



# Government Gazette Staatskoerant

REPUBLIC OF SOUTH AFRICA  
REPUBLIEK VAN SUID-AFRIKA

Vol. 445

Pretoria, 5 July  
Julie 2002

No. 23590



**AIDS HELPLINE: 0800-0123-22 Prevention is the cure**

---

**CONTENTS***No.**Page  
No.      Gazette  
No.***GOVERNMENT NOTICE****Education, Department of***Government Notice*

919 National Education Policy Act (27/1996): National Policy on the conduct of Adult Basic Education and Training (ABET) Level 4 Examinations.....

3 23590

---

---

**GOVERNMENT NOTICE**

---

**DEPARTMENT OF EDUCATION****No. 919****5 July 2002****DEPARTMENT OF EDUCATION****NATIONAL EDUCATION POLICY ACT, 1996 (ACT NO. 27 OF 1996)****NATIONAL POLICY ON THE CONDUCT OF ADULT BASIC EDUCATION  
AND TRAINING (ABET) LEVEL 4 EXAMINATIONS**

I, Kader Asmal, Minister of Education, hereby determine national policy in terms of *Section 3(4)(l) of the National Education Policy Act, 1996 (Act No. 27 of 1996)*, relating to curriculum frameworks, core syllabuses and education programmes, learning standards, examinations and the certification of qualifications, that:

Approval is granted that the ABET level 4 policy document, namely *National Policy on the conduct of Adult Basic Education and Training (ABET) Level 4 Examinations*, be declared as national policy.

I further give notice in terms of *Section 7* of the said Act that this policy is obtainable upon written request from the Director-General, Department of Education, Private Bag X110, Pretoria, 0001, for attention of Mr S C Baloyi at telephone (012) 312-5812 or fax (012) 323-8070.



Professor Kader Asmal, MP  
Minister of Education

24 June 2002

**NATIONAL POLICY**

**ON THE**

**CONDUCT**

**OF**

**ADULT BASIC EDUCATION AND TRAINING**

**(ABET)**

**LEVEL 4**

**EXAMINATIONS**



<b>CONTENTS</b>	<b>Page</b>
1. INTRODUCTION	11
2. EXAMINATION BOARD	11
3. EXAMINATION RULES	12
3.1 ADMISSION	12
3.2 ENTRIES	12
3.2.1 ABET Entries	12
3.2.2 Accurate Registration Details of Candidates	13
3.2.3 Cancellation of Entries	13
3.2.4 Transfer of candidates from one province to the other	13
3.2.5 Unregistered candidates who present themselves for an Examination	13
3.2.6 Learners from Provincial Adult Learning Centres who want to write the Examinations of any other registered assessment provider	14
3.3 FEES	14
3.3.1 Entrance fees	14
3.3.2 Re-mark fee	14
3.3.3 Viewing of scripts	15
3.4 EXAMINATION MANUALS	15
3.5 LANGUAGE MEDIUM	15
3.6 FORMATIVE ASSESSMENT (CASS)	15
3.7 PASS REQUIREMENTS	16
3.8 ABSENTEES	16
4. PREPARATION FOR THE EXAMINATIONS	16
4.1 MANAGEMENT PLAN RELATING TO EXAMINATION	16
4.2 ADVANCE PLANNING OF THE EXAMINATIONS	16
4.3 EXAMINATION TIMETABLES	17
4.4 SETTING OF EXAMINATION PAPERS	17
4.4.1 Individual Examiners/Panel of Examiners	17
4.4.2 Criteria for the Appointment of Educators for Examination-related Work	17
4.4.3 Remuneration	17
4.4.4 Responsibilities of Examiners	18
4.4.5 Moderation of Question Papers	18
4.5 TYPING, EDITING, PRINTING, STORAGE AND DISTRIBUTION OF QUESTION PAPERS	19
4.5.1 Typing, Editing and Printing of Question Papers	19
4.5.2 Storage of Question Papers	20
4.5.3 Distribution Mechanism	20

5.	CONDUCTING THE EXAMINATIONS	20
5.1	EXAMINATION CENTRES	20
5.1.1	Establishment and Registration of Examination Centres	20
5.1.1.1	Provincial ABET Centres	21
5.1.1.2	Private ABET Centres	22
5.2	APPOINTMENT AND DUTIES OF CHIEF INVIGILATORS AND INVIGILATORS	22
5.3	ADMISSION OF LEARNERS TO THE EXAMINATION ROOM	23
5.4	RETURN OF SCRIPTS	23
5.5	EXAMINATION MONITORING TEAM	23
5.5.1	Functions of the Monitoring Team	24
5.5.2	Composition of the Monitoring Team	24
6.	THE MARKING PROCESS	24
6.1	APPOINTMENT OF MARKERS	24
6.2	MARKING CENTRES	25
6.2.1	Decentralised/Centralised Marking	25
6.2.2	Marking Venues	25
6.2.3	Control Section At Marking Centre	26
6.2.4	Marking Procedure	26
6.2.5	Appointment Of Markers	27
7.	PROCESSING OF MARKS	27
7.1	COMPUTER SYSTEMS	27
7.2	DATA CAPTURE	27
7.3	MARK ADJUSTMENTS	28
7.4	RELEASE OF RESULTS	28
8.	RE-MARKING AND RE-CHECKING OF SCRIPTS	28
9.	DEALING WITH IRREGULARITIES	28
10.	VIEWING OF SCRIPTS	29
11.	SECURITY AND CONFIDENTIALITY	30
12.	USE OF OUTSIDE AGENTS/INSTITUTIONS IN THE EXAMINATION PROCESS	30
13.	ACCESSIBILITY OF EXAMINATION INFORMATION	30
14.	DOCUMENT AND DOCUMENT CONTROL OF THE SYSTEM	31
15.	HISTORICAL RECORDS AND DATA RETENTION	31
16.	MINIMUM REQUIREMENTS FOR A COMPUTER SYSTEM	31
	<b>ANNEXURE A</b>	32
1.	INTRODUCTION	32
2.	FUNCTIONS OF THE EXAMINATION BOARD	32
3.	SUGGESTED COMPOSITION OF THE EXAMINATION BOARD	32
4.	SUGGESTED CONSTITUTION OF THE EXAMINATION BOARD	33

<b>ANNEXURE B</b>	35
(a) Individual Examiners	35
(b) Panel of Examiners	35
<b>ANNEXURE C</b>	36
(a) Typing of Question Papers	36
(b) Editing of Question Papers	36
(c) Printing of Question Papers	36
<b>ANNEXURE D</b>	38
1. CHIEF INVIGILATORS	38
2. INVIGILATORS	38
3. TRAINING OF CHIEF INVIGILATORS AND INVIGILATORS	39
4. INVIGILATION	39
4.1 DUTIES OF THE CENTRE MANAGER/CHIEF INVIGILATOR	39
4.2 SPECIFIC DUTIES OF INVIGILATORS	41
4.2.1 Admission of candidates to, and their exit from, the examination room	41
4.2.2 Instructions to candidates	42
4.3 EXAMINATION SCRIPTS	43
4.4 HANDLING OF EXAMINATION QUESTION PAPERS	44
4.5 INVIGILATION	45
4.6 PACKING OF THE SCRIPTS BY THE INVIGILATORS AFTER EACH SESSION	46
4.7 DEALING WITH MARK SHEETS	46
4.8 RELIEF INVIGILATION	47
<b>ANNEXURE E</b>	48
RETURN OF SCRIPTS	48
<b>ANNEXURE F</b>	49
MARKING PROCEDURE	49
<b>ANNEXURE G</b>	50
1. INTRODUCTION	50
2. STRUCTURE OF THE IRREGULARITIES COMMITTEE	50
3. FUNCTIONS OF THE IRREGULARITIES COMMITTEE	51
4. NATURE OF IRREGULARITIES	51
4.1 IRREGULARITIES INVOLVING CANDIDATES	51
4.2 IRREGULARITIES INVOLVING EXAMINATION OFFICIALS	52

5.	PROCEDURE TO BE FOLLOWED IN DEALING WITH IRREGULARITIES	53
5.1	IRREGULARITIES INVOLVING CANDIDATES	53
(a)	Before the Examination Paper is Written	53
(b)	While the Examination Paper is being Written	53
(c)	While the Examination Scripts/Answer Books are being Marked	54
5.2	ACTION TO BE TAKEN AGAINST CANDIDATES WHO ARE INVOLVED IN IRREGULARITIES	55
5.3	ACTION TO BE TAKEN AGAINST EXAMINATION OFFICIALS INVOLVED IN IRREGULARITIES	58
5.4	SPECIAL MEASURES TO BE OBSERVED IN DEALING WITH IRREGULARITIES	58
	<b>ANNEXURE H</b>	59
	<b>MINIMUM REQUIREMENTS FOR A COMPUTER SYSTEM</b>	59
	<b>GLOSSARY</b>	62

## 1. INTRODUCTION

The *National Policy on the conduct of Adult Basic Education and Training (ABET) Level 4 Examinations* provides rules and conditions relating to the conduct and administration of these examinations. This will serve to govern the rights and privileges of all persons involved with the examination process. These include all the officials who are involved in the administration of the examination, the candidates, parents of minors and institutions that require examination results.

The conducting of examinations in ABET sites of learning is a provincial competency, but the setting of question papers and other functions can also be performed on a national basis by the Department of Education. The focus of the policy will be the administration of examinations and it will seek to be prescriptive on matters that are essential to the conducting of a successful examination. However, on a wide range of issues this document will serve as a guideline to assist provincial examining bodies in drafting their detailed plan of action. The *National Policy on ABET Level 4 Examinations* will focus on the conduct of examinations and will not address assessment in its broader context.

