Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

**CHIEF DIRECTORATE
CURRICULUM MANAGEMENT
Directorate: Assessment & Examinations**

Provincial Curriculum Guidelines (PCG 09/2007)

Script
Control Manual

Working Together • Siyasebenzisana • Samewerking

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Foreword

The main focus of the Directorate of Assessment and Examinations is to enhance the credibility of the national and provincial examination system. One of the main performance indicators of the Directorate is to secure examination - related activities and documents as this impacts on the authenticity of the results and certification processes.

The terrain of public examinations management is a highly regulated one. The unit has a responsibility to account for millions of scripts that are written by candidates. The loss of one script for any candidate is disastrous for that individual candidate. One lost script is one script too many!

As a result of challenges identified in the conduct of the 2006 examination, a need was identified for the improvement of the management of the script flow from schools to districts, central depot, marking centres and back to the central depot.

This document therefore seeks to create that road map and it is anticipated that it will enable us to execute our activities more efficiently everyday.

A journey of a thousand miles starts with one step and if required this document shall be re-engineered, informed by practical lessons and experiences.

The Directorate of Assessment and Examinations confirms its intention to continue to produce guideline documents of this nature as it is our quest for excellence through high performance. Our desire to make 'Siyasebenzisana' a living motto shall never be satiated.

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E.M.MABONA
DIRECTOR: ASSESSMENT & EXAMINATIONS

1. Background

The development of manuals for all areas of operations in the Directorate has been mooted for some time now. This specific manual dealing with the flow of scripts at all levels from the writing at the examination centre, the district, the depot, to the marking centre and back to the depot is long overdue. The idea of compiling a manual was hastened when the Assessment and Examinations Directorate was seriously challenged during the November 2006 examinations in certain aspects of script management, administration and control. There was a realization that all gaps in the flow of scripts had to be closed. The era of relying on trust in some respects for script control is over. Systems, structures, policies and procedures have to come into effect.

At the Marking Centre Review Meeting on 09 February 2007 an undertaking was made to develop an 'entire flow of scripts' system to be used for all future examinations. A task team was established to set the process in motion. The task team met two weeks later for two days during which the 'entire flow of scripts' system was analysed and gaps identified. Out of this meeting a preliminary document was drawn up and presented to the Interprovincial District Examinations and Assessment Committee (IDEAC) on 29 March, 2007. The document was deliberated and the task team was requested to refine it, make additions and prepare a professional document for publication and future use. Further consultation was held with relevant stakeholders prior to the finalisation of this Provincial Guideline Document.

2. Purpose

The aim of this document is to give guidance and prescription to all examination officials on the management of the flow of scripts in the examination system. It should enable anybody that needs to understand the flow of scripts to use the document with ease.

3. Scope

The system for the flow of scripts is the main focus of this document. A written script would be preceded by a question paper and it was decided that the latter should form part of the overall flow system. The document would thus start with the flow of Question Papers from the Printers to the Districts and to the Examination Centres where the actual writing takes place.

The flow will then proceed with written scripts from the Examination Centres to the respective District Office and from there to the Depot. From the Depot the scripts would be transferred to the Marking Centres where the actual marking takes place. At the Marking Centre strict control needs to be kept over the scripts at all of the following stages:

- Control of Batches in the Control Room
- Control Room to Examiners
- Examiners to Markers
- Examiners to Control Room
- Marking Venue to Irregularities Committee
- Control of Marked Batches and Mark Sheets in Control Room
- Copying of Controlled Batches in Control Room
- Sorting/Dispatching of Original Mark Sheets for Capturing
- Control Room Packing

The document concludes when marked scripts are transferred back to the depot for storage and filing.

4. Legal framework

This document has been drawn up within the context of the following documents:

1. Constitution of R.S.A. Act No.108 of 1996.

2. Regulations for the Conduct, Administration and Management of Assessment for the Senior Certificate (No. 28156 of 21 October, 2005)

3. The National Policy on the Conduct, Administration and Management of Assessment for the Senior Certificate, 2004.

4. The National Policy on the Conduct, Administration and Management of Assessment for the National Senior Certificate, 2006.

