



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 45 OF 2022

TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
CIRCUIT MANAGERS
DEPUTY CHIEF EDUCATION SPECIALISTS
SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADE 12)
TEACHER UNIONS/ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 10 OCTOBER 2022

**PARTICIPATION IN THE PLEDGE SIGNING CEREMONY AND THE SIGNING
OF THE COMMITMENT AGREEMENT RELATING TO THE 2022
OCTOBER/NOVEMBER NSC EXAMINATION**

1. This Assessment Instruction has a reference to the DBE Circular E20 of 2022.
2. Following the approval, in 2013, by the Council of Education Ministers (CEM) that candidates registered to write the National Senior Certificate (NSC) examination sign a pledge committing to comply with the Examination Code of Conduct applicable to all candidates, schools are required to convene a formal ceremony for the signing of the pledge by the candidates writing the examination for that particular year.
3. The rationale for the Pledge 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.

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Eastern Cape Provincial Assessment Instruction



4. The Pledge Signing Ceremony has been scheduled to take place on **Friday, 21 October 2022**, at **10:00 am** at each of the public schools participating in the 2022 October/November NSC examination. Independent schools writing the State NSC examinations must also be requested to participate in the Pledge Signing Ceremony.
5. Provincial Education Departments (PEDs), Districts and schools are requested to comply with the date and time scheduled, where possible, so that across the country, this will be done on the same day and time, and this will assist in setting the national tone for the writing of the examinations.
6. Schools are urged to ensure that all candidates including part-time candidates are made to sign the pledge before they sit for their first examination.
7. 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.
8. 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.
9. In 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.



SIGNING OF THE COMMITMENT AGREEMENT

10. In accordance with a decision taken by CEM in 2018, all learners writing the NSC examination together with their parents must sign a “*Commitment Agreement*” (**ANNEXURE C**) to maintain honesty and not participate in any irregularities during the conduct of examination.
11. 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*. In essence, by signing the Commitment Agreement, the parents and learners are committing to comply with the *Regulations on the Conduct, Administration and Management of Assessment for the National Senior Certificate examination*.
12. As in the case of the Pledge, the Commitment Agreement must be signed by both full- time and part-time candidates writing the 2022 NSC October/November examination.
13. If there are any queries regarding the Pledge Signing Ceremony relating to the 2022 NSC examination, these should be directed to Ms F Bikitsha, Telephone: (040) 602 7039; E-mail: funiwe.bikitsha@ecdoe.gov.za.
14. Your co-operation and support in this matter is greatly appreciated.

DDG: CURRICULUM MANAGEMENT AND DELIVERY
MR R. TYWAKADI

10 October 2022
DATE



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ANNEXURE A

NATIONAL SENIOR CERTIFICATE EXAMINATION PLEDGE

I hereby solemnly pledge:

- (a) To do my best in the forthcoming examinations 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 these examinations.
- (c) I will also be supportive of my peers as we prepare in earnest for these examinations.
- (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, November/December examinations.
 - (ii) Following the lawfully recognised instructions of the invigilator during the taking of the examinations.
 - (iii) Not being influenced, in any way, to cheat in the examinations by any person including the invigilator.
 - (iv) Not participating in any wrongdoing which includes, but is 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.
 - (vi) Ensuring that I do not have a cellphone or any other electronic device in my possession during the examinations.
 - (vii) Ensuring that should I receive any information relating to the question paper that is still to be written, I will immediately inform my subject teacher and the principal.
- (f) I solemnly make this promise and acknowledge that this pledge is binding on my conscience.

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



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BYLAE A

NASIONALE SENIORSERTIFIKAAT-EKSAMEN-ONDERNEMING

Ek onderneem plegtig:

