
CONTENTS • INHOUD

<i>No.</i>		<i>Page No.</i>	<i>Gazette No.</i>
GOVERNMENT NOTICES			
Education, Department of			
<i>Government Notices</i>			
564	National Education Policy Act (27/1996): National policy regarding Further Education and Training programmes: Approval of the document: National policy on the conduct administration and management of the National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF)	3	30048
565	South African Schools Act (84/1996): National policy regarding Further and Education and Training programmes: Approval of the document: National Policy on the conduct, administration and management of the National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF)	4	30048

GOVERNMENT NOTICES

DEPARTMENT OF EDUCATION**No. 564****6 July 2007****NATIONAL EDUCATION POLICY ACT, 1996 (ACT NO. 27 OF 1996)****NATIONAL POLICY REGARDING FURTHER EDUCATION AND
TRAINING PROGRAMMES: APPROVAL OF THE DOCUMENT:
*NATIONAL POLICY ON THE CONDUCT, ADMINISTRATION AND
MANAGEMENT OF THE NATIONAL SENIOR CERTIFICATE: A
QUALIFICATION AT LEVEL 4 ON THE NATIONAL QUALIFICATIONS
FRAMEWORK (NQF)***

I, Grace Naledi Mandisa Pandor, Minister of Education, hereby, in terms of *Sections 3(4)(l) and 7* of the *National Education Policy Act, 1996 (Act No. 27 of 1996)*, approve the document, *National policy on the conduct, administration and management of the National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF)* as set out in the Schedule, as national education policy.

GNM PANDOR, MP
MINISTER OF EDUCATION
DATE:

**THE SOUTH AFRICAN SCHOOLS ACT, 1996 (ACT NO. 84 OF 1996) AS
AMENDED**

**NATIONAL POLICY REGARDING FURTHER EDUCATION AND
TRAINING PROGRAMMES: APPROVAL OF THE DOCUMENT:
*NATIONAL POLICY ON THE CONDUCT, ADMINISTRATION AND
MANAGEMENT OF THE NATIONAL SENIOR CERTIFICATE: A
QUALIFICATION AT LEVEL 4 ON THE NATIONAL QUALIFICATIONS
FRAMEWORK (NQF)***

I, Grace Naledi Mandisa Pandor, Minister of Education, hereby, in terms of *section 6(A)* of the *South African Schools Act, 1996 (Act. No. 84 of 1996)*, approve the document, *National policy on the conduct, administration and management of the National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF)* as set out in the Schedule, as national education policy.

The policy as contained in the policy document, *National policy on the conduct, administration and management of the National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF)*, Annexure A, reflects:

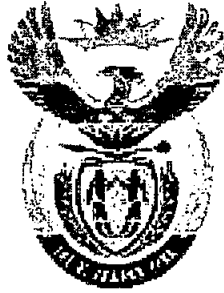
- (a) The minimum outcomes and standards; and
- (b) The processes and procedures for the assessment of learner achievement.

The policy document, *National policy on the conduct, administration and management of the National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF)* is applicable to both public and independent schools.

GNM PANDOR, MP
MINISTER OF EDUCATION
DATE:

ANNEXURE A

SCHEDULE



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL POLICY ON THE CONDUCT,
ADMINISTRATION AND MANAGEMENT OF THE
NATIONAL SENIOR CERTIFICATE: A
QUALIFICATION AT LEVEL 4 ON THE
NATIONAL QUALIFICATIONS FRAMEWORK
(NQF)**

Department of Education

Sol Plaatje House
123 Schoeman Street
Private Bag X895
Pretoria 0001
South Africa
Tel: +27 12 312-5911
Fax: +27 12 321-6770

120 Plein Street
Private Bag X9023
Cape Town 8000
South Africa
Tel: +27 21 465-1701
Fax: +27 21 461-8110

<http://education.gov.za>

© 2007 Department of Education

ISBN: 978-1-77018-181-6

CONTENTS

	Page
CONTENTS	ii
ANNEXURES	ix
DEFINITIONS	xi
CHAPTER 1: INTRODUCTION	1
1. Introduction	1
2. Assessment in the National Senior Certificate	4
CHAPTER 2: FUNCTIONS ACCORDED TO VARIOUS QUALITY ASSURANCE AND EXAMINATION BODIES	6
3. Bodies involved in quality assurance or assessment of the National Senior Certificate	6
CHAPTER 3: CONDUCT OF INTERNAL ASSESSMENT	8
4. General Requirements: Minimum Norms and Standards	8
5. Compilation of the internal assessment mark: Minimum Norms and Standards	9
6. Monitoring and Moderation of Internal Assessment: Minimum Norms and Standards	13

