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**ASSESSMENT INSTRUCTION 45 of 2014**

**TO:** DEPUTY DIRECTORS-GENERAL

- CHIEF DIRECTORS
- HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
- CHIEF EDUCATION SPECIALISTS
- EDUCATION DEVELOPMENT OFFICERS
- DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
- PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS
- HEADS OF AET CENTRES
- TEACHER UNIONS / ORGANISATIONS
- SCHOOL GOVERNING BODIES

**DATE:** 09 JULY 2014

**2015 REGISTRATION OF EXAMINATION CENTRES  
 PUBLIC & INDEPENDENT SCHOOLS AND AET LEVEL 4 CENTRES**

1.1 This Assessment Instruction serves to inform Principals of schools, both public and independent, Heads of AET Centres and District offices, of the procedures regarding the registration of examination centres for the 2015 National Senior Certificate (NSC) Grade 12, AET L4 examinations, Grades 9, 10 and 11 assessments.

Please Note: This document refers to registration of examination centres and NOT to registration of institutions wishing to offer education.

1.2 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, determine that all public and independent schools, and centres offering AET L4 must be audited in order to ensure that they have the appropriate facilities to serve as examination centres.

Furthermore it stipulates that private providers must apply for registration as examination centres, for which the completion of a Service Contract with the Provincial Department of Education, is a precondition in order for them to qualify for registration as examination centres.

## 2. LEGISLATIVE POLICY FRAMEWORK

- 2.1. National Policy on the Conduct, Administration and Management of Assessment of the National Senior Certificate: A Qualification at Level 4 on the National Qualifications Framework (NQF) as published in the Government Gazette No. 27819, Volume 481, 20 July 2005, as amended.
- 2.2. 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.
- 2.3. National Policy on the Conduct, Administration and Management of the General Education And Training Certificate (GETC): Adult Education and Training (AET) Level 4- A Qualification at Level 1 on the National Qualifications Framework (NQF) published by means of Government Notice No. 1173 in Government Gazette No. 32793 of 11 December 2009 as amended.
- 2.4. Any applicable circular or Assessment Instructions regarding the Conduct, Administration and Management of Assessment of the National Senior Certificate and AET Level 4.

## 3. REGISTRATION

- 3.1. In order to ensure that ALL examination centres comply with the minimum criteria for registration, the status of ALL the existing examination centres will be reviewed on the system as from January 2015 and re-activated on the system upon completion of the relevant application forms.
  - 3.2. Public schools will be registered as per Assessment Instruction 39 of 2010 and need not apply. However, public schools that have introduced approved new Grades 9, 10, 11 or 12 are requested to complete a checklist (Annexure A) and the application form (Annexure C). They must submit both documents on or before 15 August 2014 to the District office Examinations Section. The District will complete the form as required and return it to the Directorate Assessment & Examinations by Friday 22 August 2014.
  - 3.3. It is the responsibility of the District Director to verify compliance with regulations. Schools that are applying for a new grade should note that implementation of grades is done incrementally, i.e. one grade per year.
  - 3.4. AET centres offering Level 4 are required to re-register as examination centres every year. AET centres with L4 need to complete a checklist (Annexure A) and the application form (Annexure C). They must submit both documents on or before 15 August 2014 to the District office Examinations Section. The District will complete the form as required and return the forms to the Directorate Assessment & Examinations by 22 August 2014.
- It is the responsibility of the District Director to verify compliance with regulations.

3.5 All independent schools and part-time centres are required to re-register as examination centres every year. Independent schools and part-time centres need to complete a compliance list (Annexure A) and a service contract (Annexure B for independent schools), together with an application form (Annexure C). They must submit these documents on or before 15 August 2014 to the District, Examination office. The District will complete the form as required and return it to the Directorate Assessment & Examinations by Friday 22 August 2014.

It is the responsibility of the District Director to verify compliance with regulations.

3.6 Only those centres whose application forms have been received on or before the due date will be considered for registration as examination centres.

