.*

- 1.5 The Pledge Signing Ceremony should be arranged to coincide with the orientation session that all Grade 12 learners are normally subjected to as part of the briefing on examination regulations and procedures.
- 1.6 Districts are requested to ensure that all schools with candidates registered to write the 2019 NSC examination are provided with the copy of the Pledge and Guidelines for the administration of the Pledge Signing Ceremony, to enable them to participate in this nationwide initiative, which will serve to announce the commencement of the 2019 NSC examinations.
- 1.7 Candidates should be encouraged to participate in the Pledge Signing Ceremony, however participation is on a voluntary basis and candidates may not be coerced into signing the pledge.
- 1.8 In the light of the positive impact of the Pledge Signing Ceremony on the reduction of irregularities during the NSC examination in previous years, it is recommended that the signing of the pledge should also be extended to Grade 10 and 11 to ensure a uniform standard in the conduct of the examination in the Further Education and Training (FET) Band.
- 1.9 Find attached the NSC Examination Pledge (Annexure A) and guidelines on the Administration of the National Pledge Signing Ceremony (Annexure B). The guidelines will assist schools with the procedure to be followed at the Pledge Signing Ceremony.

2. COMMITMENT AGREEMENT RELATING TO THE 2019 NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS

- 2.1 In addition to the Pledge Signing, learners and parents are required to sign the Commitment Agreement, which provides a detailed list of the key rules and regulations relating to the NSC examination.
- 2.2 All learners and their parents /guardians must sign the Commitment Agreement, prior to the commencement of the examinations (Annexure C).
- 2.3 Districts Directors, Heads of Examinations, School Principals and Chief Invigilators are reminded of the following important aspects that were not adhered to in a few examinations centres in the previous years:
 - (a) The total number of learners in an examination centre may not exceed 500 for any examination session; unless prior approval has been obtained from the Director-General or his nominee.
 - (b) A candidate cannot be denied an opportunity to write examination because of non-payment of school fees or any other matter relating to school discipline.
- 2.4 District Directors, Heads of Examination and Chief Invigilators to ensure that the invigilators read the instructions to candidates at the start of each examination session.

**COMMITMENT AGREEMENT RELATING TO THE 2019
NATIONAL SENIOR CERTIFICATE EXAMINATION**

LETTER TO CANDIDATES/ PARENTS/ GUARDIANS

**NAME OF CANDIDATE:
IDENTITY NUMBER**

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NAME OF SCHOOL

DISTRICT

1. The National Senior Certificate Examination is administered and conducted in terms of the ***Regulations on the Conduct, Administration and Management of Assessment for the National Senior Certificate examination***, across all provinces in the country.
2. Any deviation from or contravention of the Regulations by a candidate will compromise the integrity of the examination and the **results** of the candidate could be **declared null and void**. 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 sign to acknowledge that they are aware of the rules and regulations.
3. Prior to the examination, the candidate and parent/guardian must note the following:
 - (a) Every candidate must be registered to write the 2019 National Senior Certificate 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) School
 - (iv) Subjects and the number of papers.
 - (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 30 minutes before commencement time).
- (iii) Ensure that the **admission letter and the Identity Document** are with them and they have all the necessary stationery for the paper.
- (iv) Candidates are expected to be in their school uniform when writing the examination.

4. The 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 or invigilator, or a 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.
- (c) It is therefore the responsibility of the candidate to report any information or rumour regarding examination irregularities to the invigilator/chief invigilator. Failure to do so will be considered to be collusion for which the candidate will be held accountable.
- (d) In cases where a candidate is forwarded, via email, sms, whatsapp or through any other electronic means, with a question paper, or part/s of a question paper and fails to report such an incident to the invigilator/chief invigilator, he/she will be regarded as being implicated.
- (e) 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 person. Being found in possession of any notes or material in the examination room is regarded as an act of misconduct.
 - (ii) No cell phones, or any other device is brought into the examination room. Any such device found in your possession, also constitutes an act of misconduct.
- (f) It is the responsibility of the candidate to check that they receive the paper and/or subject for which they are registered.
- (g) 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 as an irregularity and the candidate will receive **NO** credit for the examination.

- (h) 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.
- (i) Candidates are strongly advised not to use different styles of handwriting in their answer books, as the investigation of this will delay the release of their results.
- (i) The conduct of the candidate before, during and after the question paper is important. Disruptive and unruly behaviour will not be tolerated and the candidate could be barred from writing the examination.
- (j) In the event the candidate being implicated in an examination irregularity, the parent/guardian and candidate must avail himself/ herself for investigation and failure to do so will lead to further delays in the results of the candidate being released
- (k) Only progressed learners are allowed to follow the Multiple Examination Opportunity (MEO), option. Failure to comply with this rule, will lead to the candidates not being resulted.

5. The key types of irregularities that may occur during the examination are listed as **Annexure B**.
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 reserves the right to nullify the candidate's results and they could be barred from writing all examinations for a period of **one to three years** (as stipulated in the Regulations in Gazette No. 31337 of August 2008). Criminal prosecution could be imposed should it be found that a learner is involved in the leakage of any examination question paper.
7. Disciplinary action will also be taken against officials who are involved in irregularities at their examination centres.

