



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 42 OF 2024

TO:

- DEPUTY DIRECTORS-GENERAL**
- CHIEF DIRECTORS**
- HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS**
- CHIEF EDUCATION SPECIALISTS DISTRICT**
- CURRICULUM COORDINATORS**
- DISTRICT ASSESSMENT OFFICIALS (DAOs)**
- DISTRICT SUBJECT ADVISORS (DSAs)**
- PROVINCIAL SUBJECT COORDINATORS**
- CIRCUIT MANAGERS**
- DEPUTY CHIEF EDUCATION SPECIALISTS**
- SENIOR EDUCATION SPECIALISTS**
- PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS
(GRADE 12)**
- TEACHER UNIONS/ORGANISATIONS**
- SCHOOL GOVERNING BODIES**

DATE: 09 SEPTEMBER 2024

**PREPARATIONS FOR THE CONDUCT AND ADMINISTRATION OF SOUTH
AFRICAN SIGN LANGUAGE HOME LANGUAGE (SASL HL) OCTOBER /
NOVEMBER 2024 EXAMINATIONS**

1. To ensure that the National Senior Certificate (NSC) Examinations in South African Sign Language Home Language (SASL HL) is conducted in a credible and reliable manner, the Department of Basic Education (DBE) requests all stakeholders to adhere to the procedures outlined in this Assessment Instruction.
2. *The Guidelines for the Implementation and Conduct of Examinations in South African Sign Language Home Language* was distributed to SASL schools, and all stakeholders need to be familiar with the contents thereof.
3. Schools and provincial education departments (PEDs) are requested to conduct an examination readiness audit to ensure that they are completely ready for the administration of the October/November 2024 examinations. **Annexure A** in the guideline document should be used for this purpose.
4. The school principal /chief invigilator must verify the software and hardware used for the SASL HL and ensure that it complies with the set Information Technology

requirements outlined in the Guidelines for the Implementation and Conduct of Examinations in South African Sign Language Home Language.

5. Districts must support schools offering SASL HL to acquire software licences where necessary.
6. **Procedures TWO weeks prior to the examination:**
 - (a) Schools must ensure that all equipment needed for the examination is serviced and in working order.
 - (b) Schools must provide evidence to the PED that equipment was tested and working properly. Schools must make provision for a backup system to cater for a possible equipment failure.
 - (c) Districts must provide schools with TWO (2) DVDs/USBs per candidate on which candidates' responses will be recorded.
 - (d) Provision must be made to ensure that candidates will be seated in chairs without armrests, because armrests interfere with the signing of responses.
 - (e) Schools may opt to submit all candidates' scripts (recordings) on a single USB, one EACH for SASL P1, SASL P2 and SASL P3. The size of the USB must be commensurate with the number of candidates per school. For example, a school with 15 candidates may require 3x64GB USBs. Schools will create a folder for each candidate and submit the scripts of all 15 candidates per paper, in one USB. The individual folders in the USB for each Paper, will be labelled by the Examination numbers accordingly SASL P1 or SASL P2 or SASL P3. Backup recordings will be retained at school.
7. **Procedures ONE day prior to the examination:**
 - (a) The examination venue must be prepared and all pictures, posters and all other material not part of the examination process must be removed.
 - (b) The lighting in the examination venue must be conducive for examination conditions.
 - (c) This implies that:
 - (i) There are no windows in the background.
 - (ii) There are no flapping curtains in the background.
 - (iii) No light shines from the background of the recording space
 - (iv) Lighting is consistent for the full duration of the examination.
 - (v) There are no reflections that could cast shadows into the recording space.
 - (vi) There is no unessential or disruptive movement in the background.
 - (d) The school must ensure that they have backup power in case of a power failure. All electronic equipment in respect of SASL HL at the school should be inspected prior to the examination. Electricity cables and wall connections must be in working order.
 - (e) The recycle bin on each computer must be cleaned.

