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**EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE**

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Tel: 072 378 2817/040 602 7039

**TO : DISTRICT DIRECTORS  
CES: CURRICULUM MANAGEMENT  
CIRCUIT MANAGERS  
DISTRICT HEADS OF EXAMINATIONS**

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

**SUBJECT : PREPARATIONS FOR THE ADMINISTRATION OF 2020  
NOVEMBER/DECEMBER GRADE 12 NSC/SC & AET L4  
EXAMINATION**

**DATE : 18 AUGUST 2020**

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**The above matter has reference:**

1. In preparation for the administration of 2020 November/December Grade 12 National Senior Certificate (NSC) examination; the Provincial Office and Districts must have clear plans that ensures readiness to the administration of examinations that will be submitted to Department of Basic Education and Umalusi.
2. 2020 November/December examination is going to be a big examination incorporating 2020 National Senior Certificate Grade 12, May/June Supplementary and Senior Certificate examination.
3. This memorandum seeks to draw attention to District officials to all requirements to be adhered to, in ensuring that districts and centres are ready for the examination and also considering compliance to COVID-19 regulations.
4. Districts are therefore requested to draw up Monitoring Schedules and Readiness Plans and submit them to the Provincial Office. Districts plans will be collated to develop a Provincial Schedule that will be submitted to the Department of Basic Education (DBE) and Umalusi before the commencement of examinations. The plans should comply to COVID-19 regulations in provided templates.
5. Monitoring Plans must be signed by the District Director to ensure that officials who are involved in the monitoring of examinations are not retracted from the monitoring and be engaged in other activities. **A soft copy (in word document not PDF)** must be emailed to Provincial Office to the attention of Ms T. Mabengu and Ms F. Bikitsha on or before 01 September 2020.



6. This will give an indication of the scope of monitoring by each district. Daily reports on the monitoring of examinations should be submitted as per the Monitoring Schedules. In cases where a district is unable to adhere to the submitted plan - reasons should be stated for non-compliance.
7. **It is mandatory for all districts to submit daily reports on monitoring and irregularities during the administration of examinations. If there are NO irregularities reported on the day of the writing, a report must be submitted stating that no irregularities occurred/reported.**
8. The Provincial Office is submitting daily reports to DBE and Umalusi based on the reports submitted by Districts, therefore it is very critical that **ALL 12 DISTRICTS** submit reports timeously.
9. Districts are urged to strictly report according to the template. Reports should be emailed daily **as word documents not PDF** to Ms T. Nogantshi, Ms T. Mabengu and Mrs F. Bikitsha.
10. ***Serious irregularities must be reported to Ms F. Bikitsha immediately, telephonically and the written report should follow after the session.***

## **11. APPOINTMENT OF INVIGILATORS FOR 2020 NOV/DEC EXAMINATION**

- 11.1 Due to COVID-19, the advertisement for the appointment of 2020 invigilators could not be issued out. Therefore, 2019 appointed invigilators will be utilized for 2020 November / December examinations.
- 11.2 Districts must adhere to COVID-19 protocol. This includes compliance to social distance which may warrant centres to have more examination centres than in 2019 and also considering that the statistics/number of candidates may be more than those registered in 2019.
- 11.3 In order to address the anticipated shortage of invigilators, Districts are advised to check qualifying applicants for 2019 application forms. In this case, recruitment procedures must be followed as stated in **Memorandum dated 23 August 2019**.
- 11.4 Recommended lists of invigilators must be submitted to Head Office on or before 31 August 2020 to prepare submission of appointment and payment for approval by the Head of Department.

## **12. SCHOOL BASED ASSESSMENT (SBA)**

- 12.1 The Provincial Head Office will not conduct any centralized moderation session for 2020 due to circumstances beyond control. However, it is the responsibility of the PED, districts and centres to ensure that SBA marks are credible, authentic and valid. Districts are urged to comply to moderation processes (all levels). Special attention should be given to centres that had SBA rejections in 2019. The PED officials will sample some districts to do verification on the processes.
- 12.2 Districts are requested to pay particular attention to the marks allocated for LIFE ORIENTATION to ensure that correct recordings and conversions are done. The marks

for LIFE ORIENTATION should be out of 320 marks for SBA and 80 marks for CAT. This should always give a total of 400 marks. Separate mark sheets will be printed. Principals of schools and Subject Advisors must verify the marks before signing the mark sheets to avoid disadvantaging the learners.