## 2. EXAMINATION BOARD

Each province must create or acknowledge an examination board to advise the Head of Department and Member of the Executive Council (MEC) on all matters relating to the ABET Assessment/Examinations in public adult centres as well as other examinations under the jurisdiction of the provincial education departments.

**Annexure A is a guideline to the provinces regarding the establishment, composition and function of such a board.**

### **3. EXAMINATION RULES**

#### **3.1 ADMISSION**

A learner may register for admission to the National Qualifications Framework (NQF)1 national examination if he/she complies with the following requirements:

- 3.1.1 Has competence at ABET Level 3; or
- 3.1.2 Has been placed at ABET Level 4 by placement tools.
- 3.1.3 Has submitted his/her ID number on registration  
(Centre Managers should encourage learners to apply for their ID documents when they enrol at their centres.)
- 3.1.4 Minors must be supported by their parents on registration.

A candidate who does not comply with the above requirements and wishes to be accredited for learning may present himself/herself for accreditation via the Recognition of Prior Learning (RPL) process when structures and approved tools are in place to implement RPL.

#### **3.2 ENTRIES**

##### **3.2.1 ABET Entries**

For a candidate to write the ABET Level 4 examination, he/she must register with an examining body in the province he/she resides in, before the prescribed date. A learner may register for as many learning areas as he/she wants. Adult learners may present themselves for external assessment when ready.

Candidates must register at least 4 to 6 months prior to the assessments to allow for registration details to be captured, corrected and feedback will be given back to learners. The ABET Centre Manager is responsible for the submission of entries of candidates at a date to be determined by the examining body.



The changing of learning areas on an examination entry will not be permitted after the provisional entry list has been re-submitted to the examining body.

### **3.2.2 Accurate Capture of Registration Details**

The accurate capture of registration details of the candidate is fundamental to the processing of the candidate's final results and therefore examining bodies must ensure that candidate's information is accurately captured. The information furnished on the entry forms must be processed and sent to examination centres for checking prior to the examination date. Final amendments should be made at this stage. The format of the entry form and the detailed procedure to be followed in the registration, correlation and de-registration of candidates should be determined by each province.

### **3.2.3 Cancellation of Entries**

The Centre Manager may recommend to the Provincial Head of Department the cancellation of an entry of a candidate after the entry has been accepted, if the candidate is found guilty of misconduct.

*( No policy on deregistration)*

### **3.2.4 Transfer of candidates from one Province to the other**

Transfer of candidates from one Province to the other may be mutually agreed upon by the examining bodies concerned.

### **3.2.5 Unregistered candidates who present themselves for an Examination**

In respect of unregistered candidates who present themselves for an examination the following will apply:

- (a) Learners should be informed well in advance that unregistered candidates will not be permitted to write the examination.

- (b) In cases where the non-registration of the candidate can be attributed to an error or omission by the Centre manager or any other official, the candidate should be allowed to write the examination and thereafter it should be handled as an irregularity.
- (c) In cases where the refusal of permission to an unregistered candidate to write an examination may lead to a possible disruption of the examination at the centre, the candidate should be allowed to write the examination, but thereafter it should be treated as an irregularity.

### **3.2.6 Learners from Public Adult Learning Centres who want to write the Examinations of any other registered assessment provider**

All learners attending provincial adult learning centres should be obliged to write the ABET Level 4 Examinations of the provincial education departments, except in cases where the learning areas studied by the learner is not examined by the provincial education department and/or in cases where the provincial education departments in collaboration with other examining bodies are involved in development work that will be beneficial in the long term to the development of public examinations. In such cases the learner/adult learner centres would be obliged to obtain written permission from the Head of the Department.

## **3.3 FEES**

### **3.3.1 Entrance fees**

The Member of the Executive Council (MEC) may, in consultation with the provincial Treasury, determine the fees that the candidate have to pay in respect of the ABET examinations.

### **3.3.2 Re-mark fee**

The Member of the Executive Council (MEC) may levy a fee for the re-marking of an examination answer book. If a candidate who has formerly failed, passes after the re-marking of his/her examination answer book, or if a candidate obtains a distinction, the fee should be refunded to the candidate. If a candidate obtains a condonation, the fees will not be refunded.

### **3.3.3 Viewing of scripts Fee**

The Member of the Executive Council (MEC) may levy a fee for the viewing of scripts.

### **3.4 EXAMINATION MANUALS**

Examining bodies must draft an examination manual, which must be approved by the Head of Department in the province. The manual must address matters relating to the administration of the examinations.

### **3.5 LANGUAGE MEDIUM**

- (a) Examination question papers should as far as possible be set in the language of instruction. Unless otherwise directed in the question paper, candidates must answer all questions in the language of instruction used in setting the question paper.
- (b) Questions in other languages must be answered in the language specified by the examining body.

### **3.6 FORMATIVE ASSESSMENT (CASS)**

The CASS marks should be submitted by the examination centres to the examining body a month before the examinations start.

The CASS marks should be subjected to a moderation mechanism put in place by the provincial examinations and assessment sub-directorates and to the South African Certification Council (SAFCERT) standardisation process.

The CASS mark will remain on the database to the learner's credit until the learner writes and passes the examination. Likewise, an examination mark will also remain on the database until the candidate provides a CASS mark, or while the candidate tries to improve on the CASS mark.

### **3.7 PASS REQUIREMENTS**

The details relating to the pass requirements in the ABET level 4 examination are contained in *A Résumé of Instructional Programmes in Public Schools, and ABET centres Report 550 (97/06)*.

Based on a learner's performance, SAFCERT will determine competence and award applicable documentation as evidence.

### **3.8 ABSENTEES**

A learner who absents himself/herself from the external examination for whatever reason, will have to register again for the provincial examination in the learning area/s from which he/she was absent.

## **4. PREPARATION FOR THE EXAMINATIONS**

### **4.1 MANAGEMENT PLAN RELATING TO EXAMINATION**

Examining bodies must have a clear and detailed management plan which may include, amongst others, the following:

- Objectives or targets to be achieved
- Possible steps and processes that will lead to the achievement of the targets
- Persons responsible/accountable
- Due dates
- Monitoring of the plan
- Costing
- Evaluation of the process

### **4.2 ADVANCE PLANNING OF THE EXAMINATIONS**

Preparation for the examinations carried out by the provincial education departments should, as far as possible, commence at least fifteen months prior to the commencement of examinations.

The purpose of planning ahead is to eliminate undue pressure on the staff, to ensure that deadlines are adhered to and to allow for contingency plans, if necessary.

### **4.3 EXAMINATION TIMETABLES**

Officials responsible for the co-ordination and the drawing up of timetables must try to ensure that no clashes occur on the timetables.

### **4.4 SETTING OF EXAMINATION PAPERS**

Question papers that are set by the examining body/ Department of Education must cover the necessary Unit Standards adequately and must be of a standard acceptable to SAFCERT.

#### **4.4.1 Individual Examiners/Panel of Examiners**

Examining bodies may make use of a panel of examiners for the setting of question papers.

**Annexure B is a guideline to provincial education departments on the use of Individual Examiners or a Panel of Examiners.**

#### **4.4.2 Criteria for the Appointment of Educators for Examination-related Work**

The criteria for the appointment of educators for examination-related work should be contained in the Personnel Administration Measures (PAM), determined by the Minister of Education in terms of the Employment of Educators Act, 1998, and the regulations made in terms of the Act. Until such time the Heads of Education Committee (HEDCOM) will approve interim arrangements.

#### **4.4.3 Remuneration**

The remuneration for the performance of examination-related duties and the compensation for travel and subsistence costs are contained in the Personnel Administration Measures (PAM) determined by the Minister of Education in terms

of the Employment of Educators Act, 1998, and the Regulations made in terms of the Act.

#### **4.4.4 Responsibilities of Examiners**

Examining bodies must ensure that:

- (a) examiners in the respective learning areas set the examination question papers and prepare the memoranda for the question paper concerned;
- (b) the October/November examination question paper and the back-up question paper are set at the same time so as to ensure that the standard of both these papers is the same and that a back-up paper is available at any examination;
- (c) question papers conform to the Unit Standards and any other directives relating to the Unit Standards for the learning area; and
- (d) all examiners and internal moderators comply with all instructions issued to them.

The examining body must provide examiners and internal moderators with a clear guideline relating to the setting of the question paper. This guideline may, amongst others, include the following:

- The duration of the question paper
- The maximum marks
- The number of question papers
- The format of the question paper

#### **4.4.5 Moderation of Question Papers**

- (a) The internal moderator must be satisfied that the question paper conforms to the requirements of the Unit Standards and that it is of the required standard.
- (b) The internal moderator should not be involved in the setting of the question paper, since he/she is required to provide an objective and critical review of the question paper in terms of its coverage of the Unit Standard and the overall standard.



- (c) It is the responsibility of the examining body to ensure that all question papers are approved by the internal moderators as well as the external SAFCERT moderators. Examining bodies must comply with SAFCERT's requirements regarding the external moderation of question papers. Question papers should be submitted to the external moderator timeously so as to allow for thorough moderation. It must also be borne in mind that the external moderator needs to moderate question papers from other examining bodies and therefore the return of question papers in the shortest period cannot always be guaranteed.