Yours in Quality Education



**ACTING DEPUTY DIRECTOR – GENERAL: EPEM
MS P. VINJEVOLD**

25/09/2019

DATE

TYPES OF IRREGULARITIES THAT MAY OCCUR	
NO	NATURE OF IRREGULARITY
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	Unauthorised material brought into examination room (crib notes, cell phones, other electronic devices etc.)
3	Copying (from another person/any other source)
4	Allowing other Candidates to copy from you
5	Imposters (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 and put a line across and write "rough work")
7	Writing the incorrect examination number on answer book
8	Accepting answers from invigilators or any other official
9	Failure to submit the answer script and loose answer sheets to the invigilator at the end of the examination session
10	Drunk or under the influence of any illegal substance & disorderly behaviour by candidate
11	Any form of intimidation
12	Getting the question paper from another source prior to the stipulated writing 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	Failure to check with the invigilator 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	Failure to report any knowledge or possession of a leaked paper or by gaining direct or indirect access to a leaked paper

IRREGULARITIES INVOLVING CANDIDATES

(Extract from Regulations pertaining to the Conduct, Administration and Management of the National Senior Certificate Examination)

NO	Irregularity	Action to be taken or applicable sanction
1.	Failure to produce identification documents	<p>The candidate must be allowed to write the examination, but must produce the identification document within 24 hours or, alternatively, provide an affidavit.</p> <p>Should the candidate fail to produce the identification document or the affidavit within 24 hours, he or she will not be allowed to continue with the next examination session.</p>
2.	Incorrect examination number or no examination number	The assessment body must use all available means to establish the correct examination number and this number must then be verified with the school or the candidate concerned.
3.	Late arrival at the examination centre	<p>A candidate must not be admitted to the examination room should he or she arrive after the first hour of the commencement of the examination.</p> <p>A candidate who arrives within the first hour of the commencement of the examination must be allowed into the examination room, but will not be allowed any additional writing time</p>
4.	Candidates found in possession of unauthorized material during the examination	<p>The candidate's results for that examination question paper is declared null and void.</p> <p>The candidate may be barred, depending on the circumstances and severity of the case, from a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations</p>
5.	Candidates found in possession of an unauthorized electronic device during the examination	<p>The candidate's result for that examination question paper is declared null and void.</p> <p>The candidate may be barred from a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations.</p>

6.	Candidate caught copying or obtaining help from a fellow candidate	<p>The results of the candidate caught copying may be declared null and void for that examination question paper.</p> <p>The candidate may be barred from a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations.</p> <p>If there is evidence of collusion, the candidate offering the assistance must also be sanctioned as indicated above.</p>
7.	Candidate assisting another candidate during the examination session	<p>The candidate's results for that examination question paper is declared null and void.</p> <p>The candidate may be barred, depending on the circumstances and severity of the case, from a minimum of one and a minimum of three subsequent examinations, excluding the supplementary.</p>
8.	Presentation of fraudulent identification or an imposter	<p>The candidate's result for that examination question paper must be declared null and void.</p> <p>The candidate may be barred from a minimum of one and a maximum of three subsequent examinations.</p> <p>In addition, this matter must be reported to the SAPS</p>
9.	Assistance to a candidate, provided by an invigilator, a teacher or principal, or any other official	<p>In the event of the candidate being found guilty, the result for that examination question paper may be declared null and void.</p> <p>The candidate may be barred from a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations.</p>
10.	Crib notes discovered in the answer script at the marking centre	<p>The candidate's result for that examination question paper must be declared null and void.</p> <p>The candidate may be barred from a minimum of one and a maximum of three subsequent examinations.</p>
11.	An examination answer script removed from the examination room and submitted at a later stage	The examination answer script must be marked as normal, pending the outcome of the investigation

		<p>In the event of the candidate being found guilty, the result for that examination question paper may be declared null and void.</p> <p>The candidate may be barred from a minimum of one and a maximum of three subsequent examinations, excluding the supplementary examinations.</p>
12.	Creating disturbance, intimidation and drunkenness, disregarding the arrangements and/or the reasonable instructions of the invigilator	<p>The candidate must be warned and, if he or she persists with the behavior or action, the candidate must be removed from the examination centre.</p> <p>The candidate then forfeits the opportunity to write or to continue writing that specific examination question papers.</p> <p>Criminal charges may be instituted.</p>

DECLARATION BY PARENT/GUARDIAN

I, _____ parent/guardian of _____
state that I have read and understood the rules and regulations pertaining to the conduct of the National Senior 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 National Senior Examination and the consequences should I contravene any of the regulations.

(Signature)

Date

COMMISSIONED BY SCHOOL PRINCIPAL (EX OFFICIO)

I, _____ of _____
(Surname and Name of Principal) (Name of School)

Attest that the above mentioned declaration has been signed in my presence on:

_____ at _____
(Date) (Name of School)

(Signature)

Date

School Stamp

Commitment agreement should be kept until after the writing of supplementary examinations. A copy should be handed over to candidate, while an original is kept at the school.



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE EXAMINATION PLEDGE

I hereby solemnly pledge:

- (a) To do my best in the forthcoming examination so that I can achieve the personal and academic goals I have set for myself.
- (b) To focus on my studies and devote all my time to revise the work that I have covered during the course of the year and strengthen all the skills that I need to be successful in this examination.
- (c) I will also be supportive of my peers as we prepare in earnest for this examination.
- (d) I will not be deterred by personal or other circumstances as I strive to achieve my National Senior Certificate qualification.
- (e) I pledge to uphold the principles of honesty and integrity in this examination by:
 - (i) Complying with all the rules and regulations relevant to the National Senior Certificate examination.
 - (ii) Following the lawfully recognized instructions of the invigilator during the writing of the examination.
 - (iii) Not being influenced, in any way, to cheat in the examination by any person including the invigilator.
 - (iv) Not participating in any wrongdoing which includes, but not limited to: copying, being in possession of unauthorised material or electronic devices (example cellphone), accepting or providing assistance to another candidate, writing on behalf of another candidate or any other unauthorised action.
 - (v) Reporting any form of wrongdoing that I am aware of to the school principal.
- (f) I solemnly make this promise and acknowledge that this pledge is binding on my conscience.

Name:	
Examination No.:	
Centre Name:	
Signature:	
Date:	