CHAPTER 4: LEARNERS TO BE ASSESSED	14
7. Admission: General	14
8. Admission of full-time and part-time candidates: Minimum Norms and Standards	15
9. Requirements for the offering of subjects of other examination bodies that are approved by the Minister of Education for this purpose: Minimum Norms and Standards	17
10. Entrance requirements of the Endorsed National Senior Certificate as stipulated in the Addendum to the policy document, the National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF): Minimum Norms and Standards	18
11. Entries: Minimum Norms and Standards	18
12. Entries: Guidelines	19
13. Fees: Minimum Norms and Standards	20
14. Assessment policies and guidelines: Minimum Norms and Standards	21
15. Language Medium: Minimum Norms and Standards	21
16. Concessions: Minimum Norms and Standards	21
17. Absentees: Minimum Norms and Standards	23

18.	Supplementary examination: Minimum Norms and Standards	24
19.	Conduct of the National Senior Certificate examination beyond the borders of the Republic of South Africa: Minimum Norms and Standards	25
CHAPTER 5: PREPARATION FOR THE NATIONAL SENIOR CERTIFICATE EXAMINATION		28
20.	Management plan relating to the examination: Minimum Norms and Standards	28
21.	Management plan relating to the examination: Guidelines	29
22.	The Examination Cycle: Minimum Norms and Standards	29
23.	Examination Timetable: Minimum Norms and Standards	30
24.	Appointment of Examiners and Internal Moderators: Minimum Norms and Standards	30
25.	Responsibilities of Examiners and Internal Moderators: Minimum Norms and Standards	31
26.	Processing of examination question papers: Minimum Norms and Standards	35
27.	Processing of examination question papers: Guidelines	35
28.	Storage and distribution of examination question papers: Minimum Norms and Standards	35

CHAPTER 6: CONDUCTING THE EXAMINATION	37
29. Establishment and registration of examination centres: Minimum Norms and Standards	37
30. Provincial education departments' agreement with independent schools: Guidelines	39
31. De-registration of examination centres: Minimum Norms and Standards	39
32. Appointment and duties of Chief Invigilators and Invigilators: Minimum Norms and Standards	43
33. Information to candidates: Minimum Norms and Standards	44
34. Examination monitoring team: Minimum Norms and Standards	45
35. Examination monitoring team: Guidelines	46
CHAPTER 7: RECORDING AND REPORTING OF ASSESSMENT IN THE NATIONAL SENIOR CERTIFICATE	47
36. Scale of Achievement: Minimum Norms and Standards	47
CHAPTER 8: THE MARKING PROCESS	48
37. Appointment of Markers: Minimum Norms and Standards	50
38. Appointment of Markers: Guidelines	48

39.	Marking centres: Minimum Norms and Standards	49
40.	Marking centres: Guidelines	49
41.	Marking procedure: Minimum Norms and Standards	51
CHAPTER 9: PROCESSING OF MARKS		53
42.	Processing of marks: Minimum Norms and Standards	53
43.	Processing of marks: Guidelines	53
44.	Standardisation of National Senior Certificate results: Minimum Norms and Standards	54
45.	Release of results: Minimum Norms	54
CHAPTER 10: RE-MARKING, RE-CHECKING AND VIEWING OF EXAMINATION SCRIPTS		55
46.	Re-marking and re-checking of examination scripts: Minimum Norms and Standards	55
47.	Viewing of examination scripts: Minimum Norms and Standards	56
CHAPTER 11: DEALING WITH IRREGULARITIES		58
48.	Dealing with irregularities: Minimum Norms and Standards	58
49.	Release of results under investigation: Minimum Norms and Standards	59

50.	Dealing with irregularities: Guidelines	59
CHAPTER 12: SECURITY AND CONFIDENTIALITY		60
51.	Security and confidentiality: Minimum Norms and Standards	60
52.	Security and confidentiality: Guidelines	61
CHAPTER 13: ACCESS TO EXAMINATION AND CERTIFICATION INFORMATION		62
53.	Access to examination information: Minimum Norms and Standards	62
54.	Access to certification information: Minimum Norms and Standards	63
55.	Access to examination and certification information: Guidelines	63
CHAPTER 14: HISTORICAL RECORDS (ARCHIVING) AND DATA RETENTION		64
56.	Copies of historical certification records and data retention: Minimum Norms and Standards	64
57.	Copies of historical certification records and data retention: Guidelines	64

