



ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 54 OF 2011

**TO: DEPUTY DIRECTOR-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 (FET)
CHIEF INVIGILATORS ABET L4 EXAMINATION CENTRES
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 10 OCTOBER 2011

**NATIONAL SENIOR CERTIFICATE (NSC):
2011 PROCEDURE FOR ADMINISTERING SCRIPTS OF UNREGISTERED
CANDIDATES AT SCHOOL LEVEL**

1. BACKGROUND

All recognised candidates for the 2011 National Senior Certificate (NSC) and ABET L4 examinations have been registered on the official computer system of the Department of Basic Education.

Notwithstanding, year after year, persons not registered for the examination, or registered candidates who did not apply for a valid subject change, are permitted, by Chief Invigilators/Invigilators, to write subjects in these examinations.

Candidates/persons whose examination number does not appear on a computerised mark sheet on the day of the examination are **NOT** permitted into the examination room to write that particular subject.

The consequences of allowing an unregistered candidate/person into an examination venue include:



- The Chief Invigilator and invigilator may be charged.
- The results of the candidate who wrote the unregistered subject are incomplete.
- The results of the unregistered person are withheld.
- The media gives reports that reflect the Department of Education in a poor light, when the full responsibility and accountability for the problems rest with the Chief Invigilators and the Invigilators.

Principals, candidates and parents expect results to be released on time. For years irregularities have been ignored for the sake of the candidate. This cannot continue. Candidates receive an official Admission Letter indicating the subjects for which they are registered before the commencement of the examination. Not receiving an Admission Letter indicates that the person is not registered for the examination. The Department of Basic Education does not accept that officials and candidates in this Province continue to flout the regulations that govern registrations and subject changes.

Kindly note that learners who did not meet the promotion requirements for Grade 11 in 2010 cannot now be declared as an omission in error for the 2011 NSC examination. These learners were disqualified at the beginning of the year and were informed that they had to repeat Grade 11. **Do NOT permit unregistered learners/people to write at the centre under your management.**

2. PROCEDURE TO FOLLOW IN 2011 WHEN DEALING WITH ERRORS ON MARKSHEETS.

The mark sheets for orals, practicals and Practical Assessment Tasks (PATs) are an indication of the candidates registered on the system and the subjects for which they are registered.

If the school/ABET L4 centre discovers an administrative error on these mark sheets, this is to be reported to the District with relevant documentation as proof of the error. (Authorisation for subject change, copy of preliminary schedule, etc).

The District, with the assistance of the District Co-Ordination and IT Units at Head Office, will manage genuine errors in registration. An Additional mark sheet (on pink paper) with a validation code, supplied by the District Co-Ordination Unit, will be generated. These cases are not dealt with as irregularities and the marks should not be delayed.

3. PROCEDURE TO FOLLOW IN 2011 WHEN DEALING WITH A REGISTERED CANDIDATE NOT ON A SUBJECT MARKSHEET.

This is not an error but, in most cases, an unauthorised subject change. If no proof of authorisation for the change of the subject exists, then no validation code will be given for the issue of a pink mark sheet.

This is an irregularity and will result in incomplete results for the candidate.

- The forms required must be on yellow paper and are available at the District Office.
- The forms must be completed at school level by the Chief Invigilator and others, as shown.
- An irregularity report (ANNEXURE 1) must be completed for every candidate not shown on the computer-generated mark sheet.
- A yellow mark sheet (ANNEXURE 2) must be completed for these candidates.
- Every detail on both the irregularity report and the yellow mark sheet must be completed.
- Both the irregularity report and the mark sheet must be placed in the script.
- The script/s must be returned in a separate script bag to the District Office.
- **DO NOT CONCEAL THE EXISTENCE OF AN UNAUTHORISED SUBJECT CHANGE BY PLACING THE SCRIPT WITH THE SCRIPTS AND MARK SHEET FOR ANOTHER SUBJECT.** (E.g. Placing a Mathematical Literacy script in a Mathematics script bag).
- **THE SCRIPT WILL NOT BE MARKED AND NO RESULT WILL BE FORTHCOMING.**

4. **PROCEDURE TO FOLLOW IN 2011 WHEN DEALING WITH AN UNREGISTERED PERSON.**

This is not an administrative error. An unregistered person does not appear on either the mark sheets or the system. No validation code will be given for the issue of a pink mark sheet. No mark will be released for this/these person/s.

These scripts should NOT exist as no person, who is not registered for an examination, should have been permitted access into the examination room at all.

- An irregularity report (ANNEXURE 3) must be written for every unregistered person who was permitted to write the subject.
- A yellow mark sheet (ANNEXURE 4) must be completed for these persons.
- They will not have an examination number and will be using an ID number. Make sure that it is correct.
- They will also, in most cases, have no SBA and Oral marks, making their result incomplete before pen is put to paper!
- Every detail on both the irregularity report and the yellow mark sheet must be completed.
- Both the irregularity report and the mark sheet must be placed in the script.
- The script/s must be returned in a separate script bag to the District Office.
- **DO NOT CONCEAL THE EXISTENCE OF AN UNREGISTERED PERSON'S SCRIPT BY PLACING THE SCRIPT WITH THE SCRIPTS AND COMPUTERISED MARK SHEET ON WHICH THE PERSON DOES NOT APPEAR.**
- **THE SCRIPT IS UNLIKELY TO BE MARKED AND NO RESULT WILL BE FORTHCOMING.**

5. CONCLUSION

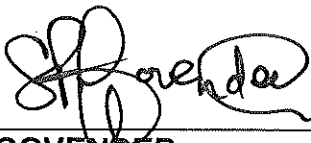
Principals and ABET L4 centre managers are appointed to be Chief Invigilators during both the NSC and ABET L4 examinations. The District Office Examinations Unit trains all Chief Invigilators every year on the regulations, policies and procedures governing public examinations. The number of irregularities as a result of poor registration of candidates, permitting unregistered persons to write, allowing registered candidates to write subjects that they did not offer in Grade 11 nor received authorisation to change in 2011, have not declined.