5. Regulations for the Conduct, Administration and Management of the GETC and ABET Level 4 Assessment and Examinations.

6. The National Policy for the Conduct, Administration and Management of the GETC and ABET Level 4 Assessment and Examinations.

7. Guideline Integrated Security System for Public Examination.

8. Promotion of Access to Information Act (PAIA), 2000.

9. Provincial Curriculum Guidelines (PCG 07/2006): Management and Operational Framework for the Assessment and Examinations Directorate.

5. Definitions

Batch	The number of scripts per mark sheet not exceeding 50 in total.
Control Room	A special venue at the marking centre for the receiving, controlling, distribution and storing of scripts during the marking process.
Depot	Venue at the Provincial Office where all the marked scripts are stored in security bins.
Examination Centre	Venue where learners are writing the examination.
Filing	The order/system used for storing to enable easy retrieval of documents.
Form B	The document used to record the marks of an unregistered candidate whose particulars do not appear on any mark sheet.
Green bin	Special plastic security container used to store and transport question papers and unmarked scripts.
Irregularity	Any action that violates rules and regulations that govern examinations.
Mark Sheet	Document on which the marks of a learner per subject, grade, paper and examination centre are recorded.
Markers	Educators employed to do actual marking of scripts per candidate.
Marking Centre	Venue where marking of written examination scripts is taking place.
Marking Venues	Venues inside the marking centre where the actual marking takes place.
Question Paper	An assessment tool drawn up by examiners that has to be answered by learners.
Scanning	Electronic process of controlling mark sheets and answer scripts.
Security Bin	Special white containers to pack in marked scripts at the marking centre which will eventually be stored at the depot.
Storage	Physical means of packing in the storage facility.
Written Script	The examination pad/book that contains the answer of a candidate.

6. Control of Question Papers

6.1 Head Office

1. Mark sheets are generated by the Information Technology and Certification Section (IT) at Head Office for all examinations.

6.2 The Printers

1. Mark sheets are handed to contracted Printers to be included with relevant question papers.

2. Printers must include correct original (white) mark sheets with specific question papers in sealed envelopes (coloured) that are not transparent.

3. The transport company will collect question papers from the printers for delivery to districts according to transport specifications.

4. Printers are to prepare delivery notes to be signed by the transport company and the districts on receipt of the question papers.

6.3 District Level

1. At the district, officials have to control the receipt of the question papers per bin, per subject, grade and paper.

2. All bins should be opened and checked immediately. Only after that may the debit note be signed.

3. Packing Lists and Mark Sheet Control Lists should be available in advance at the district

4. All question papers received must be checked against the Packing Lists.

5. Districts must ensure that all question paper envelopes are sealed and not damaged. If a seal is broken, any irregularity suspected should be checked to determine whether the contents are intact and reported to the Provincial Office immediately.

6. Question papers are to be packed in the strong room according to dates on the timetable, per subject, per paper and per centre.

7. Question papers to be kept under lock and key at all times. The handling and control of the strong room key is the responsibility of the DCES Examinations.

8. Question papers to be prepared for distribution to schools on a daily basis.

9. Districts must implement the Question Paper Distribution List for delivery to schools.

10. This same Question Paper Distribution List will be used for collection by or submission to the District Office.

6.4 Exam Centre Level

1. The Chief Invigilator should sign for the receipt of Question Papers. Question Papers are to be collected by a person specified by the school.

2. Question papers are to be stored in a secure place until 30 minutes before the start of the writing session.

3. Sealed envelopes are to be opened in the examination room in front of candidates 15 minutes before the start of the writing session.

4. The Chief Invigilator must ensure that the envelope contains the subject to be written on a specific day and that the number of question papers is sufficient.

