



EXAMINATION INSTRUCTION No. 06 of 2013

- DATE :** 21 JANUARY 2013
- TOPIC :** REGISTRATION OF EXAMINATION CENTRES FOR 2014
- TO :** ALL CHIEF DIRECTORS AND DIRECTORS AT HEAD OFFICE AND DISTRICT OFFICES
: PRINCIPALS AND STAFF OF ALL ORDINARY SECONDARY SCHOOLS
: PRINCIPALS AND DIRECTORS OF INDEPENDENT SCHOOLS
: SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATION NEEDS AND ABET CENTRES
: MEMBERS OF SCHOOL GOVERNING BODIES
: TEACHER ORGANISATIONS AND UNIONS
: RELEVANT NON-GOVERNMENTAL ORGANISATIONS
- ANNEXURES:** A: APPLICATION TO REGISTER AS AN EXAMINATION CENTRE
B: INSPECTION TOOL FOR A CENTRE REQUIRING THE STATUS OF AN EXAMINATION CENTRE
C: SERVICE CONTRACT
D: SAMPLE OF THE FILE ARRANGEMENT
E: PROOF OF REGISTRATION
F: MANAGEMENT PLAN
- ENQUIRIES :** TEL: 011 355 0958
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Making education a societal priority

Office of the Director: Examinations & Assessment

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MEMORANDUM

TO : ALL CHIEF DIRECTORS AND DIRECTORS AT HEAD OFFICE AND DISTRICT OFFICES
: **PRINCIPALS AND STAFF OF ALL ORDINARY SECONDARY SCHOOLS**
: **SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATION NEEDS AND ABET CENTRES**
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: **RELEVANT NON-GOVERNMENTAL ORGANISATIONS**
: **PRINCIPALS AND DIRECTORS OF INDEPENDENT SCHOOLS**

FROM : RENE VERMAAK
ACTING DIRECTOR: EXAMINATIONS AND ASSESSMENT

DATE : 21 JANUARY 2013

SUBJECT : REGISTRATION OF EXAMINATION CENTRES FOR 2014

This Examination Instruction serves to inform head of institutions, district offices and other stakeholders of the procedures regarding the registration of examination centres.

Non compliance will be regarded as a serious deviation from policy.

Your co-operation in this matter is appreciated

Regards

RENE VERMAAK
ACTING DIRECTOR: EXAMINATIONS AND ASSESSMENT

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REGISTRATION OF EXAMINATION CENTRES FOR 2014

1. PURPOSE OF THE EXAMINATION INSTRUCTION

- To inform district directors, heads of institutions and other stakeholders of the procedures regarding the registration of examination centres for 2014 .
- To ensure that all public schools, AET centres and independent schools are audited to ensure that they comply with the minimum requirements in order to be registered as an examination centre.

2. LEGISLATIVE POLICY FRAMEWORK

- 2.1. National Education Policy Act, 1996 (Act. No.27 of 1996).
- 2.2. South African Schools Act, 1996 (Act No. 84 of 1996).
- 2.3. National Policy on the Conduct, Administration and Management of the Assessment of the Senior Certificate as published in Government Gazette, No. 26789, Volume No. 471 of 17 September 2004.
- 2.4. Regulations for the Conduct, Administration and Management of Assessment for the Senior Certificate as published in the Government Gazette No. 28156, Volume 484, of October 2005.
- 2.5. An addendum to the Policy document, the National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF) regarding Learners with Special Needs as published in the Government Gazette No. 29466, Volume 1266 of 11 December 2006.
- 2.6. National Protocol on Assessment for Schools in the General Education and Training Band (Grades R – 12) 21 October 2005 and Amendment as published in the Government Gazette No. 29467, Volume 498 of 11 December 2006.
- 2.7. National Policy on the Conduct, Administration and Management of Assessment of the National Certificate: A Qualification at Level 4 on the National Qualifications Framework (NQF) as published in the Government Gazette No. 30048, Volume 505 of 6 July 2008 and as amended in Government Gazette No. 32522, Vol. 530 dated 26 August 2009
- 2.8. Regulations pertaining to the Conduct, Administration and Management of assessment for the National Senior Certificate, published in the Government Gazette No. 31337, Volume 518 of 29 August 2008.