The examining body must ensure that all changes recommended by the internal and the external moderator/s are made on the question paper. In the case of a disagreement between the examiner and the moderator the following procedure should be followed:

- If the disagreement is between the internal moderator and the examiner, the examining body should attempt to mediate a consensus position between the examiner and the internal moderator. If consensus cannot be reached, the decision of the examining body is final.
- If the disagreement is between the examiner/internal moderator and the external moderator, the Executive Officer of SAFCERT should mediate a consensus position between the examiner/internal moderator and the external moderator. If consensus cannot be reached, the decision of the Executive Officer of SAFCERT, in this case, is final.

#### **4.5 TYPING, EDITING, PRINTING, STORAGE AND DISTRIBUTION OF QUESTION PAPERS**

##### **4.5.1 Typing, Editing and Printing of Question Papers**

Examining bodies must have clear structures and procedures relating to the typing, editing and printing of question papers.

**Annexure C provides a guideline to examining bodies on this matter.**

#### **4.5.2 Storage of Question Papers**

The safekeeping of question papers prior to them being written is a key function of any examining body that seeks to administer a credible examination. Examining bodies must establish a management framework for the safekeeping of question papers.

#### **4.5.3 Distribution Mechanism**

- (a) Each province should establish the distribution mechanism best suited to the conditions prevailing in the province.
- (b) Irrespective of the mechanism adopted by the province the following principles must be adhered to at all times:
  - (i) The distribution chain should be as short as possible
  - (ii) The number of persons involved in the distribution process should be restricted
  - (iii) The transfer of the examination question papers from one responsible officer to the other should be carefully checked and controlled on receipt
  - (iv) Any discrepancies that are detected during the transfer process should be reported to the provincial head office immediately
  - (v) All persons involved in the distribution process should complete a Contract of Confidentiality
  - (vi) Where necessary the SAPS's assistance could be called in
  - (vii) In cases of emergencies, alternative transport, e.g. helicopter should be considered

### **5. CONDUCTING THE EXAMINATIONS**

#### **5.1 EXAMINATION CENTRES**

##### **5.1.1 Establishment and Registration of Examination Centres**

Centres that wish to offer examinations must register with the provincial departments or other approved examining bodies.

Examining bodies must establish and register examination centres, in accordance with the following guidelines:

#### **5.1.1.1 Provincial ABET Centres**

- (a) All institutions registered with the provincial education department, and conducting ABET Level 4 Examinations for the first time, should register with the provincial department of education on or before a given date determined by the Head of Department.
- (b) Application for registration of an examination centre may be made on a prescribed form which should be available from the regional offices/district offices of the provincial education department.
- (c) Examining bodies must develop criteria for the registration of examination centres, which may include the following:
  - Registration of centre as an educational institution
  - Suitable venue to accommodate candidates, i.e. sufficient space and appropriate furniture to seat candidates
  - Security of venue
  - Clearance in terms of the local health and fire services by-laws
  - Provision of proper lighting
  - Availability of water and toilet facilities
  - Suitably qualified teaching staff, unemployed, retired educators or selected members of the community who can be trained as invigilators
  - Availability of a strong room for the safekeeping of examination material
  - Provision of guarantees to cover the charges relating to electricity, water, rates, taxes and the rental of the premises for the duration of the examination, in the case of private centres
- (d) Examination centres must be visited by an official from the district office, regional office or head office, to verify that the necessary facilities required for conducting the examination, are available at the centre.
- (e) After the application has been processed by the examinations directorate of a provincial education department, and provided that

the examination centre complies with all the prescribed requirements, a centre number should be allocated to the institution and the Head of the Institution should be informed accordingly.

- (f) The provincial examination directorates have a right to cancel the registration of a centre at any given time if the centre does not comply with the prescribed requirements.

#### **5.1.1.2 Private ABET Centres**

- (a) Private ABET centres can register themselves with an approved Examining Body and will have to avail and subject themselves to the quality assurance processes of the examining body.
- (a) The provincial education department has no obligation to provide examination centres for private candidates registered with a private institution. However, private institutions may negotiate with the provincial departments to accommodate their learners, where capacity is available.
- (c) The head of a centre for private candidates must apply for registration with the provincial education department.
- (d) Should the centre be approved as an examination centre, a centre number should be issued and the centre manager of the centre informed accordingly.
- (e) With the consent of the main campus, satellite centres may register under their own names with the provincial education department. Prisons where examinations are administered may register as examination centres where after prison officials will be trained as invigilators.

### **5.2 APPOINTMENT AND DUTIES OF CHIEF INVIGILATORS AND INVIGILATORS**

**Annexure D provides the details regarding the appointment and duties of chief invigilators and invigilators.**

The examining body must formulate procedures for the administration of the appointment and duties of chief invigilators and invigilators based on the policies in ANNEXURE D.

### **5.3 ADMISSION OF LEARNERS TO THE EXAMINATION ROOM**

In respect of admission of candidates to the examination room, invigilators must ensure that every candidate produces his/her admission letter as well as proof of identity, preferably his/her official identity document, driver's licence or passport on admission to the examination room. Invigilators must enforce this admission requirement rigorously. Centre Managers must encourage learners to apply for Identity Documents timeously before the examinations commences.

If a candidate fails to produce the required documentation, an irregularity will be declared and the candidate will be allowed to present the required documentation to the invigilator after the examination, failing to do so the normal procedure pertaining to irregularities must be followed.

### **5.4 RETURN OF SCRIPTS**

The return of scripts directly to the provincial head office or any other collection point, must be handled with the same care and security as the question papers, and therefore examining bodies must have clear procedures to be followed in the return of scripts.

**Annexure E outlines certain principles that must be adhered to when the examining body develops the administrative procedures for the return of scripts.**

### **5.5 EXAMINATION MONITORING TEAM**

All examining bodies must establish a structure to monitor examinations. The following may be considered when establishing such structures:

### **5.5.1 Functions of the Monitoring Team**

The main function of the examination monitoring team is to ensure that the examination is conducted in accordance with the rules and procedures determined by the examining body.

The monitoring team must visit the examination centres before, during and even after the examination and report on, amongst others, the following:

- General management of the examination
- Invigilation
- Condition of examination rooms
- Seating of candidates
- Return of scripts
- Capturing of marks

The marking process, as described in paragraph 6, should also be monitored. The monitoring team should also visit the marking centres to observe the marking process.

The examining body should send a consolidated monitoring report to all centres at the end of the examination.

### **5.5.2 Composition of the Monitoring Team**

The provincial education department must determine the composition of the monitoring team. The monitoring team may include representatives from outside the provincial education department so as to ensure the credibility of the monitoring team.

## **6. THE MARKING PROCESS**

### **6.1 APPOINTMENT OF MARKERS**

The selection of markers for a specific examination question paper should be carried out by a panel comprising:

- the chief examiner;



- relevant departmental officials; and
- teacher unions (as observers)."

*(Personnel Administration Measures (PAM), p.105)*

All selection panels should be chaired by a departmental official, since the provincial education department is finally responsible for the appointment of markers.

In order to ensure that the information provided in the application form is correct, all application forms must be verified and signed by the Manager of the Examinations Centre. Information in the application forms can also be verified by district managers. If provinces are not satisfied with this method of verification, then all application forms should be accompanied by a sworn affidavit confirming the qualifications and experience of the applicant.

It is recommended that provinces commence with this process early in the year so that adequate time is available for the verification of information and the actual selection procedure. It is also advisable to select additional markers who will be placed on a reserve list, in the event of the appointed markers failing to report during the marking session.

## **6.2 MARKING CENTRES**

Each examining body must have clear guidelines relating to the establishment and running of marking centres. The following, amongst others, may be included in the guidelines formulated by the examining body:

### **6.2.1 Decentralised/Centralised Marking**

If the number of markers exceeds a manageable number determined by the particular circumstances, a decentralised approach to marking should be adopted. Marking can be decentralised in terms of geographic regions or groups of subjects.

### **6.2.2 Marking Venues**

The marking venue must cater adequately for the needs of the marking personnel.

The following aspects need to be considered before a marking venue is selected:

- Marking space
- Catering facilities
- Overnight accommodation (if required)
- Security
- Prevention of access to unauthorised persons
- Control centre

### **6.2.3 Control Section at Marking Centre**

The control section is the heart of operations at the marking centre. The operation of the control section should be divided into three phases, viz.:

#### Phase one:

This phase entails a stock-take of all mark sheets and their respective scripts received by the marking centre. All unregistered mark sheets/scripts are to be registered in a specific register.

#### Phase two:

Chief markers sign a control list when scripts are issued to them and when they return the scripts. (At this point it is possible to determine exactly how many scripts have not been marked/returned.)

#### Phase three:

During this phase, copies should be made of the completed mark sheets that have been returned by the chief markers. The original copy should be sent for data capturing. Control lists are checked at this stage to see whether chief markers have returned all the scripts.

### **6.2.4 Marking procedure**

A marking procedure should be formulated by the examining body.

### **6.2.5 Appointment of Markers**

- (a) The selection of markers for a specific examination question paper should be carried out by a panel determined by the provincial examining body.
- (b) Appointed markers must be trained before the marking process starts.
- (c) The criteria to qualify for appointment as markers (including senior markers, deputy chief markers) should include the following:
  - A recognised three-year teacher qualification or a recognised ABET Tutor's Certificate
  - Learning Area competency
  - Appropriate teaching experience in the learning area concerned at level 4
- (d) An Examiner may also be appointed to perform certain duties relating to marking.

