



## basic education

Department  
Basic Education  
REPUBLIC OF SOUTH AFRICA

Private Bag X895, Pretoria, 0001, Sol Plaatje House, 222 Struben Street, Pretoria, 0002 South Africa, Tel: (012) 357 3000, Fax (012) 323 0601,  
[www.education.gov.za](http://www.education.gov.za)

**TO: HEADS OF EXAMINATIONS  
HEADS OF CURRICULUM  
NATIONAL ALLIANCE OF INDEPENDENT SCHOOL ASSOCIATIONS (NAISA).  
SCHOOL GOVERNING BODIES  
TEACHER UNIONS  
UMALUSI  
DISTRICT DIRECTORS  
SCHOOL PRINCIPALS**

### **CIRCULAR E21 OF 2020**

#### **PROTOCOL ON THE WRITING OF THE 2020 NOVEMBER EXAMINATION IN COMPLIANCE WITH THE COVID-19 REQUIREMENTS**

1. The advent of the COVID-19 pandemic has necessitated the need for an alternative approach to the general conduct, administration, and management of national examinations. It is imperative for officials entrusted with the responsibility of administering and managing the writing of examinations to ensure that the necessary precautions aimed at protecting both officials and candidates from contracting COVID-19, are observed at all examination centres.
2. The Department of Basic Education (DBE) has developed the ***Protocol on the writing of the 2020 November Examination in Compliance with the COVID-19 Requirements*** to provide schools and examination centres with specific guidelines that must be followed during the writing of the 2020 November examinations.
3. This protocol must be read in conjunction with the ***Standard Operating Procedure (SOP) for the containment and management of COVID-19 for schools and school communities***, issued by the Department of Basic Education, dated 31 August 2020, which is available on the DBE website. The SOP can be accessed using the following link:  
<https://www.education.gov.za/Portals/0/Documents/Recovery%20plan%20page/Links%20for%20schools/dbe-standard-operating-procedure-for-covid-19.pdf?ver=2020-09-16-121920-803>
4. It is also assumed that in cases where the school is being used as an examination centre, the ***Standard Operating Procedure for the containment and management of COVID-19 for schools and school communities***, is being followed and therefore the contents of this Protocol will emphasise certain requirements and also indicate the

additional requirements that must be adhered to. In cases where an examination centre is not an existing school, it is incumbent on the Chief Invigilator at such a centre to ensure that the ***Standard Operating Procedure for the containment and management of COVID-19 for schools and school communities***, is strictly followed.

5. It must also be noted that this protocol on the writing of the 2020 November examination does not replace the ***Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate examinations***, which is the primary legislation governing the management and administration of the NSC examinations.
6. School principals/chief invigilators are requested to attend to the following:
  - (a) A COVID-19 screening team headed by a member of the Senior Management Team (SMT) or Senior Teacher is established.
  - (b) The examination centre is fully prepared so that it complies with the COVID-19 requirements.
  - (c) The invigilation team is fully orientated on the protocol with regard to how the examination should be conducted.
  - (d) Parents of candidates registered to write the 2020 November examination are informed of the contents of the Guideline.
7. Your support in ensuring a safe environment for the writing of the 2020 November examination under the COVID-19 pandemic is greatly appreciated



**DR M MABOYA**

**DEPUTY DIRECTOR-GENERAL**

**DATE: 28/09/2020**