5. The Chief Invigilator must also ensure that all envelopes contain a mark sheet and a transparent envelope.

6. Candidates should not read question papers until instructed to do so. Question papers to be put face down on desk until 10 minutes before writing.

7. The Chief Invigilator must check the number of pages with candidates and issue instructions to start writing on time as per the final time table.

7. Control of Scripts

7.1 At Exam Centre (School) Level

7.1.1 Exam centres where all learners write in one venue

7.1.1.1. Every candidate producing an Admission Letter/Identity Document should sign the Attendance Register at least 15 minutes before the commencement of examinations.

7.1.1.2. A candidate that finishes his/her examination before the formal conclusion should raise/ her hand to allow the Chief Invigilator to:
- make him/her initial next to his examination number on the mark sheet;
- collect the script.

7.1.1.2.1 Those candidates who do not finish 15 minutes before the formal conclusion of the examination must wait to be attended to by the Chief Invigilator.

7.1.1.3. Individual candidates should leave the venue after his/her script has been collected by the invigilator and Chief Invigilator and he/she has completed the necessary signatures.

7.1.1.4. The total number of scripts collected should equal the number of signatures on the attendance register and mark sheets.

7.1.1.5. The scripts should then be batched in the order as per mark sheet and the wrapper information completed in detail.

7.1.1.6. It is very important for the number of scripts to match the number of signatures on the mark sheet when it is batched.

7.1.1.7. If candidates wrote and their examination numbers do not appear on a mark sheet, then a Form B must be completed for them.

7.1.1.7.1 Candidates should be marked absent on the mark sheet on which they are incorrectly registered.

7.1.1.8. The batched scripts written for a specific day should be delivered to or collected by the District Office on the same day.

7.1.1.8.1 A Form B Register should be kept at the examination centre containing Form B copies.

7.1.1.9. When the Chief Invigilator has completed checking a batch, he/she must complete the detail on the back of the mark sheet and sign on the back of the mark sheet.

7.1.2 More than one exam venue used

7.1.2.1. Centralized signing of the attendance register should be followed.

7.1.2.2 Floating of Chief Invigilator between venues for the signing of relevant mark sheets by candidates is essential.

7.2 At the District Office

7.2.1   The Question Paper Script Distribution List should be signed by the district official when scripts are received from the examination centre. The examination centre official also signs the same Question Paper Script Distribution List.

7.2.2   Batches received from examination centres should be recorded in the Mark Sheet Control List of the district.

7.2.3   The mark sheets must be controlled and verified by the district officials through scanning. The scanning process should be as follows:

7.2.3.1   *All mark sheets with subjects, number of mark sheets and number of candidates registered per subject must be supplied by the provincial office on compact disks(CD's) or through network to District Offices before the start of examinations.*

7.2.3.2   *Mark sheets must be scanned in from schools (centres) after the subject is written with the number of candidates that wrote. A printout should show the following:*

- *Difference between the number of candidates who registered and wrote;*

- *Outstanding mark sheets for the subject with centre numbers.*

7.2.3.3   *Districts Offices must bring a printout of all the mark sheets received (scanned) back from schools (centres) as well as the ones they did not receive when they submit scripts to the depot. These printouts must indicate the centre number – subject – mark sheet number – number of candidates registered – number of candidates wrote – Provincial Office control column. For example:*

1.   *Indicate that mark sheet was received by District Office.*

2.   *Indicate that mark sheet was not received by District Office from school (centre). If possible, it should indicate those outstanding in the column.*

3.   *Totals of registered candidates, candidates that wrote and the difference must be shown on the scanned mark sheet below.*

EXAMPLE OF SCANNED MARK SHEET SUBMITTED BY DISTRICTS TO DEPOT

NO	CENTRE NO	SUBJECT	M/SHEET NO	NO CANDIDATES REGISTERED	NO OF CANDIDATES WROTE	DIFFERENCE	COMMENTS BY DEPOT (SIGNATURE)
1	307024	Afr 1st l HG P1	A 303387-3	50	48	2	
2	307031	Afr 1st l HG P1	A 303388-1	24	(Outstanding)		
3	Totals			74	48	2	

Submitted by: ……………………………Date: …………………..