**Annexure F provides additional information regarding the above.**

## **7. PROCESSING OF MARKS**

An examining body must establish or have access to a fully-fledged Information Technology component which takes into consideration the following:

### **7.1 COMPUTER SYSTEMS**

A computer system should be used to assist with the processing of marks and should provide an easy-to-use mechanism for the capturing of marks and printing of results.

### **7.2 DATA CAPTURE**

The marks obtained by candidates, as reflected on the mark sheets, should be captured by reliable staff. Verification of all data being captured, using the double capture method, is required.

### **7.3 MARK ADJUSTMENTS**

The standardisation of marks is done by the examining body in conjunction with SAFCERT after the capture of the marks. The distribution of raw marks on a data set should be provided at the mark standardisation meeting. A set of graphs that represents the distribution of the raw marks and the adjusted marks is also required at this meeting.

### **7.4 RELEASE OF RESULTS**

With regard to the release of results, the release date shall be decided upon by the Heads of Education Departments Committee (HEDCOM) on an annual basis.

The computer system should use a uniform format when printing results taking into consideration that provinces are unique (e.g. different province names, signatures, etc.).

## **8. RE-MARKING AND RE-CHECKING OF SCRIPTS**

- (a) A candidate may apply for the re-marking or re-checking of his/her examination scripts, within 30 days of the release of results. This applies to both the May/June and October/November examinations, where applicable.
- (b) A re-marking or re-checking fee, as determined by the Minister in consultation with the MECs, will be levied.

## **9. DEALING WITH IRREGULARITIES**

Examining bodies must conform to the procedures relating to irregularities. Each examining body must establish an Irregularities Committee to investigate, confirm and make recommendations to the Head of the Department regarding irregularities identified during the examination process.

**Annexure G provides guidelines relating to the structure and functions of the Irregularities Committee and the procedures that should be followed when dealing with an irregularity.**

## 10. VIEWING OF SCRIPTS

The candidate and/or the candidate's parent/guardian will be allowed to view the script/s of the candidate concerned, if the candidate, after having requested a re-mark, is still dissatisfied with the result provided. A written motivation must be submitted to the Head of Department by the candidate concerned, explaining why he/she considers a viewing of the script necessary. If the Head of Department is convinced that the reasons provided are valid and plausible, the candidate and/or the candidate's parents/guardian will be allowed to view the script to confirm the following:

- (a) The script belongs to the candidate concerned
- (b) The script has been marked completely
- (c) All parts of the script are intact

Viewing of scripts will therefore only be allowed under the following conditions:

- The request to view scripts will only be accepted after a re-mark and a re-check of the script have been carried out
- An application to view the script must be made in writing to the Head of Department within thirty days of the release of the re-mark results, providing clear reason(s) for the request
- The script will be viewed in the presence of an examination official and may not be removed from the viewing room
- A request for the script to be re-marked by an outside examiner will not be accepted
- No other document, except the script of the candidate, will be allowed in the room where the viewing takes place
- An administrative fee, as determined by the Minister in consultation with the MECs of the provinces, will be levied for the viewing of scripts
- The candidate and/or the candidate's parent/guardian will be given a period of seven days to lodge any complaint on the basis of the viewing. The provincial education department will respond to this complaint with a final decision on the matter.

The procedure to be followed in the viewing of scripts must be determined by the provincial education department.

#### **11. SECURITY AND CONFIDENTIALITY**

Security of information and security of all venues utilised in the examination process is of utmost importance. The examining body must take all reasonable steps to ensure the security and confidentiality of the examination question papers, answer books/scripts, mark sheets and other examination documents.

There will be national prescription in respect of a security and confidentiality agreement relating to examination matters, which must be signed by all officials involved in managing and administering the examinations.

All employees, including examiners and moderators, involved in the ABET Level 4 Examination, and having children of their own in ABET Level 4 must disclose information relating to their own children participating in the ABET Level 4 Examinations to the provincial education department. The Head of the Department will make a decision with regard to the involvement of the official in the ABET Level Examinations for that year.

#### **12. USE OF OUTSIDE AGENTS/INSTITUTIONS IN THE EXAMINATION PROCESS**

The use of outside agents or institutions in the examination process is a provincial responsibility and issues relating to security, cost-effectiveness and capacity building within the province must be taken into consideration before an outside agency or institution is engaged.

#### **13. ACCESSIBILITY OF EXAMINATION INFORMATION**

Examining bodies must use a good filing system for examination scripts and mark sheets, since access to these documents after the marking process may be necessary. Scripts may be filed per subject, grade, paper, in centre order, etc.



These scripts are needed for re-checking, re-marking, finding of lost marks or resolving queries. The scripts should be filed for 6 months from the date on which results are released, and thereafter they should be shredded.

#### **14. DOCUMENT AND DOCUMENT CONTROL OF THE SYSTEM**

Documentation on the specifications of the system is essential for use by the provinces and should be available to them. This information is used for reference purposes in order to maintain and further develop the system.

Documents printed by the computer system are the responsibility of the provinces. The signatures and the descriptions on these documents must be checked by the accountable official.

#### **15. HISTORICAL RECORDS AND DATA RETENTION**

Historical records are a national asset and should be the responsibility of the national Department of Education.

Access to historical records is an integral part of the functioning of any examination section. The provinces need computer infrastructures that can access the centralised database. The retention of these records is to be used for queries, combination of results and checking of fraudulent cases.

#### **16. MINIMUM REQUIREMENTS FOR A COMPUTER SYSTEM**

An examining body must formulate the minimum requirements for a computer program used in the examination process.

**Refer to Annexure H for requirements that may be considered when formulating the final list of minimum requirements.**

# ANNEXURE A

## EXAMINATION BOARD

### 1. INTRODUCTION

The provincial examination board, which should be representative of the various stakeholders and role-players in education, assumes an essential role in the examination process in the province. A provincial examination board can only assume responsibility for examinations once it has been established in accordance with the legislation of the province.

### 2. FUNCTIONS OF THE EXAMINATION BOARD

The examination board may have the following functions:

- (a) To facilitate the process of policy formulation on examinations and related matters
- (b) To advise the Head of Department on all matters relating to examinations

### 3. SUGGESTED COMPOSITION OF THE EXAMINATION BOARD

The composition of the Board could be as follows:

- Head of Education in the province (Chairperson) or his/her designated nominee
- Representative/s from the following stakeholders and role-players:
  - Provincial examination directorate
  - Other directorates in the department of education involved in examinations
  - Head of Institutions/Centre Managers of ABET Centres
  - Teacher unions
  - Centre/School governing bodies
  - Universities
  - Technikons
  - Technical and community colleges
  - Colleges of education
  - SAFCERT
  - Independent schools council

- SETA'S
- Community Learning Centres
- Distance Education Colleges
- ELSEN/Inclusive Education
- ABET Learning Centres

The MEC for Education will have the right to appoint additional members to the Board if he/she so deems fit.

#### **4. SUGGESTED CONSTITUTION OF THE EXAMINATION BOARD**

The following could serve as a guideline when drafting the constitution of the examination board:

- (a) Two ordinary meetings of the board should be held annually on dates and places determined by the Head of Education.
- (b) The Head of Education may convene a special meeting if deemed necessary.
- (c) At least fourteen days' notice should be given for all ordinary meetings.
- (d) In the absence of the Head of Education, the Acting Head or Deputy Head of Education may act as chairperson.
- (e) The Executive Committee should consist of the Head of Education, the Deputy Head of Education, the Head of Examinations and the Secretary.
- (f) A quorum should consist of fifty per cent of the members of the board.
- (g)
  - (i) At least thirty days prior to the date determined for an ordinary meeting, a written notification should be given to members requesting items for inclusion on the agenda. The response to such a request must be submitted to the secretary in writing, within ten days of the date of such notification.
  - (ii) An urgent matter which is not included on the agenda may, however, be submitted to an ordinary meeting, and may be dealt with providing none of the members present raises an objection.
  - (iii) Notice of a special meeting should be given at least seven days prior to such a meeting. The agenda for such a meeting should be specified in the notice of the meeting, and no other matter may be discussed at the meeting.

- (iv) The report of the Executive Committee may be submitted to the board by the Chairperson of the Executive Committee or by such a member of the committee as the chairperson may determine.
- (v) No member may comment without consent of the chairperson on any motion or amendment to the motion more than once, but the proposer of a motion or an amendment has the right to reply. Each member has the right to propose that a matter under discussion be dealt with by the committee and if seconded, the proposal must be presented without further discussion.
- (vi) All matters dealt with by the board are decided by a majority vote of the voting members present. The Chairperson may have a casting as well as a deliberative vote.
- (vii) The decision of the Chairperson on any question of order or procedure will be binding unless challenged immediately by a member, in which case it shall be put without discussion to the meeting, whose decision shall be final.
- (viii) A decision of the board may not be changed or recalled within fifteen months except by a majority of two thirds of the members present.
- (h) Subsistence and travelling allowances, based on the prevailing tariffs, should be paid to members of the board for attendance of meetings.
- (i) Representatives on the board should be appointed for a period of three years and members should be eligible for re-appointment.
- (j) Resignations from the board should be submitted in writing to the secretary.

## ANNEXURE B

### INDIVIDUAL/PANEL EXAMINERS

#### (a) Individual Examiners

If an individual examiner is tasked with the responsibility of setting a question paper for a certain subject on a particular grade, then a small reference group comprising teachers and subject advisors may be appointed to advise the examiner on:

- the possible format of the paper;
- certain variations that may exist locally;
- the latest developments in the teaching of the subject; and
- how this should impact on the setting of the examination paper.