3.7 Independent schools are registered at the address where the inspection takes place. If the centre relocates without informing the District office, such a centre will be deemed to be deregistered.

3.8 A registered examination centre may under no circumstances establish a subsidiary or satellite centre. ONLY SCHOOLS/CENTRES WITH THE EMIS NUMBER WILL BE CONSIDERED FOR REGISTRATION AS AN EXAMINATION CENTRE.

3.9 The maximum number of learners at an examination centre may not exceed 500 unless written approval is granted by the Head of Department. The required number of registered AET L4 learners for a centre to qualify as an examination centre is 100, unless prior written approval is granted by the Head of Department.

3.10 A centre may only register candidates that are enrolled at that centre as learners. Centres are expressly forbidden to accommodate learners from unregistered institutions.

3.11 Centres that are registering as Part-time Centres may only register bona fide repeat candidates for subjects the candidates were resulted for in the previous year(s). If a repeat candidate offers a new subject that will require internal assessment, specific permission to offer this must be obtained from the Directorate Assessment & Examinations. The registration and management of part-time centres is the responsibility of the District Deputy Chief Education Specialist: Assessment and Examinations.

3.12 Kindly note that any school or AET centre that does not register as an examination centre will not be supplied with examination material. Principals are requested to give the matter of registration their urgent attention to avoid being not registered as examination centres for 2015.

3.13 A list of all approved examination centres for 2015 shall be published on the Eastern Cape Department of Education website.

CONCLUSION

The registration of an independent or public school, or an AET centre and the issuing of an EMIS number does not give the institution the right to offer public examinations. The institution must register as an examination centre as soon as there are learners offering Grades 9, 10, 11 or 12 and AET L4, irrespective of the fact that a valid EMIS number was obtained. Principals and District officials are urged to take this registration process seriously and to meet the deadlines in order to avoid having unregistered learners for 2015 examinations.



DR A.S. NUKU

(A)DDG: INSTITUTIONAL OPERATIONS MANAGEMENT

22/7/2014  
DATE

ANNEXURE A

Province of the  
EASTERN CAPE  
EDUCATION



CHECKLIST TO ENSURE THAT EXAMINATION CENTRES COMPLY WITH THE REQUIREMENTS TO CONDUCT EXAMINATIONS AND COMMON TESTS FOR NSC, AET L4, GRADES 09, 10 & 11  
NOTE: CHECKLIST TO BE COMPLETED BY PRINCIPAL AND VERIFIED BY AN OFFICIAL DELEGATED BY THE DISTRICT DIRECTOR TO DO SO.  
Tick in the appropriate boxes) for the examination centre registration applying for:

AET	GRADE 12	GRADE 11	GRADE 10	GRADE 9
NAME OF INSTITUTION				
NAME OF PRINCIPAL				
PHYSICAL LOCATION OF INSTITUTION (Town/Area)				
NAME OF PRINCIPAL				
CONTACT				
TEL NO				
NAME OF EDO				

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 with the Eastern Cape Department of Education (ECDOE) as an institution offering Grades 10 – 12/ AET L4/Grade 9 ?	YES	NO
	Please provide the EMIS registration number of the institution (District to verify)		
	Additional for Independent Institutions: Is the institution registered with Council for Quality Assurance in General and Further Education and Training (Umalusi) as a service provider offering the Grades 10 - 12?	YES	NO
	Please provide the Umalusi registration number of the institution (District to verify) attach proof		
2	Does the centre have adequate space to accommodate the number of candidates the centre intends to register?	YES	NO
	Please indicate the number of candidates the centre will host during the NSC exam. In the case of full-time learners this must correspond with the institution's 10 <sup>th</sup> school day enrolment, and for part-time and repeaters, please indicate the maximum number that the centre will accommodate.		
	Grade 9	Full Time	Part Time
	Grade 10		
	Grade 11		
	Grade 12		
	AET L4		

3a	Please indicate whether the school has sufficient and appropriate furniture to accommodate the number of candidate indicated above in an examination environment? (District to verify)	YES	NO
3b	Where the facilities are shared by full-time and part-time learners during the day or evening, will the furniture be sufficient without disturbing the rest of the learners during the examinations?	YES	NO
3c	Please indicate whether the centre has the necessary equipment and infrastructure to offer subjects where specialised equipment is needed (e.g. CATN & INFT) (District to verify)	YES	NO

Please tick the subjects offered at the centre for which equipment is available		OFFERED	EQUIP
	CAT		
	INFT		
	CIVIL TECH		
	DRAM ART		
	DANCE		
	ELEC TECH		
	MUSIC		
	VIS ART		

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.