12.3 **DBE and Umalusi will be conducting SBA moderation. The selected districts and centres will be informed. Teachers and learners' evidence in selected subjects should be made available when required.**

12.4 The Chairperson of the DAIC should ensure compliance to SBA requirements and ensure that all irregularities identified are attended to before the writing of examination.

12.5 Dates for collection of mark sheets, capturing of SBA marks and submission of mark sheets to Head Office will be communicated later.

12.5 Districts will be expected to scan all the mark sheets per centre before submission to Head Office.

12.6 **Mark sheets for 2019 are available for collection to be safely kept at the District Offices.**

13. **TRAINING OF OFFICIALS THAT WILL BE INVOLVED IN THE ADMINISTRATION OF EXAMINATIONS**

13.1 2020 NSC and SC examinations will commence on 5 November 2020.

13.2 It is imperative for all officials that are operational in this sensitive environment to be trained with a view to improve their levels of performance and competence; and to enhance the credibility and integrity of examinations.

12.3 Training of all officials will be done face to face. Virtual meetings can be awkward considering the issue of network and connectivity to all expected participants. The number of participants will not be more than 50 for each training session.

12.4 Districts are requested to find spacious venues for the training sessions that will accommodate social distance.

12.3 The Provincial Irregularity office requests the details of participants/categories to be trained by Head Office as reflected in **Annexure in** preparing for the workshop and procurement process.

12.4 **Kindly email (Word Version not PDF) this information to Ms T. Mabengu, Mrs F. Bikitsha and Miss T. Nogantshi on or before Friday, 21 August 2020 as follows:**

	DISTRICT	NAME OF CENTRE	SURNAME & INITIALS	DESIGNATION	PERSAL NO	CONTACT NO.
1.						

12.5 It has been noted that training of invigilators is not done as expected by the schools/centres and this leads to flouting of examination procedures and leads to serious irregularities.

12.6 Districts are requested prepare plans and take over the training of invigilators. This can be done in clusters to avoid Principals/Chief Invigilators training invigilators of their own schools. Trained district officials/monitors and experienced Chief Invigilators can be utilized as facilitators.

**12.7 This will ensure that:**

12.7.1 Cascading of training is done as expected.

12.7.2 All trained invigilators are appointed and issued with appointment letters after/on the day of training.

12.7.3 All appointment letters are signed by the District Director/Delegated Official.

12.7.4 A record of training is kept by the District.

**13. PARTICIPATION IN THE PLEDGE SIGNING CEREMONY RELATING TO THE 2020 NATIONAL SENIOR CERTIFICATE EXAMINATION**

13.1 In 2013, the Council of Education Ministers has approved that all candidates registered to write National Senior Certificate examination sign a Pledge committing to comply with the examinations code of conduct applicable to all candidates.

13.2 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.

13.3 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. In other words, some hours before the actual signing of the Pledge time shall be devoted to the explanation of the do's and don'ts, how candidates must conduct and behave during the examinations and the expectations.

13.4 Date of pledge signing and examination pledge will be communicated to the districts as soon as the Provincial Assessment Body receives communication from Department of Basic Education.

13.5 It should be noted that Pledge Signing is a national mandate. Districts must ensure that all schools comply and evidence of signed pledges are kept at the school.

#### **14. COMPLIANCE WITH COVID-19 REGULATIONS DURING THE WRITING OF EXAMINATION**

- 14.1 It is compulsory that all districts/centres comply with COVID-19 Regulations during the writing of examinations.
- 14.2 Districts and centres are requested to complete the attached templates. This information will be collated and forwarded to DBE and Umalusi and forms part of the State of Readiness by the PED, Districts and centres.