Received by: ……………………………Date:…………………...

7.2.3.4   After submitting to the depot, District Offices will have a clear indication of which mark sheets are outstanding per subject.

7.2.3.5   District Offices must be able to make a printout of the mark sheets received and outstanding at any point and time during the examination to see which mark sheets are still outstanding from subjects that have been written.

7.2.3.6   At the end of the examinations, District Offices must be able to make a printout which will show the mark sheets per subject received from Provincial Office and mark sheets per subject submitted to Depot as well as the outstanding mark sheets per subject, if any. This printout should also show the number of candidates registered and candidates wrote and the difference in numbers.

7.2.3.7   If the above is possible no District Office should have any outstanding mark sheets at the end of the examinations because an outstanding list of mark sheets will be available to them on a daily basis and they can do a follow – up every week. The provincial office will have the same printout available to remind District Offices of the outstanding mark sheets.

7.2.3.8   The above method of control will give Marking Processes Management Sub-directorate the opportunity to appoint the correct number of markers per subject because the correct number of candidates who wrote will be available.

7.2.3.9   If controlled correctly, there will be no outstanding mark sheets at any marking centre in any subject.

7.2.3.10   District Offices must submit a complete printout of all subjects and mark sheets to the Depot at the end of the examinations.

7.2.4   Record each script received against the examination number on the mark sheet for a specific subject and paper.

7.2.5   Make sure that the information on the wrapper is correct and signed.

7.2.6   Seal the scripts with the mark sheet in the appropriate wrapper inside a transparent envelope.

7.2.7   Nil mark sheets must be treated exactly as batches with scripts.

7.2.8.   Pack one subject per grade and paper in one bin for delivery to the depot.

7.2.9   Paste a clear label on the bin indicating what subject it contains.

7.2.10 Pack the batches in the bin as per the sequence of the Control Register as it will make control easier at the depot.

7.2.11 The batches should be accompanied by a printout from the scanner per subject, grade and paper.

7.3 District Office deliveries to Head Office Depot

7.3.1   The transport company delivers green bins to the Depot as per a pre-arranged delivery schedule.

7.3.2   The Depot should sign for the number of sealed bins received from the transport company.

7.3.3   The transport company may leave after delivery because the depot personnel sign for the number of bins received and not for the contents of the bins.

7.3.4   The depot records the number of bins received in its own Incoming Register.

7.3.5   The depot will have a record of all mark sheets per district per subject provided by the IT Section as per Mark Sheet Control List or from the depot scanners.

7.3.6   When district offices submit mark sheets with the scripts to the depot, it will not be scanned immediately.
   •   It will be controlled according to the printout submitted by the district offices.
   •   Spaces for signatures must be provided for on the printout both for districts and depot
   •   Scanned mark sheets in 7.2.3.3.

7.3.7   Scanning in the depot will start after submission by district offices. Mark sheets will be scanned without entering the number of candidates that wrote. This information is available from the printouts submitted by district offices.

7.3.8   Immediately after scanning, subjects will be packed in white security bins according to mark sheet numbers, subjects and districts. If all mark sheets have been submitted,the security bins will be sealed and stored until dispatched to marking centres. This will also assist the depot staff to make entirely sure that all mark sheets have been submitted.

7.3.9   Districts should account for any discrepancies of batches not received that should have been received as per delivery schedule, well in advance of the opening of the marking centre.

7.3.10   A record should be kept of district responses at the depot.

7.3.11   All mark sheets should be accounted for before the opening of the marking centres.

7.4 Depot to Marking Centres

7.4.1   Depot staff should repack batches received from districts in security bins specially marked per subject, grade and paper for different Marking Centres.