It is advisable that the examiner be in contact with the actual teaching and learning context. It is also important that learners and educators are informed about the format of the question paper. This should be done through a guideline document which is circulated to all schools.

#### (b) Panel of Examiners

It is advantageous to appoint two or three examiners to set a particular question paper. This allows for the perspectives of two or three experts in the particular learning area to be utilised in the setting of the question paper, which is after all the most important aspect of the entire examination. Another advantage of the panel system is that it allows for capacity building by including examiners who lack prior experience in the setting of question papers. If a panel of examiners is used it is important that a convener be appointed. The convener takes final responsibility for the quality and standard of the question paper.

## ANNEXURE C

### TYPING, EDITING AND PRINTING OF QUESTION PAPERS

#### (a) Typing of Question Papers

The typing of question papers should be carried out by a team of selected personnel supervised by a chief typist. They may do their work on personal computers not linked to an external network and all their work should be done in a restricted area. This task should be supervised by a senior staff member, i.e. one of the officials in the department who has access to the question papers. The hard disks and the source document should be cleared and transferred to stiffy disks which must then be locked away on a daily basis.

#### (b) Editing of Question Papers

Language editing may be carried out by specially appointed language editors. Alternatively, this function may be carried out by a select group of Learning Area Committees who should also complete the Contract of Confidentiality document. The final editing should be the task of the chief examiner and he/she, together with the internal moderator (where possible), should sign to certify that he/she has checked the question paper in every respect and that the question paper is ready for printing.

#### (c) Printing of Question Papers

Examining bodies should invest in a building with proper security that can be used for typing, printing, packaging and storage. All examination activities may then be carried out in this safe building, which allows access to certain authorised persons only. Therefore, in terms of printing, examining bodies should move to establishing in-house printing facilities. Where in-house printing is done, the persons involved in the printing may also be involved in the packaging. The printing process must be carried out under close supervision of a senior official. If the examiner/senior examiner lives in close proximity to the printing venue, he/she should be contacted to inspect the first batch of printed question papers personally, before the total

number of question papers is printed. Alternatively, a senior official may be entrusted with the task of approving the quality and standard of the first batch of printed question papers. Where examining bodies choose to use external agencies for the purpose of printing, the agency concerned should be fully investigated by the examining body to ensure that, *inter alia*, strict security measures are in place, and the quality of the printing is good. Examining bodies should, however, attempt to move away from the use of external printers and seek to build capacity in the province.



## ANNEXURE D

### APPOINTMENT AND DUTIES OF CHIEF INVIGILATORS AND INVIGILATORS

#### 1. CHIEF INVIGILATORS

- (a) An examination centre should be managed by a chief invigilator.
- (b) The Centre Manager may be appointed as chief invigilator unless he/she has a direct member of the family taking the examination. In such a case the next senior official at the institution may be appointed as chief invigilator.
- (c) Appointment of invigilators at ABET centres, where no permanent staff exist, may be made from member of the community (unemployed educators, retired educators or select members of the community) with the approval of the district manager/director and they are to be remunerated according to approved departmental tariffs.
- (d) When the chief invigilator is absent, his deputy should assume full responsibility. This responsibility should be delegated in writing. The Director: Examination Services in the province should be advised via the regional/district office.

#### 2. INVIGILATORS

- (a) Suitably qualified educators/facilitators from the teaching staff may be appointed as invigilators. Invigilators are to be appointed in accordance with the instruction of the Head of Department.
- (b) Invigilators may be appointed in writing a month before the commencement of the examination. The appointments should be made by the Head of Department and the head office regional/district office should be informed of all appointments.
- (c) Besides the chief invigilator, one invigilator may be appointed per 30 candidates or part thereof.  
Example:      0 - 30 candidates:      1 invigilator  
                    31 - 60 candidates:      2 invigilators  
                    61 - 90 candidates:      3 invigilators
- (d) Under no circumstances should educators be appointed to invigilate or even to relieve other invigilators when the learning area that they teach is being written.

- (e) Relief invigilators may be appointed for sessions of two hours or longer. The relief may be for a maximum period of 20 minutes during the session.
- (f) Under normal circumstances, no person is eligible for appointment as an invigilator or assistant invigilator if a near relative is sitting for a specific examination session. If it is necessary to appoint such a person as an invigilator or as an assistant invigilator, then the Director: Examination Services must be informed immediately.
- (g) Where the need exists, private invigilators may be appointed to assist with the invigilation of private candidates. Private invigilators should be persons who are trustworthy and honest, preferably community leaders and should be trained in invigilation duties.

### **3. TRAINING OF CHIEF INVIGILATORS AND INVIGILATORS**

- (a) Chief Invigilators/Centre Managers should attend a meeting where they are thoroughly briefed regarding the procedures, rules and regulations relating to examinations.
- (b) Invigilators should be fully trained in invigilation and examination administration by the chief invigilator before they assume duty in the examination room.

### **4. INVIGILATION**

#### **4.1 DUTIES OF THE CENTRE MANAGER/CHIEF INVIGILATOR**

The Head of the Institution/Chief Invigilator is fully responsible and therefore accountable for the examinations written at his/her examination centre. He/she must be present at the examination centre for the duration of every examination session. His/her specific examination-related duties might include the following:

- (a) Select and appoint invigilators
- (b) Draw up invigilation and relief invigilation timetables and submit these for approval of the district director/manager
- (c) Attend to the preparation and readiness of the examination room(s), which includes the following:
  - Candidates may not sit two to a desk or table
  - Candidates must be seated at least one metre apart
  - Subject matter such as drawings, etc. must be removed from the walls
  - Chalkboards must be cleared of writing, formulae or drawings, etc.

- Examination rooms must be sufficiently ventilated and illuminated.
- (d) Before the commencement of the first examination session, the chief invigilator should read the instructions relating to the examination and inform candidates that they could forfeit their results should they contravene any of the instructions
- (e) Before opening the question papers in the examination room, the chief invigilator should ascertain that the question paper is correct, according to the time and date specified on the examination timetable (e.g. learning area, language, etc.)
- (f) The chief invigilator must open the question paper envelopes in front of the candidates and remain in the examination room until the question papers have been issued to candidates
- (g) The chief invigilator must visit the examination room(s) frequently during each session and make sure that a high standard of invigilation is maintained
- (h) A seating plan must be drawn up, indicating the examination room(s) with the desk arrangement and the examination numbers of candidates. This must be submitted for each paper written. If the chief invigilator prefers to combine groups in one hall/room to economise, the arrangement will have to be reflected on the plan
- (i) The chief invigilator must ensure that there are no unauthorised persons in and around the examination room(s)
- (j) All candidates must be advised timeously of requisites such as rulers and drawing instruments to be used in the examination of specific learning areas e.g. Technology
- (k) Ensure that the invigilators complete the absent/present column on attendance register correctly
- (l) Assist with relief invigilation in centres
- (m) Ensure that scripts are properly batched and packed according to the candidates' examination numbers once the session has ended. The attendance register belonging to a certain batch of scripts must be included with that batch
- (n) The collection of the scripts or the delivery of the scripts to the regional/district/circuit office, as arranged by the regional/district/circuit office, is the responsibility of the chief invigilator

- (o) Chief invigilators should ensure that all equipment to be used by candidates is serviced timeously and is in perfect working condition and available at the examination venue on the day of the examination
- (p) Collect, check and sign all invigilation claim forms, if applicable
- (q) Submit written reports on all suspected and other cases of irregularities to the district office without delay.

**NOTE:** The head office/regional office/district or circuit office must be informed in writing of any changes in venue, invigilation timetables, etc.

## **4.2 SPECIFIC DUTIES OF INVIGILATORS**

### **4.2.1 Admission of candidates to, and their exit from, the examination room**

- (a) Every candidate must produce his/her admission letter as well as proof of identity, preferably his/her official identity document, driver's licence or passport, on admission to the examination room. Invigilators must enforce this requirement rigorously.  
If a candidate fails to produce the required documents, an irregularity will be declared and the candidate will be allowed to present the required documents to the invigilator after the examination, failing which the normal procedure pertaining to irregularities must be followed.
- (b) A candidate should be seated at least 15 minutes before the commencement of the examination session. The invigilator should be present in the examination room from the time that the examination room is opened to the candidates until the end of the session.
- (c) Only in exceptional circumstances may a candidate be admitted to the examination room after the commencement of an examination, but not after an hour has elapsed.
- (d) A candidate may not leave the examination room during the course of the first hour of the examination session.
- (e) Only a candidate who has registered for the examination, the invigilator concerned, the chief invigilator and an authorised representative of the department may be present during an examination. An examiner who has to conduct an oral examination, or a reader of test passages may be present in the

examination room/centre for the period required for the execution of his/her duties.

- (f) All persons not officially concerned with the examination should leave the examination room before the envelopes containing question papers are opened, and such persons may not enter the examination room during the examination.
- (g) In an emergency a candidate may leave the examination room temporarily but only under supervision.
- (h) The invigilator should move about continually in the examination room but without disturbing the candidates.
- (i) Any candidate contravening the rules and regulations of the examination should be referred to the chief invigilator without delay.
- (j) The invigilator must ensure that the candidate's examination number, which appears on his/her timetable, is written at the top of each examination answer book and at the top of each loose sheet of paper used by that candidate during the examination.

