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**ASSESSMENT INSTRUCTION 48 OF 2026**

**TO:** **DEPUTY DIRECTORS-GENERAL**
**CHIEF DIRECTORS**
**HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS**
**CHIEF EDUCATION SPECIALISTS**
**CIRCUIT MANAGERS**
**DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS**
**TEACHER UNIONS / ORGANISATIONS**
**SCHOOL GOVERNING BODIES**

**DATE: 23 OCTOBER 2026**

**PILOT PROGRAMME: THE SCRIPT SCANNING PROGRAMME(SSP) OF NSC WRITTEN SCRIPTS DURING THE NOVEMBER 2026 NSC EXAMINATION**

## 1. BACKGROUND

The Eastern Cape Department of Education (ECDoE) has declared war against the losing examination scripts experienced during the previous NSC examinations and similarly, DBE has declared that every single examination script must be accounted for, lifted that as a non- negotiable.

For the November 2026 NSC examination, the ECDoE is strengthening 'war' against losing scripts by piloting a Script Scanning Programme (SSP) to control and track the movement of scripts from a point of submission to the point of archiving.

The Script Scanning Programme (SSP) is intended to monitor and identify the whereabouts of each script and marksheet as it flows between the examination centre (School) and the Distribution Point/District Office until they reach their destination, the filing depot.

## 2. MANUAL SCRIPT CONTROL (MSC) MEASURE

- Currently, scripts are controlled using the marksheet relevant to the subject and paper being written on the day. This is done by either ticking next to the candidate's examination number if the candidate is present for that specific examination session or indicating 'A' if the candidate is absent for the session.
- The Invigilator also indicates the number of scripts collected for that session, at the bottom of the marksheet.
- The same is done with the Attendance Register for that subject and paper as well.

## 3. PILOTING THE SCRIPT SCANNING PROGRAMME (SSP)

The Script Scanning Programme (SSP) shall be piloted during the November 2026 NSC examination and seeks to ultimately replace some of the manual controls currently used to control and track the movement of both scripts and marksheets. However, whilst Script Scanning Programme (SSP) is being piloted, it will be used parallel to the currently running manual script control measure.

This will continue until the Script Scanning Programme (SSP) is fully field tested and declared stable and fully adequate to replace the current manual measure.

**For the current examination, SSP will be used only at District/Distribution Point level but will be rolled out to examination centers soon**.

**For this Pilot, SSP will be used for the following two subjects only:**

1. **Tourism (Paper 1)**
2. **Business Studies (Paper 1 and 2)**


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## 4. EXPECTED OF INVIGILATORS AND CHIEF INVIGILATORS

- To ensure the success of this pilot, it is expected that invigilators will ensure that the correct peel-off barcode labels, as provided, are pasted on the scripts of candidates.
- The label with the examination number of a candidate, indicating the correct subject and paper for the specific examination session, should be pasted on the top right corner of the script for each candidate present.
- For absent candidates, the barcode label should be pasted in the top right corner of the **Absentee Script Replacement Form** (copy attached).
- Once done, place the completed Replacement Form in the batch of scripts where it chronologically belongs, as per the normal practice and procedure, prior to securing the batch in the security bag.
- This is essential for keeping accurate track of absent candidates as well, such that the total number of expected candidates will tally with the total of present and absent candidates for the session.
- Accuracy in doing the above is critical in ensuring the success of the pilot.
- Although such accuracy is expected for each examination session written, particular attention should be paid to accurately performing this exercise for the three papers of the two pilot subjects.
- Chief Invigilators and/or Invigilators are also requested to be patient when submitting the batches for the two pilot subjects, to Distribution Point officials.
- As stated, both the current manual controls, as well as the new control, must be applied in parallel for this examination. As such, more time will be required to apply both control measures during submission of script batches for these subjects.


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## 5. EXPECTED OF DISTRIBUTION POINT OFFICIALS

- Distribution Point officials responsible for receipt of script batches are expected to apply both the manual script control (MSC) system, as well as the SSP, as per the training session.
- Both scripts control measures (SSP and MSC) are to be applied in the presence of the Chief Invigilator or Invigilator submitting the batch, such that the batch being controlled is both opened and re-sealed in the security bag, in the presence of the relevant Chief Invigilator or Invigilator.
- All scripts in the batch, as well as Replacement Forms for absent candidates, are to be controlled using both control measures.

**NOTE WELL:** Full attention and focus, as well as the accurate application of both Manual Script Control (MSC) and SSP is mandatory for the success of the pilot. Once fully implemented, the new control measure is expected to speed up the script and marksheet controls, such that it would require less time to complete the submission process.

**MR TJZ MTYIDA**
**DDG: CURRICULUM MANAGEMENT AND DELIVERY**
28/10/2026


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Provense ya Kapa Botjhabela: Letapha la Thuto

# ABSENTEE SCRIPT REPLACEMENT FORM

**CENTRE No:** | | | | | | | |

**EXAMINATION No:** | | | | | | | | | | | | | |

| ABSENT | CODE |
|---|---|
| | |

***PASTE CANDIDATE BARCODE LABEL HERE***

**TICK THE CORRECT CODE FROM THOSE LISTED BELOW AND INDICATE ON THE BLOCK ABOVE:**

1. Candidate injured in an accident; medical certificate submitted
2. Candidate injured in an accident; no medical certificate submitted
3. Represented South Africa in a sport code
4. Mother / Father / Sister / Brother passed away
5. Candidate passed away
6. Candidate left the school
7. Candidate did not turn up for examination
8. Incorrect registration/ technical irregularities
9. Any other not listed above, please specify in the box below

……

**SIGNATURES:**

1. **Chief Invigilator Name & Signature**:……Date:……
2. **Marker Name & Signature**……Date:……

If a candidate is absent on the day of the examination, the candidate's sticker for that particular Paper must be pasted on this form and the reason for absence indicated by writing the correct code (from code 1 to 9) in the provided space. **The completed form must be inserted in the batch of scripts for present candidates – in the position where it would have been, according to the sequence number.**