7.4.2   All sealed green boxes will go to the marking centres together with a file compiled from the printouts (control lists) received from District Offices when submitting their mark sheets (scripts).

7.4.3.   Bins are collected by the transport company from the depot and delivered to the marking centres. At the marking centre, these bins are to be received by the Principal of the school or Control Room Managers. Bins are to be stored in a secure place.

7.4.4.   Scripts not belonging to a marking centre should be referred to the marking centre where it belongs, but Head Office should be notified accordingly.

7.5 Control of Scripts at the Marking Centre

7.5.1 Control of Batches in Control Room (CR)

Stage 1

1. Unpacking all bins received, sorting all batches (mark sheets & scripts) into different groups i.e. of subjects, grades, papers from District 1 – 23 separately.
   - Pack batches in squares on floor, or on tables, separating the A (Full Time) and B (Part Time) batches.

2. Trained Examination Assistants(EA's) should open all batches of various subjects and implement the following:
   - Ensure that all batches include a mark sheet.
   - Ensure that all batches are inside a wrapper.
   - Ensure that information on wrappers are completed.
   - Count the number of scripts per batch and compare the counted number with information on wrapper.
   - Write the counted number on back of wrapper and initial next to it.
   - If the number on wrapper is the same as the number counted, the specific batch is recorded in the relevant Mark Sheet Control List. (Write number in pencil in the provided block next to mark sheet number).
   - Problem batches are to be taken to CR Manager and Administrative staff for checking

3. EA's should check for any Form B's with batches and take them to the FORM B Check point to be registered.

4. Controlled batches, including Form B batches should be packed on floor or on tables per district, subject, paper and grade.

5. The Control Room Manager should compile a record of all outstanding batches (mark sheets) and fax to Head Office all relevant districts immediately after completing the checking of all batches.

6. The Control Room Manager should get a detailed record from all examiners i.r.o pre-marked batches to update the CR Mark Sheet Control List.

7. Sealed security bins should be opened and scanned without entering the number of candidates that wrote. A printout of scanned mark sheets must be used to verify whether all mark sheets have been submitted. This printout must accompany the scripts to the examiner for control purposes.

Example of printout:

No	Centre no.	M/sheet no.	No. candidates registered	Outstanding	Received by examiner
HISTORY HG PAPER 1					
1	306024	A 3014567	25		Signature
2	306030	A 3013456	43	(outstanding)	

7.5.2 Control Room to Examiners

Stage 2

1. The Control Room Manager to issue all controlled batches for all subjects to the relevant examiner by highlighting the issued batches in the mark sheet control lists / by scanning all mark sheets of issued batches.

2. EA's should stack batches in the marking venue of the examiners from District 1 to 23 ensuring A and B batches are separated / with scanning it is not necessary to stack because scripts will be packed in security bins according to districts.

3. The Administrative Marker and EA's working in the marking venues should count and control all batches received again and indicate the number they counted on the back of the wrapper with their initials next to it.

4. At this stage, the numbers on the front and back of the wrapper should correspond.

5. All controlled batches must now be recorded in the examiners Mark Sheet Control List with a pencil in the appropriate block next to each mark sheet number.

6. Examiner must keep a detailed record of all Form B's received.

7. After the checking in the marking venues has been completed, the Mark Sheet Control List of the examiner and the Mark Sheet Control List of the Control room should be compared to attend to any discrepancies immediately. While scanning examiners should compare with Mark Sheet Control Printout from Control Room.

8. The examiner can then highlight all batches that he/she received from the Control Room and that were controlled in the marking venue and in the CR. After scanning, examiners will tick and sign at bottom of Mark Sheet Control Printout.

7.5.3 Examiners to Markers
Stage 3

1. The examiner should issue controlled batches to the Deputy Examiner and Senior Marker for marking purposes and must keep a detailed record of the batches issued and to whom (Admin. markers can assist in this regard).