#### 4.2.2 Instructions to candidates

The following instructions to candidates must be discussed in detail during an information session before the actual start of the examination and, if necessary, at the start of each examination session.

The following is a guideline of what may be read out to candidates:

- (a) *Examinations will now be conducted in this room in the following subjects: (the invigilator then announces the actual learning areas, e.g. Language, Literacy and Communication, Human and Social Sciences, etc). Candidates who have not entered for these learning areas must now leave the examination room.*
- (b) *No explanation of examination questions may be asked for or given.*
- (c) *As soon as you have handed in your examination script, you must leave the examination room. You will not be allowed to leave the examination room within the first hour from the start of the session. In an emergency a candidate will be allowed to leave the examination room under supervision.*

- (d) *A candidate must carefully read and comply with the instructions which appear on the front cover of his/her answer book and also those on the question paper.*
- (e) *You are not allowed to assist another candidate or try to assist him to get help or communicate with anybody other than the invigilators. Any questions should be directed to the invigilator.*
- (f) *You may not create a disturbance in the examination room or behave in an improper or unseemly manner.*
- (g) *You may not disregard the instructions of the invigilator.*
- (h) *Unless otherwise stipulated for an examination, you may not have a book, memorandum, notes, maps, photos or other documents or papers (including unused paper), or other material which may be of help to you in the examination, other than that provided to you by the invigilator and the admission permit in your possession, while you are in the examination room. The excuse that you have forgotten that you had it in your possession will not be accepted.*
- (i) *Only non-programmable calculators may be used by a candidate in the examination, except in learning areas where these are indicated on the question paper as being prohibited.*
- (j) *If you do not obey these instructions, you render yourself liable to suspension from future examinations, and the Department may, in such a case, refuse to give you credit for other examination papers written.*
- (k) *All aids and answer books as well as answer sheets issued to you must be handed in before you leave the examination room.*

#### 4.3 EXAMINATION SCRIPTS

- (a) All work, including rough work, is to be done on the script/answer book/papers provided. Candidates may not be given scripts especially for rough work and all used answer books, including spoiled answer books, are to be collected.
- (b) Strict attention is to be paid to the instructions, if any, printed at the top of an examination question paper on using separate answer sheets for particular sections or parts of a paper.
- (c) Invigilators may not issue a second answer book to a candidate before they have satisfied themselves that the first answer book is full, except where



subparagraph (b) is applicable. Steps are to be taken to ensure that candidates do not receive more answer books than they require.

Where more than one answer book is used, every answer book is to be numbered to indicate the number of the answer book and the total number of answer books handed in, e.g. 1 of 1 (only one answer book was handed in), 2 of 3 (the second answer book of a total of 3), etc.

- (d) Under no circumstances may the names of the candidates or the name of the institutions where they are enrolled, appear anywhere on their answer books.
- (e) Under no circumstances may a candidate be allowed to remove either a used or an unused answer script from the examination room.

#### **4.4 HANDLING OF EXAMINATION QUESTION PAPERS**

- (a) Before the examination commences, the chief invigilator is to draw the attention of all candidates to:
  - (i) the main instructions on the examination timetable and on the answer books; and
  - (ii) the fact that no recognition will be given to answer scripts or any other answer sheets which candidates omit to hand in immediately on conclusion of the examination session in the paper concerned.
- (b) After the question papers have been distributed to candidates, the invigilator must ask the candidates to go through the question paper with him or her, page by page, checking it against the certified copy, to ensure that on each page:
  - (i) the number of the page is correct;
  - (ii) the name of the examination paper is the same on each page; and
  - (iii) the frame/border around the printed matter is complete.
- (c) Invigilators are to check against a control list (mark sheet) that every candidate has received the correct question paper for the learning area and level at which the candidate entered.
- (d) Invigilators may not, on any account, read aloud to a candidate any question or part of a question, or draw attention to any error which he/she



may have observed in any of the examination questions unless an errata is included in the question paper. They may not respond to any enquiry from a candidate in a manner which would be regarded as an explanation of the question.

#### 4.5. INVIGILATION

- (a) Invigilators must ensure that candidates write their correct examination numbers on their scripts.
- (b) Chalkboards must be cleared of all writing, drawings, etc.
- (c) Each session must commence and terminate according to the time specified on the examination timetable.
- (d) An invigilator may not knit, read, mark or do any work that will hamper him/her in the execution of his/her duties as invigilator.
- (e) An invigilator may not sit down but must move around the examination room without disturbing the candidates.
- (f) An invigilator may not help a candidate with the answering of any examination question or explaining any "unclear" part of the examination paper to the candidate.
- (g) An invigilator may not invigilate a learning area which he/she teaches in any level except where the learning area demands it, e.g. Economic and Management Science, etc.
- (h) Invigilators may not speak to one another or cause a disturbance to candidates.
- (i) Invigilators may not leave the examination room or leave the candidates unattended.
- (j) An invigilator must position him/herself inside the examination room facing the candidates and may not invigilate from outside the examination room looking through the windows.
- (k) Invigilators may not allow candidates to copy.
- (l) Copies of question papers may not be given to anybody outside the examination room nor may they be taken out before the session has ended and the candidates have left the room.
- (m) Invigilators must adhere to the special examination requirements of certain subjects.

#### **4.6 PACKING OF THE SCRIPTS BY THE INVIGILATORS AFTER EACH SESSION**

**Invigilators should:**

- (a) Check that candidates who were present and wrote the paper are marked present and those who were absent are marked absent.
- (b) Arrange the scripts which belong to a specific mark sheet in numerical order according to the examination numbers appearing on the mark sheet, e.g. if there are 150 candidates, there should be three mark sheets and three piles of scripts.
- (c) Place the mark sheet which belongs to a pile of scripts on top of the pile of scripts.
- (d) Wrap the scripts and the mark sheets and write down the centre number, Learning Area and the number of scripts on the wrapper. Consideration should also be given to sealing scripts on return.
- (e) Make sure that all the scripts are handed in and that each parcel of scripts is accompanied by its relevant mark sheet.
- (f) Deliver the scripts to the district/circuit office or the official responsible for the collection of the scripts. Scripts should be returned to the district/circuit office on a daily basis.

#### **4.7 DEALING WITH MARK SHEETS**

This is one of the most important documents and it is of vital importance to the examination process. It must be completed correctly by the invigilators on duty in the examination room. The following should be noted about mark sheets:

- (a) There must be at least one mark sheet for each learning area written at a centre.
- (b) If there are more than 50 candidates writing a certain learning area, there should be more than one mark sheet. (One mark sheet is used for every 50 candidates or part thereof)
- (c) The examination numbers of the candidates should appear on the mark sheet.

- (d) It is imperative that mark sheets are accompanied by the correct set of scripts.
- (e) The ONLY "writing" which invigilators should include on the mark sheet, is the completion of the "absent/present" column.
- (f) All mark sheets must be returned to the provincial head office via the regional/district/circuit office concerned, even if none of the candidates wrote the particular paper.
- (g) Under no circumstances should information be added to the mark sheet
- (h) Information appearing on a mark sheet may not be deleted or changed.
- (i) If an mark sheet is not included with the question papers, this should be reported by the Centre Manager/Chief invigilator to the regional/district office. The regional/district office, in turn, has to report this to the provincial head office.
- (j) In instances where mark sheets are not included with the question papers, hand-written copies should be completed and submitted.

#### **4.8 RELIEF INVIGILATION**

- (a) All invigilators invigilating sessions longer than 2 hours should be relieved for a maximum of 20 minutes.
- (b) The Head of the Institution/chief invigilator acts as a relief invigilator for the first 6 (six) invigilators.

One relief invigilator may be appointed for each 6 invigilators or part thereof.

For example: 0 - 6 Invigilators: Centre Manager/Chief Invigilator

7 - 12 Invigilators: Centre/Chief Invigilator + 1 Relief Invigilator

## **ANNEXURE E**

<b>RETURN OF SCRIPTS</b>
--------------------------

- (a) Examination scripts should either be fetched from the examination centre by an examination official or delivered to the regional/district office by the chief invigilator or by a designated official.
- (b) A register should be kept at all points where scripts are transferred. Officials involved in the transfer of scripts should sign this register, which should be kept at the regional/district office until the end of the examination and then transferred to the provincial head office.
- (c) Under no circumstances should scripts be kept at an examination centre overnight.
- (d) Examination scripts should also be sealed in a special envelope to prevent them from being tampered with.
- (e) When scripts are received at the provincial head office, they should be checked against the relevant mark sheet, before being transferred to the marking centre. A record should be kept of all examination scripts transferred to the marking centre and the marking centre manager must sign for the receipt of these scripts.
- (f) It is recommended that a control system that is accurate and reliable be put in place so as to allow officials to ascertain where particular scripts are at a given time.

## **ANNEXURE F**

### **MARKING PROCEDURE**

Marking can either commence at the termination of the examination or a staggered approach can be adopted where marking commences while the examination is in progress. In this approach the scripts are marked soon/immediately after they are written. The advantage of this approach is that it removes the pressure associated with marking at the end of the examination and the problems associated with assembling a large number of markers during a stipulated period at three or four marking centres. This approach to marking, however, has implications for centres as markers are withdrawn from centres. It also has repercussions relating to the conditions of service of educators, since marking is done during the centre term.

The marking procedure in terms of the different learning areas should be left to the chief examiner. "Script marking" may be used in certain subjects, rather than "question marking". The "question marking" approach creates logistical problems but it is advantageous in contributing to standardisation in the marking process.

