



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 38 OF 2022

TO : DEPUTY DIRECTOR-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
CIRCUIT MANAGERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 25 AUGUST 2022

**REGISTRATION OF INDEPENDENT SCHOOLS, PUBLIC SCHOOLS, PART-TIME CENTRES
AS EXAMINATION CENTRES FOR 2023 EXAMINATION**

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 and all Independent Schools.

1.2 Regulations stipulate that all new public and independent schools, must be audited 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, as a precondition to qualify for registration as examination centres.



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

- 4.1 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.

4.2 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.

4.3. 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.

4.4 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.

4.5. If the institution is approved as an examination centre, a centre number should be issued with immediate effect.

4.6 Centres must apply and register as examination centres on an annual basis prior to the examinations.

4.7 The Assessment Body must always ensure strict security about the storage of examination question papers.

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

- 5.1 Should a 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 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 and re-activated on the system upon receipt 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 **30 September 2022** to the District office: Examinations Section. The District will complete the form as required and return to the

Chief Directorate Examinations & Assessment by **7 October 2022** 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 A centre may only register candidates that are enrolled at that centre as learners. Centres are expressly forbidden to accommodate learners from unregistered institutions.
- 7.9 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.
- 7.10 Kindly note that any centre that is not registered as an examination centre will not be supplied with examination materials.

CONCLUSION

The registration of an independent school and new public school 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 irrespective of the fact that a valid EMIS number was obtained.



MR R. TYWAKADI
DDG: CURRICULUM MANAGEMENT AND DELIVERY

29/08/2022
DATE



CHECKLIST TO ENSURE THAT EXAMINATION CENTRES COMPLY WITH THE REQUIREMENTS TO CONDUCT EXAMINATIONS FOR GRADES 10,11,12

NOTE: CHECKLIST TO BE COMPLETED BY PRINCIPAL AND VERIFIED BY THE DELEGATED OFFICIAL

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

GRADE 12 NSC	GRADE 11 NSC	GRADE 10 NSC						
NAME OF INSTITUTION				DISTRICT				
NAME OF PRINCIPAL				CONTACT TEL NO				
RESIDENTIAL ADDRESS OF INSTITUTION (Same as on the registration certificate)				NAME & CONTACT NO OF CIRCUIT MANAGER				
<p>Kindly complete the checklist by making a cross in the applicable blocks. Please ensure that the necessary documentation, as requested, is attached.</p>								
1	Is the centre registered with the Eastern Cape Department of Education (ECDoE) as an institution offering CAPS Grades 10 – 12 NSC?						YES	NO
Please provide the EMIS registration number of the institution and attach registration certificate								
2	FOR INDEPENDENT SCHOOLS: 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 attach accreditation certificate or proof of progress for accreditation by Umalusi								
3	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 10 th 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		
		Other			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 attach a copy of the local health and fire services clearance certificate.</u>					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 attached.					YES	NO	
14	The school principal will be appointed as the Chief Invigilator for the examination?					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	
The school principal verifies that the information is correct and other documents attached as proof as requested.								
<p style="text-align: right;">Name: <input type="text"/></p> <p style="text-align: right;">School Principal: <input type="text"/></p>								
					Other documents attached as evidence as required.	SCHOOL STAMP		
_____ Signature: School Principal								
_____ Surname & Initials (Block Letters)					_____ Date			



For office use only.										
Proposed venue visited by an Official from:	District Office	YES	NO	Provincial Office						
District Office										
Details of official who visited centre:		Name: _____								
		Designation: _____								
The Proposed Examination Centre, detailed overleaf, meets the criteria as outlined above.										
Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>										
Signature: District Director		Please verify that other documents have been attached as evidence as requested		Official District Stamp						
Surname & Initials (Block Letters)		Date								
Provincial Office (Directorate: Examinations and Assessment)										
Details of official who visited centre:		Name: _____								
		Designation: _____								
Recommendations: _____										
Signature _____										
Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>										
If approved, Examination Centre Number		<table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> <td style="width: 20px; height: 20px;"> </td> </tr> </table>								Name of Centre
Signature of Director: Examinations and Assessment				Official HEAD OFFICE Stamp						
Surname & Initials (Block Letters)		Date								

**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,
GRADE 10, 11 AND 12 FINAL EXAMINATION
FOR YEAR 2023**

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

(NAME OF THE INDEPENDENT SCHOOL)

The name of the Independent School should be the same as the one appears in Umalusi database



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 Grade 11 final examination.
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 Grade 11 final examination and 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 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.



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

APPLICATION TO REGISTER AS AN EXAMINATION CENTRE

To be completed by all public and independent schools and returned to the District Office by 30 September 2022


Examination Centre Registration



Closing Date: 30 SEPTEMBER 2022



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

(1) EMIS No:	<input type="text"/>	<i>(The EMIS No. can be obtained by telephoning 043-735 1820)</i>	
(2) Official Name of Examination Centre:	<input type="text"/>		
(3) Physical Address of Examination Centre:	(4) Postal Address of Examination Centre:		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>		
<input type="text"/>	Postal Code <input type="text"/>		
(5) Tel. No. of Examination Centre:	<input type="text"/>	<input type="text"/>	
(6) Fax No of Examination Centre:	<input type="text"/>	<input type="text"/>	
(7) e-Mail Address of Principal:	<input type="text"/>		
(8) Surname & Initials of Principal:	<input type="text"/>		
(9) Home Tel. No. of Principal:	<input type="text"/>	<input type="text"/>	
(10) Cell No. of Principal:	<input type="text"/>	<input type="text"/>	
(11) Alternate Contact (Surname & Init):	<input type="text"/>		
(12) Cell No. of Alternate Contact:	<input type="text"/>	<input type="text"/>	
(13) District where Examination Centre is situated:	<input type="text"/>		
(14) District Office administering Centre	<input type="text"/>		
(15) Language of Instruction at Centre: (A=Afrikaans / E=English / D=Afrikaans & English)	<input type="text"/>		
(16) No. Of Learners at Examination Centre this year:	<input type="text"/>		
	<input type="text"/>	GRADE 10	GRADE 11
	<input type="text"/>		GRADE 12
building blocks for growth Signature of Principal			
Surname & Initials (Block Letters)			
Date			