#### **15. MANAGEMENT OF IRREGULARITIES**

- 15.1 It is the responsibility of the DAIC to manage and resolve all irregularities pertaining to SBA, conduct hearings and forward a report to the Provincial Head of Examinations. SBA irregularities report forms part of the final report that is forwarded to DBE and Umalusi and always referred to during resulting process.
- 15.2 DAIC should hold a final meeting after the completion of SBA processes that indicates how SBA was conducted, highlighting challenges encountered and how these were resolved. This report should be emailed to Mrs F. Bikitsha before the capturing of SBA marks.
- 15.3 All irregularities that are identified during the writing must be reported to the PED. In 2019, it was observed that candidates lose concentration and hope after they have been caught in behavioural offences. In cases where there are Behavioural Offences and Acts of Dishonesty, candidates will be invited to hearing during the writing of examinations.
- 15.4 Arrangements will be made with the affected districts and centres. This is to ensure that all candidates and officials affected are available during hearings.
- 15.5 It was noted with concern that centres that were involved in irregularities in 2019 were monitored on the days subjects copied were written. Monitors are expected to be monitoring from the start to the end of the session. In cases, where such cases occur; monitors will also be invited for hearings.

Cooperation by all districts and schools/centres in this regard is highly appreciated.

Yours in education



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**DIRECTOR: EXAMINATIONS AND ASSESSMENT**  
**MR V.A JOSEPH**

**18 August 2020**  
**DATE**



**ANNEXURE A 2020 NOV/DEC EXAMINATION**

**(Submit to the district on or before 25 August 2020)**

**STATE OF READINES FOR EXAM CENTRES IN COMPLIANCE WITH COVID-19**

**NAME OF DISTRICT:**.....

**NAME OF EXAM CENTRE:** ..... **CENTRE NUMBER:**.....

<b>NO.</b>	<b>ITEM</b>	<b>YES/ NO</b>	<b>IF THE ANSWER IS NO, EXPLAIN HOW THIS WILL BE ADDRESSED</b>
1	The examination centre has enough examination venues (where social distancing can be practiced)?		
2	There are enough invigilators including relief invigilators?		
3	There is a plan to replace the invigilator/s if one has to be quarantined?		
4	There are enough Personal Protective Equipment? (i.e. masks, a sanitizer and screening equipment, etc. for both invigilators and candidates)		
5	There is an Isolation Room that can be used in the event of a suspected Covid-19 positive case?		
6	The examination centre has a plan to manage Covid-19 cases during exams?		

.....  
**SURNAME & INITIALS OF SCHOOL PRINCIPAL**

.....  
**SIGNATURE**

**SCHOOL STAMP**





DATE

**ANNEXURE B 2020 NOV/DEC EXAMINATION**

**STATE OF READINESS FOR THE DISTRICT OFFICES IN COMPLIANCE WITH COVID-19**

**NAME OF DISTRICT.....**

NO	ITEM	YES/ NO	IF THE ANSWER IS NO, EXPLAIN HOW THIS WILL BE ADDRESSED
1	The available office space allows for social distancing to be practiced when fetching and returning examination material.		
2	The district has a plan to replace an official that has been quarantined		
3	PPE's (Personal Protective Equipment) are available for all officials involved in examinations (including those from part-time centres).		
4	The district has a plan to manage Covid-19 cases during Exam (evidence will be required).		
5	District has a plan that involves relevant Departments to manage COVID-19.		
6	<b>Report on exam centres' compliance with reference to Annexure A submitted by schools/centres:</b>		
6.1	Number of centres that comply with COVID-19 Regulations.	<b>Total number</b>	
6.2	Number of centres that do not comply with Covid-19 regulations.	<b>Total number</b>	<b>What will be done to assist centres that do not comply?</b>

\_\_\_\_\_  
**DISTRICT DIRECTOR (SURNAME & INITIALS)**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE**

**DISTRICT STAMP**

**The completed template must be submitted/mailed to Head office on or before 27 August 2020 to Ms Mabengu and Ms F. Bikitsha**



**EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE**

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Enquiries: Ms F. Bikitsha

Tel: 072 378 2817/040 602 7039

**ANNEXURE C 2020 NOV/DEC EXAM**

NAME OF DISTRICT:..... (Please note: Submission per district NOT CMCs)

**MONITORING SCHEDULE**

WEEK	09H00	14H00	CENTRE	RISK CATEGORY	DISTRIBUTION/NODAL POINT	MONITOR

.....  
SURNAME & INITIALS OF DISTRICT DIRECTOR

.....  
SIGNATURE

.....  
DATE

***(The District Director must ensure that the officials that will be monitoring the administration of examinations are not engaged in other activities to ensure compliance to the district schedule)***





**ANNEXURE D\_2020 NOV/DEC EXAM**

**NAME OF DISTRICT:..... (Please note: Submission per district NOT CMCs)**

**IRREGULARITIES REPORT**

<b>TO</b>	
<b>FROM</b>	
<b>SUBJECT</b>	
<b>DATE</b>	

<b>NO</b>	<b>DISTRICT</b>	<b>CENTRE NAME AND NUMBER</b>	<b>AFFECTED CANDIDATES (EXAM NUMBERS)</b>	<b>SUBJECT</b>	<b>PAPER</b>	<b>DESCRIPTION</b>	<b>ACTION TAKEN</b>	<b>FURTHER ACTION</b>	<b>RESOLVED/ UNRESOLVED</b>
1.									
2.									
3.									