## **ANNEXURE G**

### **DEALING WITH IRREGULARITIES**

#### **1. INTRODUCTION**

It is essential that examination irregularities be handled in an appropriate and uniform manner. It is therefore necessary that a clear policy regarding the handling of irregularities is formulated. This policy should not only be applied uniformly in the province (i.e. regions, districts, circuits), but also across all provinces. Since all irregularities have legal implications, it is vital that there be a detailed policy, and secondly, that the policy be applied with great circumspection.

#### **2. STRUCTURE OF THE IRREGULARITIES COMMITTEE**

The Irregularities Committee should be responsible for the handling of irregularities and report to the Head of Department on all matters relating to irregularities. The Irregularities Committee must enjoy credibility and acceptance by all stakeholders in the examination process. The important role of the committee makes it necessary that senior officials in the department serve on this committee. The Director for Examinations may recommend to the Head of Department, or his delegate, the appointment of senior officials of the department to serve on the Irregularities Committee. It is also recommended that the Irregularities Committee includes representatives from the teacher unions, and the ABET Centre governing bodies where applicable. The chairperson of the committee should be appointed by the Examination Board. The Irregularities Committee could also be established as a sub-committee of the examination board. The Irregularities Committee should also be decentralised to the regional or district offices.

### **3. FUNCTIONS OF THE IRREGULARITIES COMMITTEE**

There are three main phases in dealing with irregularities:

- (a) Identification of an irregularity (i.e. at the examination centre, at the marking centre, etc.)
- (b) Confirmation of an irregularity (i.e. the gathering of evidence or the investigation required in respect of the irregularity)
- (c) Recommendation regarding the particular irregularity (i.e. the action to be taken with regard to particular irregularities)

### **4. NATURE OF IRREGULARITIES**

#### **4.1 IRREGULARITIES INVOLVING CANDIDATES**

The following is a list, amongst others, of the irregularities that may involve learners:

- Candidate caught in possession of unauthorised material in the examination room
- Candidate caught copying from notes or textbooks
- Candidate caught copying from fellow candidates
- Candidate caught obtaining help from or being helped by another candidate
- Assisting another candidate
- Receiving assistance from any other person
- Creating a disturbance, intimidation, drunkenness, disregarding the arrangements and/or the reasonable instructions of the invigilator
- Failure to produce identification document or the presentation of improper documents
- Late arrival at the examination centre
- The erroneous handing in of blank examination scripts
- Assistance provided by invigilator to candidates
- Examination written by another candidate
- The answer book submitted being different from the one issued by the invigilator
- Different handwriting in script



- Two examination scripts submitted for one candidate
- Crib notes discovered in scripts at the marking centre
- Incorrect examination number or no examination number
- Script removed from examination room and submitted later
- Examination written outside the examination centre
- Leaked/Stolen question paper
- Examination script which is damaged
- Examination script lost or missing
- No examination number on the mark sheet
- Writing at another examination centre
- Bribery
- Registering at more than one centre
- Any other action which is in contravention to the rules governing the administration of examinations in the provinces.

#### **4.2 IRREGULARITIES INVOLVING EXAMINATION OFFICIALS**

Irregularities relating to examination officials may be identified during the following stages of the examination process:

- Setting and moderation of question papers
- Typing, printing and distribution of question papers
- Invigilation
- Marking, i.e. incorrect information provided by markers; divulging confidential information to unauthorised persons
- Data processing

## **5. PROCEDURE TO BE FOLLOWED IN DEALING WITH IRREGULARITIES**

### **5.1 IRREGULARITIES INVOLVING CANDIDATES**

The procedure to be followed when dealing with irregularities involving learners would depend on when the irregularity is identified and the nature of the irregularity.

Irregularities may be identified:

- (a) before the examination paper is written;
- (b) while the examination paper is being written; or
- (c) while the scripts are being marked.

#### **(a) Before the Examination Paper is Written**

This will apply to candidates obtaining information on the examination paper before the paper is written. The first step will be to verify the leakage of the paper and the extent of the leakage, i.e. is it confined to a particular school, group of schools, a region or is it widespread? This can be done via the regional and district offices and in collaboration with the Heads of the Institutions. If the leakage is widespread, then the provincial education department must arrange for the question paper to be re-written on a date following the completion of the examination. If the Irregularities Committee is convinced that the leakage is confined to a single or extremely limited number of examination centres, then the committee may recommend to the Head of Department that the action taken be limited to candidates at those particular examination centres.

#### **(b) While the Examination Paper is being Written**

The following procedure should be followed when an irregularity is suspected by the invigilator:

- (i) The invigilator must remove the candidate's script and write the word "IRREGULARITY" on the cover, noting the time of the removal. The candidate should then be handed another answer

book. The second answer book must also be endorsed with the words "NEW ANSWER BOOK" and the time.

- (ii) The invigilator must also take possession of any unauthorised material which the candidate may have in his/her possession. Such material and the examination script/answer book become the property of the department and the candidate shall not have the right to demand the return thereof.
- (iii) The candidate should be informed that the fact that he/she may continue with the examination is not a condonation of his/her contravention of the examination rules and that the incident will be reported to the provincial department.
- (iv) Immediately following the examination the invigilator must complete a full report concerning the irregularity. This report should be accompanied by a report from the Head of the Institution or Chief Invigilator.
- (v) The candidate must also hand in a written response to any charge of irregularity during the examination. This written response should be signed by one of the candidate's parents or guardian, should he/she be a minor. If the candidate refuses to submit a written response, this should be noted and the candidate should sign a document to confirm this.
- (vi) A candidate who, having been subjected to the procedure described above, persists in contravening the rules of the examination, may be removed from the examination room and have his/her script confiscated. The same procedure should apply to a candidate who, after the first warning, continues to cause disturbance or continues to contravene other examination rules.
- (vii) The provincial education department must stipulate a time period within which all irregularity reports must be submitted.

**(c) While the Examination Scripts/Answer Books are being Marked**

- (i) When a marker suspects that there has been an irregularity, e.g. between candidates, he/she should consult with the examiner concerned.

- (ii) If the marker and the examiner are convinced that an irregularity has taken place, then a report must be written concerning the matter. The whole examination script/answer book must be marked in the usual way regardless of the suspected irregularity. The candidate should not in any way be penalised by the marker. The report and the marked script should then be handed to the Irregularities Committee.
- (iii) Scripts, which are being investigated for possible irregularities, must be handled separately.

## **5.2 ACTION TO BE TAKEN AGAINST LEARNERS WHO ARE INVOLVED IN IRREGULARITIES**

After examining all reports on irregularities, the Irregularities Committee should decide on whether a particular case needs further investigation or whether a recommendation on the action to be taken, can be made to the Head of Department.

If the case requires further investigation, the committee may call upon any official in the service of the department, invigilator or any learner, to appear before the committee to give evidence. The committee may question a candidate who is accused of an irregularity so that the candidate's side of the case may be heard.

The committee must also have access to any room or place at an examination centre and may examine any book, register or other document and may take possession of any book, record, document or any article which, in the committee's opinion, may in any way be connected with the investigation.

A report on each irregularity, together with a recommendation on the action to be taken, must be submitted to the Head of Department.

The following is a list of the irregularities and the actions that may be taken by the provincial education department:

**IRREGULARITIES INVOLVING LEARNERS**

No.	IRREGULARITY	ACTION TO BE TAKEN
(a)	Candidate caught in possession of unauthorised material	<ul style="list-style-type: none"> <li>Marks for the learning area should be regarded as null and void. In the case where there are two or more papers, the mark for the entire learning area is declared null and void even though the candidate was cheating in one paper.</li> <li>The candidate must be banned from writing the examination for a year, i.e. the results of the current year are cancelled and the candidate is excluded from the examination in the following year.</li> </ul>
(b)	Candidate caught copying from notes or textbooks	As in (a).
(c)	Candidate caught copying from fellow candidates	As in (a).
(d)	Candidate caught obtaining help from or being helped by another candidate	As in (a).
(e)	Assisting another candidate	As in (a).
(f)	Creating a disturbance, intimidation, drunkenness, disregarding the arrangements and/or the reasonable instructions of the invigilator	<ul style="list-style-type: none"> <li>Candidate must be restrained by the invigilator failing which the police are called.</li> <li>As in (a) and other criminal charges as determined by the police.</li> </ul>
(g)	Writing on incorrect learning area	<ul style="list-style-type: none"> <li>Each PED should deal with this as a technical irregularity following their own particular action.</li> <li>Workshops to train invigilators in the handling of candidates entering on the incorrect learning area and other irregularities should be organised.</li> </ul>
(h)	Failure to produce ID or the presentation of improper documents	<p><u>Failure to produce identification documents</u> This does not relate to full-time candidates as they are expected to produce admission letters since the chief invigilator or any other invigilator can identify them. Part-time candidates must produce their IDs and if they do not produce them they must not be allowed to write the subject.</p> <p><u>Improper documentation</u> This is regarded as fraud and should be reported to the police. As in (a).</p>
(i)	Late arrival at the examination centre	Candidates should not be allowed to enter or leave the examination room within a certain period of time as stipulated by the PEDs.
(j)	The erroneous handing in of blank examination scripts	Depending on the details of the case, the PED should decide on the action to be taken.
(k)	Assistance provided by invigilator to learner	<ul style="list-style-type: none"> <li>In the case where the learner admits guilt, the marks are cancelled and the learner is allowed to write the following examination.</li> <li>Where the learner does not admit guilt and there is hard evidence that assistance was provided by</li> </ul>