- (a) Om my bes te doen in die komende eksamen sodat ek die persoonlike en akademiese doelwitte kan bereik wat ek vir myself gestel het.
- (b) Om te fokus op my studie en al die tyd tot my beskikking te gebruik vir hersiening van die werk wat deur die jaar behandel is om al die vaardighede wat ek nodig het om sukses in die eksamen te behaal, te verbeter.
- (c) Ek sal ook my mede-skoliere ondersteun tydens ons voorbereiding vir die eksamen.
- (d) Ek sal nie deur persoonlike of ander omstandighede van stryk gebring word in my strewe om my Nasionale Senior Sertifikaat-kwalifikasie te verwerf nie.
- (e) Ek onderneem om die beginsels van eerlikheid en integriteit in hierdie eksamen te handhaaf deur:
 - (i) Te voldoen aan al die reëls en regulasies wat op die Nasionale Senior Sertifikaat-eksamen van toepassing is.
 - (ii) Die wettig erkende instruksies van toesighouers gedurende die skryf van die eksamens uit te voer.
 - (iii) My nie deur enige persoon, die toesighouer ingesluit, te laat beïnvloed om op enige manier tydens die eksamen oneerlik te wees nie.
 - (iv) Nie aan enige oneerlike praktyke deel te neem nie, wat insluit, maar nie beperk is tot, afskryf, besit van ongeoorloofde materiaal of elektroniese toestelle (bv. selfoon), aanbied (of aanvaar) van hulp aan/van ander kandidate, skryf namens ander kandidaat of enige ander ongeoorloofde optrede nie.
 - (v) Enige vorm van oneerlikheid waarvan ek bewus is aan die skoolhoof te rapporteer.
 - (vi) Te verseker dat ek nie 'n selfoon of enige elektroniese toestel gedurende die eksamen in my besit het nie.
 - (vii) Te verseker dat, indien ek enige inligting met betrekking tot 'n vraestel wat nog geskryf moet word, ontvang, ek onmiddellik my vakonderwyser en die skoolhoof sal inlig.
- (f) Ek maak hierdie belofte plegtig, uit eie keuse en erken dat dit bindend op my gewete is.

Naam:	
Eksamennommer:	
Sentrumnaam:	
Handtekening:	
Datum:	



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GUIDELINES ON THE ADMINISTRATION OF THE NATIONAL PLEDGE SIGNING CEREMONY BY THE 2022 NATIONAL SENIOR CERTIFICATE CANDIDATES

1. The National Pledge Signing Ceremony should take place on **Friday, 21st October 2022** at **10:00 am** at all participating schools.
2. Schools must make copies of the Pledge for each Grade 12 candidate.
3. Schools must inform Grade 12 candidates that the signing of the Pledge is voluntary. No candidate should be coerced into signing the pledge against their will.
4. On the **21st October 2022**, a formal assembly of all Grade 12 candidates must be convened by the principal as part of their orientation and preparation for the conduct of the November/December examination.
5. During the principal's address the examination rules on the reverse side of the Admission Letter must be read out to candidates.
6. All candidates should be asked to read the Pledge aloud and in unison with each other. After the Pledge has been taken by all candidates, they should be allowed to sign it.
7. Where possible, copies of the signed Pledge should be made so that a copy can be retained by the school as part of the candidate's records.
8. Where it is NOT possible to make photocopies of the signed Pledges, then the original should remain with the Grade 12 candidates so that they can keep it in the same folder as their Admission Letter which must be in their possession for the duration of the 2022 November/December examination, so that it is a reminder of their commitment to conduct themselves with honesty and integrity during the 2022 November/December examination.
9. The part time candidate who may not be able to participate during the pledge signing ceremony must be given an opportunity before the examination to sign the pledge as well.



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COMMITMENT AGREEMENT RELATING TO THE 2022 NATIONAL SENIOR CERTIFICATE EXAMINATION

LETTER TO CANDIDATES/PARENTS/GUARDIANS

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NAME OF CANDIDATE

IDENTITY NUMBER

NAME OF SCHOOL

DISTRICT

1. The National Senior Certificate Examination is administered and conducted in terms of the ***Regulations pertaining to the conduct, administration and management of assessment for the National Senior Certificate examination***, published in *Government Gazette* No. 31337 of 29 August 2008, across all provinces in the country.
2. Any deviation from or contravention of the Regulations by a candidate registered to write the 2022 National Senior Certificate examination will compromise the integrity of the examination and the **results** of the candidate could be **declared null and void** in line with the relevant provisions as set out in the Regulations. 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 acknowledge that they are aware of the rules and regulations by co-signing the acknowledgement form.
3. Prior to the examination, the candidate and parent/guardian must note the following:
 - (a) Every candidate must be registered to write the 2022 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) Name of the School
 - (iv) Subjects and the number of papers to be written by the candidate
 - (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 1 hour before commencement time)
 - (iii) The candidate is at all times in possession of the admission letter and his/her Identity Document and have all the necessary stationery for the paper.
 - (iv) Candidates are expected to be attired in school uniform when writing the examination