2. Deputy Examiners and Senior Markers should issue batches to groups for marking.

3. EA's should check and control marked batches.

4. Deputy Examiners and Senior Markers should return marked batches to the Examiner.

5. Examiner must submit marked and controlled batches back to CR on a continuous basis and record returned batches in the Mark Sheet Control Printout with a coloured hi-lighter. All batches to be scanned in Control Room.

6. Nil returns and Form B batches should be handled exactly as normal batches.

7.5.4 Examiners to Control Room
Stage 4

1. Examiner to submit marked and controlled batches back to CR continuously as marking progresses andto record returned batches in the mark sheet control printout with a coloured hi-lighter (orange preferably). All batches to be scanned in Control Room.

2. Nil returns and Form B batches to be handled exactly as normal batches.

3. The CR to receive all marked and controlled batches from marking venues and indicate in mark sheet control list by highlighting the relevant mark sheet number with another colour. Examiners will return marked scripts to control room where they will be scanned with the number of candidates wrote.

7.5.5 Marking Venue To Irregularities Committee
Stage 5

Once a suspected irregularity has been identified and the examiner confirms it, the following process must be undertaken:

1. The scripts must be marked like any other script, without prejudice.

2. The affected questions must be clearly marked IRR in the margin with a red pen and be bracketed.

3. The following information must be filled in the IRREGULARITY FORM:
   - A clear statement must be made by the examiner, stating why the affected answers in the script are considered an irregularity.
   - The examiner must make a clear recommendation(s) of steps that must be taken.
   - The IRREGULARITY FORM should be placed on top of the batch of scripts.
   - The mark sheet at this stage is not marked IRR.

4. The HANDING OVER FORM is filled stating the mark sheet number carrying the scripts.

5. The Examiner or an official delegated by the examiner should hand over scripts to the Deputy Centre Manager for Irregularities. Both officials should sign the HANDING OVER FORM.

6. The IRREGULARITIES COMMITTEE thoroughly scrutinizes and discusses the alleged irregularity and the recommendation(s) forwarded by the Examiner.

7. If the alleged irregularity is confirmed and concluded by the IRREGULARITIES COMMITTEE the following steps are taken:
   - The committee should recommend measures to be taken.

- IRR should be written on the mark sheet next to the examination number of the affected candidates.
- The whole batch of scripts should be returned to the marking venue. The HANDING OVER FORM should be signed again to confirm its return to the mainstream of other scripts.

8. If the alleged irregularity cannot be solved at the marking centre by the committee and needs further investigation by the district, the following measures should be taken:
- The affected scripts must be separated from the rest of the batch.
- The mark sheet should be marked IRR opposite the affected examination numbers.
- The mark sheet should be duplicated in a different colour and placed on top of the affected scripts.
- The IRREGULARITY FORM should be signed by the examiner and the IRREGULARITIES COMMITTEE, clearly stating the suspected irregularity and the recommendation by the committee for further investigation by the district, must be placed on top of the affected scripts.
- The scripts should be bound in a new wrapper and details are filled in the new wrapper.
- The Deputy Centre Manager should fill a HAND OVER FORM so that these scripts can be transferred to the affected districts for further investigation.
- After concluding the investigation, the district must return the scripts to the PROVINCIAL IRREGULARITY OFFICIAL with recommendations.

9. The script(s) that are not affected in the batch should be returned to the marking venue accompanied by the original mark sheet, to join the mainstream of other scripts.

7.5.6 Controlling of Marked Batches & Mark sheets in CR
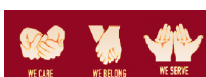**Stage 7**

1. Control Room EA's should verify the following information of each and every marked batch returned to the CR: (EA's should work with only one batch at a time)
- The number of scripts should correspond with the number on mark sheet and wrapper.
- The order of scripts should be as per mark sheet.
- Verify marks on scripts with marks on mark sheet.
- Ensure that marks are entered next to relevant examination number.
- Ensure that "999" are entered on mark sheets when applicable
- Check if all hash totals are added correctly.(Calculator to be used).
- Ensure that initials are made next to any corrections on mark sheets by senior marker.
- Check if mark sheets were signed by marker, EA, etc.
- If any discrepancies are detected, the complete batch must be returned to the examiner to implement corrections.
- CR should keep proper record of batches returned to examiners for corrections.
- EA to print name on controlled marked sheets.
- Controlled batches should be dispatched to scanner and then copier.