- 2.9. Minimum Admission Requirements for Higher Certificate, Diploma and Bachelor's Degree Programmes requiring a National Senior Certificate, published in the Government Gazette No.31231, Volume 751 of 11 July 2008.
- 2.10. National Curriculum Statements (NCS) Grades R – 9 and 10 -12 (General).

3. REGISTRATION PROCESS

- 3.1 In order to ensure that ALL the examination centres comply with the minimum criteria for registration, the status of **ALL the existing examination centres will be cancelled on the system as from October 2013** and be reloaded onto the system upon approval by the Director: Examinations and Assessment.
- 3.2 **All Public schools** are therefore requested to complete a checklist (Annexure A) and the application form (Annexure C) and to submit both documents before the commencement of audit as per Management Plan, to the District Director at the District Office. The audit of institution of learning will take place during the first three school terms of 2013.
- 3.3 An official from the District will visit the centre and complete Annexure B with a view of verifying that the centre meets all the minimum standards for registration as an examination centre.
- 3.4 Upon receipt of Annexure B, the District Director will either recommend or not recommend that the centre be registered as an examination centre.
- 3.5 Application forms of examination centres that have been recommended by the District Director will be submitted to the Director: Examinations and Assessment for approval. Recommended Independent Schools/Centres will be required to come to the head office in order to sign a Service Contract with the Director – Examinations and Assessment in October 2013.
- 3.6 All forms signed by the Director: Examinations and Assessment will then be sent to Juta Street to the Deputy Director System Admin for uploading onto the system.
- 3.7 A centre number will then be generated and communicated with the school/centre through the Director: Examinations and Assessment.
- 3.8 Documents must be submitted in a neat and clearly demarcated file. (See annexure D).

ANNEXURE A

 <p>GAUTENG PROVINCE EDUCATION REPUBLIC OF SOUTH AFRICA</p>	DIRECTORATE: Examinations and Assessment	
	Enq: Mafeta Mkhondo Tel : 011 355 0598 Cell: 071 351 2944	111 Commissioner Street Johannesburg PO BOX 7710 Johannesburg 2000

**APPLICATION TO REGISTER AS AN EXAMINATION CENTRE – 2014
EXAMINATIONS**

**PLEASE COMPLETE APPLICATION FORM AND SUBMIT TO THE DISTRICT
OFFICE AS PER MANAGEMENT PLAN**

	Yes	No
New Application		
Re-application		

1. BASIC SCHOOL DETAILS

NAME OF SCHOOL: _____

PHYSICAL ADDRESS:

2. CONTACT NUMBERS:

Telephone : _____

Cell No. : _____

Fax : _____

E-mail : _____

3. CONTACT DETAILS OF THE PRINCIPAL/CENTRE MANAGER/DIRECTOR

Telephone : _____

Cell No. : _____
Fax : _____
E-mail : _____

Tick in the appropriate box (-es) for the examination centre registration applying for:

NATED Report 550 NSC AET LEVEL 4 NSC REPEAT

NAME OF INSTITUTION

DISTRICT

DATE

Kindly complete the checklist by making a cross in the applicable blocks. Please ensure that the necessary documentation as requested is attached.

1. Is the centre registered as an institution?

YES NO

Please provide the registration number of the centre: _____

2. Does the centre have adequate space to accommodate the number of candidates currently enrolled for all grades.

YES NO

3. Please indicate the number of candidates the examination centre will host during the *NATED Report 550 May/June Senior Certificate and/or National Senior Certificate and/or ABET Level 4.

SC NSC AET L 4 NSC REPEAT

4. Please indicate the number of "desk spaces" available e.g. five classrooms at 35 learners per class=175

Desk spaces: _____

5. a. Please indicate whether the school has appropriate furniture to seat candidates.

YES NO

Please indicate the actual number of furniture in the school.

Number of single desks : _____
Number of double desks : _____
Number of chairs : _____

5. b. Where the facilities are shared by full-time or part-time learners during the day or evening, will the furniture be sufficient without disturbing the rest of the learners during the examinations?
5. c. Please indicate whether the centre has the necessary equipment and infrastructure to offer subjects where specialized equipment is needed.

YES	NO
-----	----

Please list the subject for which the equipment is available e.g. Computer Application Technology, Information Technology, Engineering Graphics and Design etc:

Please note that if the centre does not have the necessary equipment, then learners may not be accepted for these subjects at this examination centre.