8. Procedures on the day of the examination:

8.1 It is the responsibility of the **Chief Invigilator** to ensure the following:

- (a) TWO HOURS prior to the examination, the chief invigilator will receive the passwords to access the question papers saved on the DVDs. Therefore, the chief invigilator must be at the examination venue at 06:30.
- (b) All equipment is tested again TWO HOURS prior to the commencement of the examination session.
- (c) All examination material is loaded and accessible TWO HOURS prior to the commencement of the examination.
- (d) ALL files/folders of the question paper are opened to ensure that candidates will be able to access the paper to be written on that day.
- (e) Each candidate must complete the required information on the cover sheet of the rough work booklet.
- (f) The rough work booklet for SASL HL may be used for planning answers for all papers.
- (g) The backup DVD/USB of each candidate's responses is made immediately after the examination session, and it is verified that the files/folders can be accessed.
- (h) Any problem with accessing the files/folders must be reported to the District/CMC/PED IMMEDIATELY.
- (i) Attendance registers and mark sheets must be completed and must accompany the DVDs/USBs. These DVDs/USBs must be correctly labelled and packaged in a sealed bag which will be placed in the PED secure box/envelope/bag for transporting scripts.

8.2 **The Chief Invigilator must:**

- (a) Hand out the printed booklet issued by the DBE for rough work to each candidate.
- (b) Collect the booklets for rough work and ensure that each candidate completed his/her details on the cover.
- (c) Submit the rough work booklets together with the candidates' recorded responses (DVDs/USBs) to the district. No written responses will be considered during the marking process.

9. Procedures during the examination.

The chief invigilator must ensure that:

- (i) In addition to the invigilator, the SASL HL teacher and an IT technician are present to provide support if necessary and in accordance with the regulations set out in the *Guidelines for the Implementation and Conduct of Examinations in South African Sign Language Home Language*.
- (ii) All parties involved adhere to the invigilation requirements. In particular, it must be ensured that the SASL HL teacher, invigilators and monitors do not cause any disturbance/interference during the recording of candidates' responses.

- may not move around during the recording of responses.
- (iv) The correct procedures are followed in case of a power failure.
- (v) All laptops/computers are connected to power supplies for the full duration of the examination.

10. Procedures after the examination is completed.

The Chief Invigilator must ensure that:

- (i) Candidates have checked that all files are saved in their examination folders and labelled with the correct examination number and examination centre number.
- (ii) The teacher retrieves all candidates' folders from their computers/laptops and copies the folders onto a DVD/USB, per learner or a USB for the school.
- (iii) The candidate's recordings are saved directly from the working document and NOT from the shortcut on the desktop.
- (iv) Schools may use a single USB and create a folder per candidate on the USB. The candidate's examination number becomes the folder name on the USB.
- (v) Schools that opt to save candidates responses on a USB must ensure that each candidates responses are saved in his/her folder and that the examination number is correctly saved as the file name.
- (vi) If a school opts to use DVDs, each candidate's DVD is clearly marked with the candidate's examination number.
- (vii) One DVD/USB is submitted to the district and the backup DVD/USB is stored safely at the school.
- (viii) The copying of the files onto the DVDs/USBs must be done under the supervision of the chief invigilator.
- (ix) Candidates may NOT leave the examination room until all administrative processes regarding the examination have been completed.

11. After the examination is completed:

The SASL HL teacher must:

- (i) Retrieve all candidates' folders from their computers and copy folders onto a DVD/USB, per learner for the purpose of submission for marking.
- (ii) Label each candidate's DVD/USB clearly with the candidate's examination number.
- (iii) Write a backup DVD/USB for each candidate if the first DVD/USB is faulty at any point OR save all folders (clearly labelled and the candidate examination number or name the candidate's folder with his/her examination number).
- (iv) Ensure that all files in the candidate's examination folder can open, before the DVDs/USBs are packed and handed over to the chief invigilator.
- (v) Ensure that the number of DVDs OR the number of folders on the USBs correlate with the number of candidates on the register. For example, if five candidates sat for the examination, then five DVDs must be submitted (one per candidate) to the District OR if five candidates sat for the examinations, five folders must be on the USB that is submitted to the PED for marking.
- (vi) Complete and sign the checklist provided by the provincial examination directorate. A sample of this checklist is included as **Annexure B** in the

African Sign Language Home Language.