CHAPTER 15: MINIMUM REQUIREMENTS FOR AN EXAMINATION COMPUTER SYSTEM, AND DOCUMENTS AND DOCUMENT CONTROL OF THE EXAMINATION SYSTEM		65
58.	Minimum requirements for an examination computer system: Minimum Norms and Standards	65
59.	Documents and document control of the examination system: Minimum Norms and Standards	65
60.	Documents and document control of the system: Guidelines	65
CHAPTER 16: REPEAL OF POLICY AND TRANSITIONAL ARRANGEMENTS		66
61.	Repeal of policy: Minimum Norms and Standards	66
62.	Transitional arrangements: Minimum Norms and Standards	66
63.	Commencement and date of implementation: Minimum Norms and Standards	67

ANNEXURES

	Page
ANNEXURE A: EXAMINATION BOARD	68
ANNEXURE B: ADMINISTRATIVE ISSUES RELATING TO SCHOOL - BASED ASSESSMENT (SBA) MARKS	72
ANNEXURE C: THE APPROVAL PROCESS FOR SUBJECTS OFFERED BY OTHER EXAMINATION BODIES	75
ANNEXURE D: REQUIREMENTS FOR THE OFFERING OF MUSIC PROGRAMMES OF ACCREDITED EXAMINATION BODIES	78
ANNEXURE E: AN EXCERPT FROM THE PERSONNEL ADMINISTRATION MEASURES	83
ANNEXURE F: INDIVIDUAL EXAMINER/PANEL OF EXAMINERS	84
ANNEXURE G: PROCESSING OF EXAMINATION QUESTION PAPERS	85

ANNEXURE H: PRACTICAL EXAMINATION IN COMPUTER APPLICATIONS TECHNOLOGY AND INFORMATION TECHNOLOGY	87
ANNEXURE I: PRO FORMA SERVICE CONTRACT BETWEEN THE PROVINCIAL EDUCATION DEPARTMENT AND AN INDEPENDENT SCHOOL	98
ANNEXURE J: APPOINTMENT AND DUTIES OF CHIEF INVIGILATORS AND INVIGILATORS	109
ANNEXURE K: RETURN OF EXAMINATION SCRIPTS	127
ANNEXURE L: AN EXCERPT FROM THE PERSONNEL ADMINISTRATION MEASURES:	128
ANNEXURE M: MARKING PROCEDURES	130
ANNEXURE N: DEALING WITH DISCIPLINE AND MISCONDUCT- EXAMINATION IRREGULARITIES	131
ANNEXURE O: MINIMUM REQUIREMENTS FOR A COMPUTER SYSTEM	169

DEFINITIONS

Any definition that is contained in the *General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)* will be applicable to this policy document and will have the same meaning, unless specifically indicated in this text.

Administrative errors

or omissions

means irregularities that are of a technical nature, where the candidate or an examination official unintentionally fails to follow the prescribed administrative procedure. The candidate may be disadvantaged by this error or omission.

Assessment irregularity

means any event, act or omission, and any alleged event, act or omission, which may undermine or threaten to undermine the integrity, credibility, security, or the fairness of the examination and assessment process.

Behavioural Offence

means misbehaving, creating a disturbance or wilfully disobeying legitimate instructions, which may have an adverse effect on the examination process or the outcome of the examinations.

Candidate

means a learner who has entered for the final National Senior Certificate examination in Grade 12.

Chief Examiner

is the person who manages the process of setting the examination question papers and takes responsibility for the quality and standard of the examination question paper.

- Chief Executive Officer** means the Chief Executive Officer contemplated in section 11 of the *General and Further Education and Training Quality Assurance Act, 2001 (No. 58 of 2001)*.
- Chief Invigilator** is the Principal of a registered examination centre or another person specifically appointed in that capacity who is accountable and responsible for the administration of the examination of the National Senior Certificate and other related assessment matters, at the examination centre.
- Chief Marker** is a person responsible for the marking of an external examination paper written under the auspices of an examination body accredited by Umalusi.
- Department of Education:** means the national department responsible for education.
- Deputy Chief Examiner** is the person assisting the Chief Examiner with the setting, translating, editing and final proof-reading of a national external examination paper, as well as developing memoranda and other assessment material as may be required.
- Deputy Chief Marker** is a person who assists the Chief Marker with the final marking of an external examination paper.
- Examination:** means the National Senior Certificate examination conducted at the end of the year.
- Examination Body** is the body accredited by Umalusi, the Council for General and Further Education and Training Quality Assurance as a body responsible for conducting the National Senior

Certificate examination. This body could be the Department of Education or any other body accredited by Umalusi for this purpose.

