



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 42 OF 2025

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

DATE: 18 AUGUST 2025

CRITERIA FOR CATEGORISATION OF EXAMINATION CENTRES OFFERING NATIONAL SENIOR CERTIFICATE (NSC) AND AUDIT OF THESE EXAMINATION CENTRES

1. Audit of the Examination Centres

- 1.1 This Assessment Instruction serves to ensure that the districts are ready for the administration of the 2025 National Senior Certificate examination. Focusing on two crucial aspects to ensure conducting a credible, irregularity-free 2025 National Senior Certificate Examination: readiness of the public and independent centres to administer the examinations. Audit and categorisation of the examination centres to ensure correct deployment of monitors in three categories: High Risk (HRC), Medium Risk (MRC) and Low Risk (LRC) examination centres.
- 1.2 All Public centres must be audited at least once in a three (3) year cycle. This implies that one-third of the public centres must be audited each year. This will allow the districts to complete the audit of all the public centres over a three (3) year period.
- 1.3 The Eastern Cape Provincial Education Department (PED) have declared 2024 – 2026 a three-year cycle audit period that commenced in 2024 to 2026.

1.4 All independent centres, new public centres that will offer NSC Grade 12 for the first time, centres where irregularities were detected in 2025, and centres collecting both morning and afternoon question papers in the morning must also be physically audited (visited by the district and province) in preparation for the NSC examination. The visit to these centres must be done yearly.

2. Categorisation of examination centres

2.1 Criteria for categorisation of examination centres offering National Senior Certificate Examinations:

CATEGORY	CRITERIA	ACTION
1. High Risk Centre (HRC)	(a) High frequency of irregularity relating to candidates. (b) Group copying (crib notes answers emanating from candidates are circulated during the writing of the examination to a significant number of candidates, resulting in group copying). (c) Very poor management of examinations. (d) The school is generally dysfunctional. (e) There is lingering doubt relating to the credibility of the centre. (f) All examination centres which caters for repeat candidates.	Examinations to be administered by the Provincial Education Department or the District Office, the District or Province places an Independent Chief Invigilator.

CATEGORY	CRITERIA	ACTION
	(g) All independent centres. (h) Educators are implicated in providing answers to candidates.	
2. Medium Risk Centre (MRC)	(a) There have been reports of irregularities implicating individual candidates. (b) Whistle-blowing of irregular conduct has been reported. (c) Any element of doubt. (d) Moderately poor administration of the examination. (e) Correctional Services Centres. (f) Writing the NSC/SC examination for the first time.	The school administers the exams, but the province places a Monitoring Invigilator/Resident Monitor at the centre. (on a rotation basis, ensuring that each session of writing is monitored)
3. Low Risk Centre (LRC)	(a) All public centres except those that do not fall under High or Medium Risk. (b) No irregularities were reported at this centre. (c) The administration of the examination is of an acceptable standard. (d) The examination is conducted in compliance with policy provision.	The examination is administered by the school, but a Roving Monitor is assigned to a group of schools.

2.2 Risk Profile

Risk level category	Public centres	Independent centres (all independent centres on HRC)	Total
Low risk			
Moderate risk			
High risk			
Total			


DEPUTY DIRECTOR GENERAL CURRICULUM AND DELIVERY
MR R TYWAKADI

26/08/2025

DATE



Date of audit visit		
Name of auditor		
Contact number of auditor	Office	
	Cell	

AUDIT OF THE EXAMINATION CENTRES

Monitoring and verification of the examination centres

- (a) The instrument must be completed by the school or district for each National Senior Certificate (NSC) examination centre.
- (b) The Department of Basic Education (DBE) will first perform a desk-top audit of the examination centre reports and thereafter assign Part-Time Monitors from 18 August to 5 September 2025 to do the verification of selected examination centres at the district offices. All instruments of the centres audited must be completed and made available to the monitors at the district offices.
- (c) Each district will complete one (1) copy of this instrument electronically and provide the Provincial Education Department with a complete composite list of all examination centres (use the template at the end of this instrument).
- (a) On completion of the DBE audit of the examination centres, the DBE will provide PEDs with a report on the status of the examination centres and a discussion with the PED will be facilitated, if necessary.

A. DETAILS ABOUT THE EXAMINATION CENTRE

Name of Examination Centre										
EMIS/Centre Number										
Physical Address of Examination Centre										
Telephone Number										
Facsimile										
E-mail address										
Name of Chief Invigilator										
Who appointed the Chief Invigilator?	PED					DISTRICT				
Telephone number of the Chief Invigilator										
Status of the Centre	Public					Independent				
Was the centre used as an examination centre in the October/November 2024 examination?	Yes					No				
Was the centre also used as an examination centre for the May/June 2025 examination?	Yes					No				
If the centre was an examination centre for the October/November 2024 examination, was any irregularities of a serious nature found at this centre during the May/June 2025 examination?	Yes Indicate the type of irregularity					No				
Indicate the number of candidates registered at the centre										
Number of examination rooms to be used at this centre										
Type of space/facilities available for use (Indicate with an X)	School Hall									
	Classrooms									
	Church									
	Community Centre									
	Science Laboratory									
	Computer Laboratory/Rooms									
	School Library									
Valid Health and Safety Certificate verified	YES					NO				

B. STAFF CAPACITY TO CONDUCT NSC/SC EXAMINATION

(Indicate with an X)

1. Principal/Centre Manager will be Chief Invigilator	YES		NO	
			If 'No' indicate who the Chief Invigilator will be	
2. Chief Invigilator will be appointed by PED or District (indicate PED or District as well as the criteria for the appointment)				
3. Invigilators will be appointed from the examination centre				
4. Invigilators will be appointed by the PED or District (Indicate PED or District indicates the criteria for the appointment as well)				
5. Type of invigilators to be appointed	Permanent		Resident	Other Specify:

C. AUDIT OF VENUES AT EXAMINATION CENTRE (Indicate with an X)

ASPECT	ADEQUATE	INADEQUATE	OTHER COMMENT
1. Space in venue/s to be used			
2. Furniture required for all candidates who will write examination			
3. Lighting/Electricity			
4. Ventilation			
5. Health and safety (fire) precautions in place			
6. Ablution facilities for candidates who will write			
7. Availability of water supply for duration of NSC/SC examination			
8. First Aid Kit stocked and accessible			
9. Access to emergency services and the South African Police Service			
10. This centre has been used in previous DBE examinations	YES	NO	

D. SECURITY MEASURES IN PLACE AT EXAMINATION CENTRE

(Indicate with an X)

MINIMUM SECURITY MEASURES IN PLACE	YES	NO
1. 24 Hour security guards		
2. Burglar guard gates		
3. Double locking system in strong room		
4. Functional surveillance cameras		
5. Alarm systems		
6. Alarm systems with armed response		
7. Manual access and control systems in place (i.e. Access Cards and Visitors' Registers)		
8. Biometric system		

E. STORAGE FACILITIES FOR QUESTION PAPERS AND SCRIPTS

(Indicate with an X)

ASPECT	YES	NO
1. Lockable safe		
2. Strong room		
3. Other	Specify	
4. Adequate space to store NSC/SC examination questions papers/scripts/answer books	YES	NO

F. KEY HOLDER CUSTODY

(Indicate with an X)

1. Strong room keys are kept by Principal/Centre Manager/Chief Invigilator (Underline the correct designated person)	YES	NO
2. Duplicate strong room keys available		
3. Duplicate keys for examination centres/venues available		
4. Describe key custody practice at this examination centre		

G. EXAMINATION CENTRES OFFERING CAT/IT

(Indicate with an X)

ASPECT	YES	NO	Notes										
1. Lights in working order													
2. Plug points in working order													
3. Total number of computers adequate for total number of candidates offering CAT/IT													
4. Microsoft Office programmes available			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">CAT</td><td style="width: 15%;">Office 2016</td><td style="width: 15%;">Office 2019</td><td style="width: 15%;">Office 2021 (365)</td><td style="width: 45%;">Notepad (++)</td></tr> <tr> <td>IT</td><td colspan="3">Delphi 2010 (including later versions)</td><td>MS Access 2010 (and upwards)</td></tr> </table>	CAT	Office 2016	Office 2019	Office 2021 (365)	Notepad (++)	IT	Delphi 2010 (including later versions)			MS Access 2010 (and upwards)
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IT	Delphi 2010 (including later versions)			MS Access 2010 (and upwards)									
COMPUTER ROOM/S HAS/HAVE THE FOLLOWING:													
a) Computers in working order													
b) Mouse for each PC													
c) Server													
d) Antivirus													
e) Air conditioners in working order (State date of last service)													
f) Fire extinguisher													

(State date of last service)			
g) Staff trained to use fire extinguishers			
h) Permission requested to write 2 sessions due to shortages in PCs			

H. RISK MITIGATION

(Indicate with an X)

ASPECT	YES	NO
1. Were irregularities/poor administration experienced at this examination centre in ANY previous examination?		
2. Evidence verified that this examination centre has built in preventive measures to ensure that any form of malpractice (mass copying, crib notes, imposter candidates, possible assistance from invigilators) is prevented during the 2025 NSC/SC examination.		
3. List measures in place or provide any relevant information: a) b) c) d)		
4. In case of an independent centre, is the centre fully compliant in terms of being declared a centre of teaching and learning by Umalusi? Provide relevant documentary evidence that the centre is accredited by Umalusi.		
5. Irregularity reporting systems are in place for the 2025 SC/NSC examination.		
6. Measures are in place to deal with cases of unregistered candidates. If "Yes" explain the type of measures to be adopted with regards to unregistered candidates.		
7. Measures are in place to deal with impact of social protests on the writing of the examination.		
8. Measures are in place to deal with load shedding		
9. Load shedding schedule is known and a copy available at examination centre		
10. How will the centre deal with candidates that do not produce an authentic		

identification on the day of writing?

I. INDEPENDENT CENTRES

If this is an independent centre, please respond to the following questions:

1. When was the school registered?		
2. Is the school provisionally accredited or fully accredited by Umalusi?		
3. If the school is provisionally accredited, when does the provisional accreditation expire?		
4. If the school is fully accredited indicate the date of accreditation and the expiry date.	Date of accreditation	Expiry date
5. Provide the Accreditation Number.		

J. RISK PROFILE OF EXAMINATION CENTRE

1.1 (Indicate with an X)

HIGH	MODERATE	LOW

1.2 Type and measures of risks identified:

Indicate the type of risk and measures in place if the following risks indicated	
High Risk	Type of risks identified: Explain the measures in place to deal with the risks:
Moderate Risk	Type of risks identified: Explain the measures in place to deal with the risks:
Low Risk	Type of risks identified: Explain the measures in place to deal with the risks:

K. RECOMMENDATION

(Indicate with an X)

Centre audited satisfies minimum standards to conduct the 2025 NSC/SC examination and is recommended by the auditor.	
YES	NO
It is recommended that the following aspects be monitored closely at this centre during the NSC/SC examination:	

L. FOLLOW UP VISIT REQUIRED BY AUDITOR

(Indicate with an X)

YES	NO	DATE

NAME OF AUDITOR:

SIGNATURE OF AUDITOR: DATE:

NAME OF CENTRE MANAGER/ PRINCIPAL/CHIEF INVIGILATOR:

SIGNATURE OF CENTRE MANAGER/CHIEF INVIGILATOR..... DATE