12. Districts are requested to ensure that schools have access to DVD writers/USB ports and that the SASL HL teachers know how to save on DVDs/USBs before the SASL HL NSC examinations commence.
13. A full report on any technical irregularities or problems that might have occurred during the examination must be submitted to the PED (e.g. missing/damaged files, time lost due to power outages, faulty equipment, and deviation from instructions).
14. The following signing time frames must be followed. It must be noted that a special concession is granted to SASL HL candidates with regard to the time allocation. Candidates must be seated by 8:30.

ACTION	TIME ALLOCATION	DURATION
Reading time	20 minutes	08:40 to 09:00
Signing of Paper 1	Maximum 4 hours	09:00 to 13:00
Signing of Paper 2	Maximum 4 hours	09:00 to 13:00
Signing of Paper 3	Maximum 3 hours	09:00 to 12:00
Saving folders to DVD	Approximately 120 minutes (depending on number of candidates)	Paper 1 and Paper 2: 13:00 to 15:00 Paper 3: 12:00 to 14:00

15. If there are any queries relating to the procedures for the conduct of the examination, it should be directed to the examination's directorate of the District/PED.
16. **Procedures in the event of a power failure or loadshedding:**
 - 16.1 All candidates' computers/laptops must be connected to a backup power system such as a UPS. If a power failure occurs during the examination, the following procedures should be followed:
 - (a) Candidates are to remain in the examination room until the power supply has been restored or two hours have elapsed.
 - (b) Candidates may NOT communicate with one another while waiting for the power supply to be restored.
 - (c) The time lost during the power failure should be allowed as additional examination time.
 - (d) If the power supply has not been restored after two hours, the examination should be rescheduled.
 - (e) When a power failure occurs, the school principal should inform the local authorities immediately and also ascertain the duration of the power failure.

- (f) The district must be informed immediately.

17. Procedures in the event of a computer breakdown:

- (a) There should be at least TWO additional computers available as backup.
- (b) In the case of a technical problem with the computer, the candidate/s must be moved to the backup equipment immediately and appropriate additional time must be provided to the candidate/s concerned.
- (c) Candidates must complete the examination question paper within the allocated duration of the question paper.
- (d) Only the saving of candidates' work to a DVD/USB and the testing of DVDs/USBs will be allowed after the allocated time has elapsed.
- (e) Invigilators must take all precautionary measures to ensure that the candidates' files are written to DVDs/USBs and files/folders can be accessed.

18. Returning candidates' responses (DVD/USB) to the district:

- (a) The examination DVD/USB should either be collected from the examination centre by a District official or delivered to the district by the chief invigilator.
- (b) A register should be kept at all points where DVDs/USBs are being transferred. Officials involved in the transfer of examination DVDs/USBs should sign this register and indicate the time of transfer. The register should be kept at the regional or district office until the end of the examination and then transferred to the PED.
- (c) Under NO circumstances should DVDs/USBs be kept overnight at an examination centre.
- (d) DVDs/USBs should also be sealed in a special envelope/bag provided for this purpose to prevent them from being tampered with.
- (e) When DVDs/USBs are received at the PED they should be checked against the relevant mark sheet before being transferred to the marking centre. A record should be kept of all DVDs/USBs transferred to the marking centre and the marking centre manager must sign for the receipt of these DVDs/USBs.

19. Enquiries regarding this Assessment Instruction on the conduct and administration of SASL HL examinations should be directed to Mrs P. Japhta at Penelope.Japhta@ecdoe.gov.za


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MANAGEMENT AND DELIVERY

2024-09-16
DATE