Province of the
EASTERN CAPE
EDUCATION

CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 45 OF 2025

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: **25 AUGUST 2025**

PREPARATIONS FOR THE CONDUCT AND ADMINISTATION OF SOUTH AFRICAN SIGN LANGUAGE HOME LANGUAGE (SASL HL) OCTOBER / NOVEMBER 2025 EXAMINATIONS

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1. In order 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 2025 examinations. **Annexure A** in the guideline document should be used for this purpose. The districts must ensure that schools submit the completed and signed tools by 11 September 2025.

4. The school principal /chief invigilator must verify that the software and hardware used for the SASL HL examination 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) A minimum of a USB 3.0 is required.

(e) The USB will be labelled accordingly SASL P1 or SASL P2 or SASL P3. Back up recordings will be retained at the school.

(f) Provision must be made to ensure that candidates will be seated in chairs without armrests, because armrests interfere with the signing of responses.

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 that is readily available in the event of a power failure. All electronic equipment in respect of SASL HL at the school should be inspected prior to the examination e.g. 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 USBs. 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 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 must be completed and must accompany the USBs. Each candidates USB 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 USB 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.

(iii) Invigilators and monitors must be positioned in front of the candidates and 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 USB, per learner.

(iii) The candidate's recordings are saved directly from the working document and NOT from the shortcut on the desktop.

(iv) 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.

(v) One USB is submitted to the PED and the backup USB is securely stored at the school.

(vi) The copying of the files onto the USBs must be done under the supervision of the chief invigilator.

(vii) 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 USB, per learner for the purpose of submission for marking.

(ii) Label each candidate's USB clearly with the candidate's examination number.

(iii) Write a backup USB for each candidate t if the one submitted for marking is faulty.

(iv) Ensure that all files in the candidate's examination folder can open, before the USBs are packed and handed over to the chief invigilator.

(v) Ensure that the number of USBs correlate with the number of candidates on the register. For example, if five candidates sat for the examination, then five USBs must be submitted (one per candidate) to the District OR if five candidates sat for the examinations, then five USBs must be 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 *Guidelines for the Implementation and Conduct of Examinations in South African Sign Language Home Language.*

12. Districts are requested to ensure that schools have access to computers with USB ports and that the SASL HL teachers know how to save on 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 regarding 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 USBs	**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 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.

(d) Only the saving of candidates' work to a USB and the testing of USBs will be allowed after the allocated time has elapsed. No candidate may be allowed to sign responses after the conclusion of the examination.

(e) Invigilators must take all precautionary measures to ensure that the candidates' files are written to USBs and files/folders can be accessed.

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

(a) The examination 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 USBs are being transferred. Officials involved in the handover of examination USBs should sign this register and indicate the time of handover. 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 USBs be kept overnight at an examination centre.

(d) Each candidates USB should also be sealed in a special envelope/bag provided for this purpose to prevent them from being tampered with.

(e) When 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 USBs transferred to the marking centre and the marking centre manager must sign for the receipt of these 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

11/09/2025

MR R. TYWAKADI
DEPUTY DIRECTOR-GENERAL: CURRICULUM
MANAGEMENT AND DELIVERY

DATE

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Checklist for submission of learners' responses on USBs

	Action/Instruction	Yes	No
Candidates			
1	All candidates labelled their electronic examination folder using their examination numbers		
2	All candidates checked that all their files submitted for marking are stored within their examination folder on the USB		
3	All candidates checked that the files submitted for marking can open (no shortcuts, no damaged or missing files, etc.)		
4	Each candidate's responses are saved on a USB, clearly marked with his/her examination number		
SASL HL Teachers			
4	SASL HL teacher checked that all the electronic folders of candidates have been retrieved/collected from a central computer		
5	SASL HL teacher checked that all the candidates' electronic folders or files can open from a central computer/folder (no shortcuts, damaged/missing files)		
6	USB, corresponding with mark sheet, was written and contained all the candidates' folders and files		
7	All files saved on the USB have been checked to ensure that they open.		
8	All files are saved on a backup USB. The files on this backup USB must be the same as the files on the USB to be handed over to the PED and the second one will be retained in a safe at the examination centre.		
Chief Invigilator			
9	USBs have been packed according to instructions		
10	A report regarding any technical glitches/irregularities or deviation from instructions has been completed and submitted (if applicable).		
11	The checklist has been signed and submitted.		

EXAMINATION CENTRE NUMBER: _____

_____   _____
CHIEF INVIGILATOR   **SASL HL TEACHER**

_____   _____
INVIGILATOR 1   **INVIGILATOR 2**

_____
DATE