- Examination Centre** A centre registered by a provincial education department in terms of *Section 18* of the *General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)* for the purpose of administering the National Senior Certificate examination.
- Examination irregularity** means any event, act or omission, and any alleged event, act or omission, which may undermine or threaten to undermine the integrity, credibility, security, or the fairness of the examination process.
- Examination Process** includes the total process of examination that commences with the registration of candidates, the setting of the examination question papers, moderation, the security and integrity of such examination, the marking and processing of results and the certification thereof.
- Examination Sitting** is either a main examination sitting or a supplementary examination sitting.
- Full-time candidate** is a learner who has enrolled for tuition and who offers a National Senior Certificate in a full-time capacity at a public or independent school or any other registered institution and who presents seven (7) subjects in terms of the National Senior Certificate requirements. Such a candidate must fulfill all internal assessment requirements, including oral and practical requirements where applicable.

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 (MEC) may deem to be equivalent thereto.
Head of Department	refers to the Head of a provincial education department.
Independent school	means a school defined in terms of <i>section 1 of the South African Schools Act, 1996 (No. 84 of 1996)</i> .
Internal Assessment	means any assessment conducted by a school or institution, the outcomes of which count towards the achievement of the National Senior Certificate. Internal Assessment thus refers to School-Based Assessment or Site-Based Assessment.
Investigation	encompasses all activities relating to the collection of evidence in respect of a reported irregularity. This may include interviews or submission of written reports from various examination officials, candidates or any other person that may assist in providing information on the reported irregularity. All investigations must be conducted under the auspices of the Provincial Examinations Irregularities Committee (PEIC) and reported to the Head of Department.
Invigilator	is a person appointed and responsible for the conduct of an examination or related examination activity at the examination centre. Invigilators are teachers, deputy principals or reputable members of the community.

- Learner** refers to any person, including part-time learners, receiving education at a public or independent school or learning institution.
- Learner evidence of performance** means the collection of the learner's work that is used to compile his or her internal assessment mark.
- Marker** is a person who is appointed to mark an external examination question paper.
- Marking Centre Manager** is an official appointed to be responsible for the management and administration of a marking centre.
- MEC** the member of the Provincial Executive Council responsible for Education.
- Moderator** a person that is responsible for ensuring that the examination question paper complies with the standards and requirements set out in the Subject Statements and Subject Assessment Guidelines.
- NEIC** means the National Examinations Irregularities Committee established by the Minister of Education to coordinate the handling of irregularities identified during assessment.
- National Senior Certificate** A qualification at Level 4 on the National Qualifications Framework (NQF) that will be awarded in 2008 for the first time to Grade 12 candidates who comply with the national policy requirements set out in the policy document, *The*

National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF).

Part-time candidate

a learner who has enrolled at an institution that does not offer tuition on full-time basis. A part-time candidate may enrol for any number of subjects in one examination sitting. Part-time candidates must comply with the internal and external assessment requirements of the National Senior Certificate including evidence of practical work where applicable.

PEIC

is the Provincial Examinations Irregularities Committee established by the provincial education department to investigate, conduct hearings regarding internal and external assessment irregularities and make recommendations to the Head of Department.

Personnel

Administration

Measures (PAM)

is the policy document which outlines and governs the remuneration and other service conditions of teachers employed in terms of the *Employment of Educators' Act, 1998 (Act No. 76 of 1998)*.

**Provincial education
department**

means the department responsible for education in a province.

SACE

The South African Council for Educators is, in terms of the *Employment of Educators' Act, 1998 (Act No. 76 of 1998)*, a statutory body.

- SAIC** is the School Assessment Irregularities Committee established by the school to deal with all irregularities identified during assessment.
- Senior Marker** means a person who assists the Chief Marker in the marking process and takes responsibility for a group of markers at the marking centre.
- Service Contract** is a binding and legal agreement between a provincial education department and an examination centre in respect of the administration, running and management of the National Senior Certificate examination.
- Subject Assessment Guidelines** Guideline documents that specify the internal and external assessment requirements for each of the listed subjects in the *National Curriculum Statement (NCS) Grades 10-12 (General)*.
- Teacher portfolio** means the full and final record of all the tasks that must be presented by the learner in his or her internal assessment mark for a particular subject, for assessment in the National Senior Certificate. The teacher portfolio will also include marking guidelines and assessment rubrics.
- Umalusi** the Council for General and Further Education and Training Quality Assurance established in terms of the *General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)*.