7.5.7 Copying of Controlled Batches in CR
Stage 7

1. The EA's working at the copier should make two (2) colour copies of each and every mark sheet of all controlled batches.
2. One colour copy should replace the original copy in the batch.
3. The original mark sheets should be placed in labelled boxes as per subject, grade and paper as well as A and B mark sheets, separately.
4. The second colour copy of mark sheets should be placed in identical boxes as the originals, kept as the CR copy and after the closing of marking centres sent to the depot.
5. All copied batches should then be dispatched for packing purposes.

7.5.8 Sorting/Dispatching of Original Mark Sheets for Capturing
Stage 8

1. EA's should sort mark sheets (original & colour copies) of all subjects in the various boxes numerically as per the relevant mark sheet control printout.
2. A and B mark sheets should be sorted separately.
3. This process should continue throughout the day as mark sheets are copied.
4. At the end of each day (19:00), all original mark sheets of all subjects and papers in the control boxes should be compared with the set of colour copies in preparation for dispatching to capturers.
5. A detailed record of the number of mark sheets per subject and paper to be sent to capturers on a daily basis should be compiled.
6. The date of dispatching to capturers is written on the back of each and every colour copy mark sheet in the control boxes.
7. Handing over of original mark sheets to the driver to deliver to the capturing venue is done at this stage.
8. Capturers should sign on the daily submission record for the receipt of all mark sheets.

7.5.9 Control Room Packing
Stage 9

1. Copied batches should be collected from the copier and packed on the floor/tables ensuring that various subjects, grades, papers and A and B scripts are separated.
2. The batches should be sorted according to subject, grade and paper.
3. The packers should sort the various subjects as per the order in the Mark Sheet Control Register. After scanning, mark sheets will go for copying and scripts will go directly into labelled security bins which will indicate centre number, subject and mark sheet number.
4. The sorted batches (subjects, grades and papers separately) should be packed into labelled security bins.
5. B-scripts should be packed in the same security bins as A -scripts if space allows and/or if labelled accordingly.
6. The batch number and the number of scripts per batch will be written on the outside of each security bin.
7. All packed security bins have to be sealed.
8. A detailed record of the number of packed security bins per subject, grade and paper must be compiled.
9. Information displayed on the outside of the security bin should include the following:
    a. Subject packed in the container.
    b. Centers packed in the container.
    c. The number of scripts for each centre (batch).
10. All Form B's should be packed in separate bins per subject, grade and paper.

7.6 Marking Centre to Depot

1. After all batches have been packed in pre-labelled security bins, they will be sealed and stored until they can be dispatched to the Central Depot at Head Office after the closing of the marking centre.
2. The delivery company will collect packed security bins from all marking centres as per predetermined times and dates.
3. The delivery company signs for the number of security bins received and loaded.
4. The Head Office depot should sign for the number of security bins received from the delivery company.
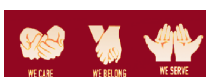
Conclusion

The motto of the Directorate, "Siyasebenzisana", cannot be better applied than in the script control environment. This is because it demands cooperation from staff at the printers, examination centres, districts, marking centres and the depot.

This document assigns accountability to each of the role players for the security of scripts in any specific part of the system.

Therefore, it is fervently hoped that this manual would give direction in our attempts to reduce and ultimately eliminate challenges associated with the management, administration and control of examination scripts.

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E.M.MABONA
DIRECTOR: ASSESSMENT AND EXAMINATIONS   **DATE**

_____   _____
S.P.GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT   **DATE**