(NAME OF SCHOOL)

This is Only Valid for the year of examination (inclusive of the supplementary examination)

2015

YEAR

FOR

EXAMINATION AND GRADES 3, 6 & 9 COMMON ASSESSMENTS

AET I4 EXAMINATION, GRADE II FINAL

FOR THE NATIONAL SENIOR CERTIFICATE EXAMINATION,

REGISTRATION AS AN EXAMINATION CENTRE

INDEPENDENT SCHOOL IN RESPECT OF

AND AN

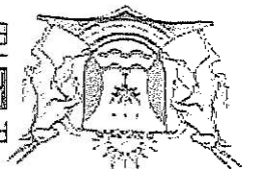
EASTERN CAPE DEPARTMENT OF EDUCATION

AND BETWEEN, THE

INTO BY,

ANNEXURE B  
PRO FORMA SERVICE CONTRACT ENTERED

ASSESSMENT INSTRUCTION 45 OF 2014



1. The conclusion of this contract confirms that the independent 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 adequate toilet facilities;
- 1.7 suitably qualified teaching staff, and in sufficient numbers, to be trained and utilised as invigilators; and
- 1.8 clear evidence of the 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. The Department of Education retains the right to monitor the conducting of the National Senior Certificate examination and related assessment processes at the independent centre at any time, without prior warning. This includes the appointment of a monitoring invigilator at the assessment centre for the duration of the Grade 12 National Senior Certificate (NSC) examination and AET L4 examinations and Grade 11 final examination and Grades 3, 6 & 9 common assessment.

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 Grade 12 National Senior Certificate and AET L4 examinations and Grade 11 final 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, the 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 Grade 12 National Senior Certificate and AET L4 examinations and Grade 11 final 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 the 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 Grade 12 National Senior Certificate examination and AET L4 examinations and Grade 11 final examination and Grades 3, 6 & 9 common assessment. 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,



9.4 The relevant provincial education department 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 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 is 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.

## DEPARTMENT OF EDUCATION:

\_\_\_\_\_  
Initials & Surname

\_\_\_\_\_  
Capacity

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Witness I  
\_\_\_\_\_  
Signature

Witness II  
\_\_\_\_\_  
Signature

Witness I  
\_\_\_\_\_  
Signature

Witness II  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Initials & Surname

\_\_\_\_\_  
Capacity

\_\_\_\_\_  
Date

MANAGEMENT OF INDEPENDENT SCHOOL (IF DIFFERENT FROM OWNER(S)):

Witness I  
\_\_\_\_\_  
Signature

Witness II  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Initials & Surname

\_\_\_\_\_  
Capacity

\_\_\_\_\_  
Date

OWNER(S) OF INDEPENDENT SCHOOL:



ASSESSMENT INSTRUCTION 45 of 2014

2015 REGISTRATION OF EXAMINATION CENTRES PUBLIC & INDEPENDENT SCHOOLS AND AET LEVEL 4 CENTRES

COMMENTS:

Supported  Not Supported

N LEHLAKANE

(A) DIRECTOR: ASSESSMENT & EXAMINATIONS

DATE

11/07/2014

COMMENTS:

Recommended

Not Recommended

E.M. MABONJA

(A) CHIEF DIRECTOR: CURRICULUM MANAGEMENT

DATE

2014-07-22

COMMENTS:

Approved

Not Approved

DR A.S. NOKU

(A) DDG: INSTITUTIONAL OPERATIONS MANAGEMENT

DATE

2014/07/22