		the invigilator, then (a) is applied.
(f)	Examination written by another candidate	<ul style="list-style-type: none"> <li>This must be regarded as fraud and handled by the police.</li> <li>After the courts confirm the charge of fraud and the penalty is imposed, the action taken by the Department will be the same as in (a).</li> </ul>
(m)	The answer book submitted being different from the one handed out by the invigilator	If guilty, apply (a).
(n)	Different handwriting in script	If found guilty, apply (a).
(o)	Two examination scripts submitted for one learner	This should be investigated. If the learner is found guilty, apply (a).
(p)	Crib notes discovered in scripts at marking centre	If the learner denies knowledge of the notes, then an investigation should be carried out. If the learner is found guilty or he/she accepts guilt, then (a) can be applied.
(q)	Incorrect examination number or no examination number	This is a technical error and must be dealt with administratively as stipulated by the PEDs.
(r)	Script removed from examination room and submitted later	<ul style="list-style-type: none"> <li>The script must be marked as normal, pending the outcome of the investigation.</li> <li>If the investigation confirms an irregularity, the marks in that subject must be cancelled but the candidate must not be barred from the final examination the following year.</li> </ul>
(s)	Examination written outside the examination centre	<ul style="list-style-type: none"> <li>This must be regarded as fraud and criminal charges must be pursued by the police.</li> <li>If the candidate is found guilty, (a) must be applied.</li> </ul>
(t)	Leaked/Stolen question paper	<ul style="list-style-type: none"> <li>In the case of a demonstrated complicity in gaining prior access to the question paper, the results of ALL the subjects are cancelled.</li> <li>The candidate must be barred from writing examinations for 3 – 5 years.</li> <li>This must be regarded as a criminal case and must be referred to the police.</li> </ul>
(u)	Examination script which is damaged	Each case must be investigated and the actions taken must be determined by the PEDs based on the merits of each case.
(v)	Examination script lost or missing	The PED is to determine in a fair manner a calculated mark and submit this to SAFCERT for approval.
(w)	No examination number on the mark sheet	This is a technical error and must be dealt with administratively.
(x)	Writing at another examination centre	The examination centre must contact the centre at which the examination should be written and arrange through the District or Regional offices for the transfer of the script.
(y)	Bribery	As in (a).
(z)	Registering at more than one centre	If discovered the registration must be cancelled and the candidate can register for the next examination.



### **5.3 ACTION TO BE TAKEN AGAINST EXAMINATION OFFICIALS INVOLVED IN IRREGULARITIES**

All irregularities involving examination officials should be handled in terms of the procedures relating to misconduct of employees.

### **5.4 SPECIAL MEASURES TO BE OBSERVED IN DEALING WITH IRREGULARITIES**

5.4.1 PEDs must compile and distribute a list of candidates' names, with their examination numbers, who are found guilty of irregularities. This will assist in identifying candidates who are guilty in another province.

5.4.2 The PEDs must also add the copyright clause on their question papers.

5.4.3 Candidates should not be allowed to register at more than one examination centre.



## ANNEXURE H

### MINIMUM REQUIREMENTS FOR A COMPUTER SYSTEM

1. Browse Information on Files: Enable the user to browse through information available on all data files, e.g. look through candidates registered at a specific centre to find a candidate's ID numbers.
2. Entries: Candidate entries are registered per examination by means of electronic/magnetic media or directly within the on-line environment. Full candidate validation takes place according to the rules and regulations set out by National Education.
3. Mark Sheets: Generation of mark sheets, capturing and controlling of mark sheets. The mark sheets are also printed with bar codes for controlling the flow of mark sheets at strategic points.
4. Examination Results: All results are processed programmatically in accordance with the rules and regulations set out by the national Department of Education.
5. Mark Adjustment: Also known as "ogiving", compares the subject written marks to a five-year norm and recommends adjustment to give candidates a fair pass rate.
6. Learning Area information: All subject and paper information is carried forward from the previous examination and, where required, changes are made. *Learning area* information has a direct influence on validation of candidate entries, candidate promotion, examination packing procedures, timetable, admission letters, etc.
7. Irregularities: Irregular candidates are suspended individually or per examination centre. This subsystem controls the correspondence and investigations into these irregularities.

8. Region, Area, Circuit or Examination Centres: All examination centres are registered and allocated to a circuit, area and region as well as their respective provinces.
9. Candidates and Document History: Candidates who enter on an ongoing basis and apply for certification, are processed along with their historical information for possible certification.
10. Document issuing and issues: Control and enquiries concerning all documents issued by the department via the computer system since 1907.
11. Preliminary number of candidate entries: Is an optional system that can be used by management to gauge the number of candidate entries per *centre* so that up front planning, budgeting and stationery requirements can be made.
12. Recovery of Funds: Control of funds received from examination centres for examination fees paid.
13. Re-Marking and Checking: When a candidate applies for re-marking or re-checking his certificate is suspended and re-marking or re-checking takes place.
14. Supplementary Examinations: Automatic registration of learners that qualify for supplementary examinations.
15. Stationery and Examination Aids: Controlling of codes and descriptions used by candidates during examinations.
16. Question Paper Stock Maintenance: Used to monitor the reproduction of examination papers and to highlight shortages.
17. Packing of stationery/question papers: Reports are generated to assist with the packing and distribution of question papers and examination stationery supplied by the department.

18. Statistics: All statistics pertaining to pass and fail rates, entry irregularities, etc. can be extracted per province, region or at a national level, and made available for press releases, subject advisors, planners and management.
19. Timetable: Dates, times and duration of each question paper are maintained for candidate admission letters, payment of examiners, etc.
20. System Parameter and System Index Maintenance Indexes: Standard names used etc. are maintained by the systems administrator.
21. Word Processor: Editing of letters for irregularities, examination results, candidate entries, etc.
22. Examination Marking Claims: Control and payment of examiners for bulk marking sessions by means of cheque or direct payment.
23. Hand Claims: Indirect payment of examiners' claims and expenses incurred by means of cheque or direct payment.
24. SANMED Functions: Updating of sectors and magisterial codes per examination centre for statistical purposes for the national Department of Education.
25. Invigilators' Claims: Payment of invigilators' claims and expenses incurred by means of cheque or direct payment.
26. Question Papers (setting of papers): Control of the setting of examination papers and correspondence between the department, examiners and moderators.
27. Examination Officials: Appointment and control of all examination officials' personal information.
28. Job Control and General Functions: Control of batch processes, bulk printing, task scheduling, etc.

## GLOSSARY

**Chief Invigilator**

is the head of the institution who is accountable and responsible for the administration of examinations and other related matters, at the examination centre.

**Examination Board**

is a body comprising stakeholders and role-players in education and particularly with respect to examinations. Such a body is responsible for facilitating the process of policy formulation on examinations and related matters in the province and is responsible for advising the Head of Department on all matters relating to examinations.

**Examining Body**

is the provincial education department or any other body responsible for conducting examinations at a point of withdrawal.

**Examination Centre**

is the venue at which the examination is written. All examination centres must be registered with the provincial education departments.

**Executive Officer**

Refers to the administrative head of the South African Certification Council (SAFCERT).

**Grade**

means that part of an educational programme which a learner may complete in one school year, or any other education programme which the Member of the Executive Council may deem to be equivalent thereto.

**Head of Department**

refers to the head of an education department.

**Head of the Institution**

refers to the educator appointed or acting as head of a learning site.

**Invigilator** is responsible for the conducting of the examination in the examination room. Invigilators would be educators or reputable members of the community.

**Learning site** the environment or location where learners are given the opportunity to access the learning programme.

**Personnel Administration Measures (PAM)**

this policy document outlines the remuneration and other service conditions of educators who are employed in terms of the Educators' Employment Act.

**Part-time candidate** is a learner who does not attend a public or independent school registered with the department of education. Such a candidate may enter for one or more subjects at each examination sitting.

**Stakeholder** refers to an organisation or body with a direct and continuing interest in the education institution, programme, phase or sector in question.

**School** refers to a public school or an independent school which enrolls learners in one or more grades between Grade R and Grade 12.

**South African Certification Council (SAFCERT)**

is the council established in terms of the South African Certification Council Act No. 85 of 1986, to issue certificates at points of withdrawal and to ensure that the certificates issued by the council represent the same standard of education and examination.

**Subject Grade** refers to the level of complexity, i.e. the depth, breadth and scope at which the subject is offered. Currently there are three grades at which a subject may be offered, i.e. higher, standard and lower grades. Lower grade is being phased out of the system.

Printed by and obtainable from the Government Printer, Bosman Street, Private Bag X85, Pretoria, 0001

Publications: Tel: (012) 334-4508, 334-4509, 334-4510

Advertisements: Tel: (012) 334-4673, 334-4674, 334-4504

Subscriptions: Tel: (012) 334-4735, 334-4736, 334-4737

Cape Town Branch: Tel: (021) 465-7531

Gedruk deur en verkrygbaar by die Staatsdrukker, Bosmanstraat, Privaatsak X85, Pretoria, 0001

Publikasies: Tel: (012) 334-4508, 334-4509, 334-4510

Advertensies: Tel: (012) 334-4673, 334-4674, 334-4504

Subskripsies: Tel: (012) 334-4735, 334-4736, 334-4737

Kaapstad-tak: Tel: (021) 465-7531