6. Does the examination centre have adequate facilities to safeguard examination material?

YES	NO
-----	----

Indicate:

Strong room		
Safe		
Other		

If other, specify : _____

7. Does the centre have adequate ventilation and lighting?

YES	NO
-----	----

8. Please check compliance in relation to fire hydrants, access doors etc. Private institutions must provide a copy of the local health and fire services clearance certificate.

Certificate available:

YES	NO
-----	----

9. Does the examination centre have adequate toilet facilities available?

YES	NO
-----	----

Number of female toilets : _____
Number of male toilets : _____

10. Is there clean running water in the premises?

YES	NO
-----	----

11. Is the venue quiet and safe enough for an examination centre?

YES	NO
-----	----

12. Does the venue qualify to be classified as an institution in terms of general norms and standards?

YES	NO
-----	----

13. Are there suitable invigilators available for the *NATED 550 May/June Senior Certificate and/or ABET Level 4 Examinations?

YES	NO
-----	----

14. If educators are used, are they all registered with SACE?

YES	NO
-----	----

15. Proof of SACE certificate provided.

YES	NO
-----	----

16. Has a chief invigilator been appointed for the *NATED* Report 550 May/June Senior Certificate and /or ABET Level 4 Examination?

YES	NO
-----	----

Name : _____
Designation : _____

In private institution where a permanent invigilator has been appointed, the name and particulars of the invigilator needs to be submitted as requested on the attached form.

17. Does the existing examination centre have the examination manual and all relevant documentation of the previous year?

YES	NO
-----	----

PRINCIPAL/CENTRE MANAGER/DIRECTOR

SIGNATURE

SCHOOL STAMP

 <p>GAUTENG PROVINCE EDUCATION REPUBLIC OF SOUTH AFRICA</p>	DIRECTORATE: Examinations and Assessment	
	Enq: Mafeta Mkhondo Tel : 011 355 0598 Cell: 071 351 2944	111 Commissioner Street Johannesburg PO BOX 7710 Johannesburg 2000

INSPECTION TOOL FOR A CENTRE REQUIRING THE STATUS OF AN EXAMINATION CENTRE

Name of Examination Centre : _____

GDE Registration Number : _____

Name of Principal/Centre Manager : _____

District : _____

Minimum Standard	Y	N	Areas of good practice	Areas of concern	Intervention strategy	Time frame
▪ Registered as an education institution						
▪ Suitable venue to accommodate all candidates – sufficient space and appropriate furniture						
▪ Adequate general security						
▪ Adequate facility for the storage of examination material – strong room, safe, other (<i>specify</i>)						
▪ Clearance certificate – in terms of the applicable municipality by-laws – from the local fire and health services (<i>Attach Copy of Certificates</i>)						
▪ Adequate and appropriate ventilation and lighting						
▪ Access to sufficient water and acceptable and adequate toilet facilities						

Minimum Standard	Y	N	Areas of good practice	Areas of concern	Intervention strategy	Time frame
<ul style="list-style-type: none"> ▪ Availability of the necessary equipment and facilities required for the proper assessment of all learners with special needs who are registered at the centre 						
<ul style="list-style-type: none"> ▪ Suitably qualified teaching staff or members of the community who can be trained as invigilators 						
<ul style="list-style-type: none"> ▪ The necessary equipment and infrastructure to offer practical subjects, e.g. <i>CAT/IT</i>, etc. 						
<ul style="list-style-type: none"> ▪ Exam manual, invigilation guidelines, and all relevant examination documentation of the previous year 						
<ul style="list-style-type: none"> ▪ Suitable and secure arrangements for the transportation of examination material between the centre and nodal point/district office 						
<ul style="list-style-type: none"> ▪ No examination answer books – used, unused and spoilt – left over from previous years 						
<ul style="list-style-type: none"> ▪ Evidence that the conduct of the examination has been properly planned 						
<ul style="list-style-type: none"> ▪ Assessment plan for the current year ▪ Grade 11 of the previous year's mark schedule signed by DAT (<i>Include Copies</i>) 						
<ul style="list-style-type: none"> ▪ Repeat candidates have submitted statements of results (<i>Include Copies</i>) 						
<ul style="list-style-type: none"> ▪ Grade 11 reports for new entrance in Grade 12 verified with previous school (<i>Include Copies</i>) 						

The centre has met the minimum requirements for registration as an examination centre:

YES NO

DISTRICT OFFICIAL

SIGNATURE

DATE

PROVINCIAL OFFICIAL

SIGNATURE

DATE

I _____, District Director,

RECOMMEND **NOT RECOMMEND** that the centre be

REGISTERED as an examination centre for the year _____

I _____, Director: Examinations and assessment

DIRECTOR: EXAMINATIONS

SIGNATURE

APPROVED **NOT APPROVED** that the centre be

REGISTERED as an examination centre for the year _____

 <p>GAUTENG PROVINCE EDUCATION REPUBLIC OF SOUTH AFRICA</p>	DIRECTORATE: Examinations and Assessment	
	Enq: Mafeta Mkhondo ☎ Tel : (011) 355 0598 Cell: 071 351 2944	111 Commissioner Street Johannesburg PO BOX 7710 Johannesburg 2000

SERVICE CONTRACT ENTERED

INTO BY AND BETWEEN

GAUTENG DEPARTMENT OF EDUCATION

AND

(Name of Independent School)

IN RESPECT OF

REGISTRATION AS AN EXAMINATION CENTRE

FOR THE NATIONAL SENIOR CERTIFICATE / SENIOR

CERTIFICATE EXAMINATION

FOR THE YEAR _____

This is only valid for the year of examination (inclusive of the supplementary examination).

1. The conclusion of this contract confirms that the independent examination centre has met the following minimum preliminary requirements for registration as an examination centre:
 - 1.1 sufficient space and appropriate furniture for the seating of candidates;
 - 1.2 adequate general security;
 - 1.3 a lock-up facility for the storage of examination material;
 - 1.4 clearance – in terms of the applicable municipal by-laws – from the local fire and health services;
 - 1.5 provision of proper lighting;
 - 1.6 access to sufficient water and acceptable and adequate toilet facilities;
 - 1.7 teaching staff, suitably qualified and in sufficient numbers, to be trained and utilised as invigilators; and
 - 1.8 evidence of the centre's ability to meet any and all costs relating to electricity, water, taxes and/or rental for the premises for the duration of the examination.
2. The Head of Department retains the right to re-evaluate the independent centre at any time in respect of any or all of the above-mentioned criteria.
3. Gauteng Department of Education retains the right to monitor the conducting of the National Senior Certificate/Senior Certificate examination and related assessment processes at the independent centre at any time, without prior warning. This includes the appointment of a chief invigilator at the assessment centre for the duration of the National Senior Certificate/Senior Certificate examination.
4. The independent centre, in concluding this service contract, commits itself to abide unquestionably by all regulations in respect of the conducting, administration and management of the National Senior Certificate/Senior Certificate examination and related assessment processes, as well as procedures contained in the applicable national and provincial regulations.
5. Where, in the opinion of the Head of Department, and as a result of a preliminary investigation, developments at the independent centre may adversely affect the interests of candidates or the integrity of the examination or related assessment processes, Gauteng Department of Education reserves and retains the right to take control of the conducting, administration and management of the examination centre with immediate effect.

6. Failure to abide by any of the regulations or other reasonable requests in respect of the conducting, administration and management of the National Senior Certificate/Senior Certificate examination and related examination processes, as well as procedures contained in the national or provincial regulations, may result in the deregistration of the independent centre as an examination centre by Gauteng Department of Education.
7. All examination centres are required to operate on premises that were approved for this purpose by the Head of Department. Where relocation does occur, the new premises must again be inspected by the relevant provincial education department for evaluation as an examination centre.
8. No examination centre may consider relocation within or less than sixty (60) days before the commencement of the final National Senior Certificate/Senior Certificate examination.
9. Where relocation of an independent centre is unavoidable, due to external factors (e.g. a natural disaster), the following procedure must be strictly adhered to:
 - 9.1 The Head of Department must immediately be informed in, writing, of the enforced relocation.
 - 9.2 Learners and their parent(s) or guardian(s) must be informed.
 - 9.3 The independent centre is obliged to ensure the presence of proper notices at the old centre, clearly indicating, *inter alia*, the location of the new venue, the name of a contact person and a telephone number for the contact person.
 - 9.4 The independent centre will ensure the publication of such information in the printed/electronic media.

10. Procedure to follow when a centre relocates to new premises

- 10.1 Should any centre relocate to new premises, their registration as an examination centre lapses immediately and they will be forced to seek registration at the new premises from the Gauteng Department of Education.
- 10.2 In exceptional circumstances, and provided that the centre has an unblemished record as far as irregularities and administration are concerned, the Head of Department may allow the centre to continue to operate for the current final exit examination year only, during which time the centre must apply for, and be granted examination centre status in respect of the new premises. Should such permission be refused, or for any other reason not granted, the registration of the centre shall lapse forthwith.