4. 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 in the examination irregularity.
 - (c) It is the responsibility of the candidate to report any information or rumour regarding examination irregularities to the examination hotline established for this purpose. The examination hot-line will be a 24hour service. In addition, to reporting to the examination hotline, this information must be brought to the attention of the school principal. 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, 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 complicit.
 - (e) All candidates will be required to complete the Electronic Device's Register, which will be managed by the school. The Electronic Device's Register will require all candidates to record all details of the cell phone or any other electronic device that they will be using during the examination period, commencing **31 October 2022** and concluding on **7 December 2022**. If the cell phone or any other device is changed during the examination period, this must be brought to the attention of the school principal.
 - (f) The telephone number and related details of the cell phone may be regarded as personal information as contemplated in section 1 of the Protection of Personal Information Act, 2013 (Act No 4 of 2013) (POPIA). By signing this agreement, the candidate provides in terms of section 11(c) of the POPIA his/her consent that the personal information of the candidate may be used for the purposes of writing and administration of the National Senior Certificate Examination.
 - (g) 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 on his/her person. Being found in possession of any notes or material in the examination room is regarded as an irregularity.
 - (ii) No cellular phones, or any other device must be brought into the examination room. Any such device found in their possession, even though not used during the examination, also constitutes an irregularity and an appropriate sanction will be imposed.
 - (h) It is the responsibility of the candidate to check that they receive the paper and/or subject for which they are registered.
 - (i) 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 an irregularity and the candidate will receive **NO** credit for the examination in that question paper.
 - (j) 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.
 - (k) Candidates are strongly advised not to use different styles of handwriting in their answer books, as this may be misconstrued by the marker as a response written by another individual resulting in an investigation which may delay the release of the results.
 - (l) The conduct of the candidate before, during and after the writing of the question paper is important. Disruptive and unruly behaviour will not be tolerated and the candidate could be barred from writing the examination.

- (m) In the event of a candidate being implicated in an examination irregularity, the parent/guardian and candidate must avail themselves for a hearing, as failure to do so will lead to further delays in the results of the candidate being released.
5. The key types of irregularities that may occur during the examination are listed on page 5.
 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 **one to three subsequent examinations** (as stipulated in the Regulations in *Government Gazette* No. 31337 of 29 August 2008). Criminal prosecution could be imposed should it be found that the candidate is involved in the leakage of any examination question paper.
 7. The candidate and the parent/guardian must be aware that should the candidate agree to any assistance irrespective of who provided the assistance (i.e. the educator, invigilator or fellow learner) they shall be considered to have colluded with the person who provided the assistance, and therefore the appropriate sanction will be imposed.
 8. Parents/Guardians and candidates must be aware that should it be discovered that the question paper has leaked (i.e. parts of the question paper or the full question paper has been accessed prior to the examination), the Director General in conjunction with Umalusi, will make a decision whether the question paper/s needs to be written.
 9. A candidate who is alleged to have had access to the question paper or parts of the question paper, prior to the examination, will be required to submit his/her cell phone or any other electronic device to the Department for further investigation. The candidate hereby provides in terms of section 11(c) of the POPIA his/her consent that the information on the cell phone may be utilised for the purpose of the investigation.
 10. Disciplinary action will also be taken against officials who are involved in irregularities at their examination centres.

DECLARATION BY PARENT/GUARDIAN

I, _____ parent/guardian of _____
 (Full Name of Parent/Guardian) (Full Name of Learner)

state that I have read and understood the rules and regulations pertaining to the conduct of the National Senior Certificate 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 Certificate Examination and the consequences should I contravene any of the regulations.

(Signature) (Date)

COMMISSIONED BY PRINCIPAL (*Ex Officio*)

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

attest that the abovementioned declaration has been signed in my presence on:

_____ at _____
(Date) (Name of School)

(Signature of Principal)

School Stamp:

This Commitment Agreement should be kept until all the examination irregularities have been resolved and the subsequent appeal processes have been concluded. A copy should be handed over to the candidate, while the original is kept at the school.

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.	Bringing unauthorised material into the examination room (crib notes, cellphones, other electronic devices etc.)
3.	Copying (from another person/any other source)
4.	Allowing other candidates to copy from them
5.	Ghost writers (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, a line put across it and "rough work" written)
7.	Writing the incorrect examination number on answer book
8.	Accepting answers from invigilators or any other official
9.	Failing to submit the answer script and loose answer sheets to the invigilator at the end of the examination session
10.	Being drunk or under the influence of any illegal substance and 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.	Failing to check with the invigilator about 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.	Failing to report any knowledge or possession of a leaked paper or gaining direct or indirect access to a leaked paper
17.	Failing to report direct or indirect access to a leaked paper through WhatsApp and failing to reveal the source thereof.