.....  
**SURNAME & INITIALS OF HEAD OF EXAMS**

.....  
**SIGNATURE**

.....  
**DATE**



**ANNEXURE E\_2020 NOV/DEC EXAM**

**NAME OF DISTRICT:..... (Please note: Submission per district NOT CMCs)**

**MONITORING REPORT**

<b>NO</b>	<b>SUBJECT &amp; DATE</b>	<b>CENTRE NAME</b>	<b>CENTRE NUMBER</b>	<b>RISK CATEGORY</b>	<b>MONITOR</b>	<b>FINDINGS</b>	<b>CHALLENGES &amp; INCIDENTS</b>	<b>OVERALL ASSESSMENT AND RECOMMENDATIONS</b>
1.								
2.								
3.								

.....  
**SURNAME & INITIALS OF DISTRICT DIRECTOR**

.....  
**SIGNATURE**

.....  
**DATE**



**ANNEXURE F\_2020 NOV/DEC EXAM**

**DATES FOR TRAIN THE TRAINER WORKSHOP (Submit names of participants and persal numbers on or before 25 August 2020)**  
(Districts are urged to stick to the expected numbers to avoid congestion)

DATE	DISTRICT	PROPOSED VENUE <i>(Districts to find and confirm venues)</i>	NUMBER OF DISTRICT OFFICIAL	C/INVIGILATORS INDEPENDENT SCHOOL	C/INVIGILATORS PART TIME CENTRES	C/INVIGILATORS NEW CENTRES IMPLICATED IN IRR	MEMBERS OF SOCIAL PARTNERS	DISTRICT MONITORS	TOTAL
01 /09/2020	AMATHOLE EAST	BUTTERWORTH	06	06	05	00	02	10	30
<b>TOTAL NUMBER OF EXPECTED EPARTICIPANTS</b>									<b>30</b>
02/09/2020	AMATHOLE WEST	KING WILLIAMS TOWN	03	00	06	00	02	05	16
	BUFFALO CITY METRO	KING WILLIAMS TOWN	03	13	10	00	02	05	33
<b>TOTAL OF NUMBER OF EEXPECTED PARTICIPANTS</b>									<b>49</b>
03/09/2020	CHRIS HANI WEST	QUEENSTOWN	08	03	13	00	02	09	35
<b>TOTAL NUMBER OF EXPECTED PARTICIPANTS</b>									<b>35</b>

07/09/2020	ALFRED NZO EAST	MOUNT AYLIFF	03	00	06	01	01	03	16
	ALFRED NZO WEST	MOUNT AYLIFF	05	06	04	03	02	04	24
<b>TOTAL NUMBER OF EXPECTED PARTICIPANTS</b>									<b>40</b>
08/09/2020	OR TAMBO COASTAL	MTHATHA	02	02	07	14	02	10	37
	<b>TOTAL NUMBER OF EXPECTED PARTICIPANTS</b>								
09/09/2020	OR TAMBO INLAND	MTHATHA	06	11	08	00	02	08	33
	<b>TOTAL NUMBER OF EXPECTED PARTICIPANTS</b>								
10/09/2020	CHRIS HANI EAST	NGCOBO	05	00	00	07	01	05	18
	JOE GQABI	NGCOBO	04	01	06	03	02	08	24
	<b>TOTAL NUMBER OF EXPECTED EPARTICIPANTS</b>								
11/09/2020	NELSON MANDELA	PORT ELIZABETH	04	12	06	03	02	03	30
	SARAH BAARTMAN	PORT ELIZABETH	04	01	08	02	02	03	20
	<b>TOTAL NUMBER OF EXPECTED PARTICIPANTS</b>								

**(Districts should stick to the number of participants requested to avoid congestion.)**