- 10.3 Should this process run over the year-end, no new candidates may be registered until a decision has been taken on the registration of the centre.
- 10.4 The onus is on the head of the institution (centre manager/principal) to inform the Head of Department timeously of the intention to relocate.
- 10.5 The Head of Department shall inform the chief invigilator, in writing, of the course to be followed.
- 10.6 If the application for the registration of the centre is unsuccessful, the Head of Department shall inform the head of the institution (centre manager/principal) that the registration of the centre has elapsed.
- 10.7 The Head of the institution shall have the right to respond to the decision and furnish reasons as to why the centre should not be deregistered.
- 10.8 The Head of Department shall consider such representation before making a final decision. This decision must be conveyed, in writing, to the Head of the institution. This decision is final.

PRINCIPAL/CENTRE MANAGER/DIRECTOR

SIGNATURE

DATE

DIRECTOR: EXAMINATION AND ASSESSMENT

SIGNATURE

DATE

ANNEXURE D

 <p>GAUTENG PROVINCE EDUCATION REPUBLIC OF SOUTH AFRICA</p>	DIRECTORATE: Examinations and Assessment	
	Enq: Mafeta Mkhondo ☎ Tel : (011) 355 0598 Cell: 071 351 2944	111 Commissioner Street Johannesburg PO BOX 7710 Johannesburg 2000

SAMPLE OF THE FILE ARRANGEMENT

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2.	Annexure B – Completed Inspection Tool for a Centre Requiring the Status of an Examination Centre	B
3.	(Independent Schools/Centres) Annexure C – Service Contract	C
4.	Candidates' Application Forms Sorted Alphabetically and Numbered Sequentially	D
5.	List of Candidates who had Submitted Forms	E
6.	Declaration by the Principal/Centre Manager	F

NB: The file dividers will be as the sample above

 <p>GAUTENG PROVINCE EDUCATION REPUBLIC OF SOUTH AFRICA</p>	DIRECTORATE: Examinations and Assessment	
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Proof of registration the SC/NSC/AET Level 4 20___ examination

Name: _____

Original stamp from the centre

SCHOOL STAMP

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MANAGEMENT PLAN

FIRST PHASE MANAGEMENT PLAN: AUDIT OF INDEPENDENT SCHOOLS		
TERMS	DISTRICT OFFICES	TARGET
First Term	Sedibeng East, Sedibeng West, Ekurhuleni South and Johannesburg South	Independent Schools
DATE	ACTIVITY	RESPONSIBILITY
27 January 2013	Submission of completed Annexure A to the District Director	Principals of all public schools, AET Centre Managers and Independent schools' Centre Managers
28 January to 20 March 2013	District officials visit centres for verification	District Officials and Provincial Officials
26 March 2013	Submission of recommended applications to Head Office	District Office: Examination Sections
SECOND PHASE MANAGEMENT PLAN: AUDIT OF INDEPENDENT SCHOOL		
TERMS	DISTRICT OFFICES	TARGET
Second Term	Ekurhuleni South, Gauteng North, Tshwane West, Tshwane South and Johannesburg Central	Independent Schools
DATE	ACTIVITY	RESPONSIBILITY
14 March 2013	Submission of completed Annexure A to the District Director	Principals of all public schools, AET Centre Managers and Independent schools' Centre Managers
09 April to 21 June 2013	District officials visit centres for verification	District Officials and Provincial Officials
30 June 2013	Submission of recommended applications to Head Office	District Office: Examination Sections

THIRD PHASE MANAGEMENT PLAN: AUDIT OF INDEPENDENT SCHOOL

TERMS	DISTRICT OFFICES	TARGET
Third Term	Johannesburg West, Johannesburg East, Gauteng West, Gauteng East, Ekurhuleni North and Johannesburg North	Independent Schools
DATE	ACTIVITY	RESPONSIBILITY
14 June 2013	Submission of completed Annexure A to the District Director	Principals of all public schools, AET Centre Managers and Independent schools' Centre Managers
15 July to 20 September 2013	District officials visit centres for verification	District Officials and Provincial Officials
30 September 2013	Submission of recommended applications to Head Office	District Office: Examination Sections