No additional mark sheets should be permitted in the NSC and ABET L4 examinations at all. However, in the interests of managing the scripts, generated by these irregularities, at marking centres, it is imperative that procedures be followed.

Assessment & Examinations Directorates throughout the country strive for zero defect in examinations. In the Eastern Cape this will not be achieved until all stakeholders take registrations for public examinations seriously and do the work efficiently

You are urged to follow the procedures outlined in this Assessment Instruction to the letter.

Principals who will not need yellow Additional mark sheets are thanked for their hard work and congratulated on the efficiency of all involved in the registration process.



S. P. GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT



IRREGULARITY REPORT

CANDIDATE (WHO IS REGISTERED ON THE SYSTEM) WROTE A SUBJECT FOR WHICH S/HE IS NOT REGISTERED

DETAILS OF EXAMINATION CENTRE										
NAME OF CENTRE										
EXAMINATION CENTRE NO										
NAME OF CHIEF INVIGILATOR										
SIGNATURE OF CHIEF INVIGILATOR										
NAME OF INVIGILATOR										
DECLARATION BY INVIGILATOR										
I am aware that the candidate, whose details appear below, is registered for the 2011 *NSC/*ABET L4 examination, was allowed to write a paper for which s/he is not registered. I understand that this is a serious irregularity and that the candidate may have results withheld and no result *NSC/*ABET L4 issued.										
SIGNATURE OF CHIEF INVIGILATOR										
DATE									2	0
									1	1
DETAILS OF CANDIDATE ALLOWED TO WRITE										
NAME OF CANDIDATE										
EXAMINATION NUMBER										
NAME OF PAPER/LEARNING AREA WRITTEN					P_____					
REASON FOR WRITING A PAPER FOR WHICH I AM NOT REGISTERED AND DO NOT APPEAR ON THE COMPUTERISED MARK SHEET.										
DECLARATION										
The decision to write an examination paper in a subject that I did not register for in the 2011 NSC or ABET L4 examination *was taken by myself/*was taken by the Invigilator. (*Delete inapplicable) I understand that this irregularity will cause me not to be resulted for this subject . This means that I shall have incomplete results and may not be issued with a National Senior Certificate/ABET L4 certificate.										
SIGNATURE OF CANDIDATE										
DATE:										
WITNESSES					1.					
					2.					

EC/IRREG/YELLOW/02

Please turn over

This form is to be completed in full when a registered candidate writes a subject for which s/he is not registered. Form to be attached to the Additional Mark Sheet

FOR DISTRICT OFFICE USE ONLY.	
NAME OF DISTRICT	
NAME OF OFFICIAL	
DECLARATION	
I am aware that the candidate, whose details appear below, is registered for the 2011 *NSC/*ABET L4 examination, but was allowed to write a paper for which s/he is not registered. I understand that this is a serious irregularity and that the results of this candidate may be withheld and no result issued. In accepting this script, I acknowledge that an Additional Mark sheet has been generated and correctly completed.	
SIGNATURE OF DISTRICT OFFICIAL	
DESIGNATION	
DATE	
DETAILS OF MARK SHEETS	
Number of computerised mark sheet on which CANDIDATE number appears; or	
Validation Number of Additional mark sheet on which CANDIDATE number appears	

EC/IRREG/YELLOW/02YELLOW PAPER

<p>DISTRICT OFFICIAL STAMP</p>

This form is to be completed in full when a registered candidate writes a subject for which s/he is not registered. Form to be attached to the Additional Mark Sheet



Province of the
EASTERN CAPE
EDUCATION

ANNEXURE 2 OF ASSESSMENT INSTRUCTION 54 OF 2011

EASTERN CAPE MARK SHEET
REGISTERED CANDIDATE
SUBJECT NOT ON SYSTEM

EXAMINATION CENTRE - COMPLETE DETAILS AS REQUIRED							
EXAM CENTRE NO							
EXAMINATION	*Delete inapplicable			NSC		ABET L4	
SUBJECT/LEARNING AREA						P	
INSTRUCTION <i>Indicate if candidate is present or absent by using ✓ = present A = absent</i>							

WRITTEN EXAMINATION

	CANDIDATE EXAM NO (NO IDENTITY NO ACCEPTED)	✓/A	MARK/PUNT	MOD
1				
2				
3				
4				
5				
TOTAL MARKS ON THIS PAGE				

MARKING CENTRE - Complete relevant information

	Marker	Chief Marker	Examination Assistant
Name (print)			
Signature			
Date signed			
Scripts received by	IRREGULARITY OFFICER		CAPTURER
	NAME		
	DATE		
	SIGNATURE		
NUMBER OF SCRIPTS			

This YELLOW mark sheet is to be completed in full when a registered candidate writes a subject for which s/he is not registered. An irregularity report form for every candidate listed above to be attached to the Additional Mark Sheet

FOR DISTRICT OFFICE USE ONLY.	
NAME OF DISTRICT	
NAME OF OFFICIAL	
DECLARATION	
I am aware that the person, whose details appear below, is not registered for the 2011 NSC/ABET L4 examination, but was allowed to write a paper for which s/he is not registered. I understand that this is a serious irregularity and that the results of this person may be withheld and no result issued. In accepting this script, I acknowledge that an Additional Mark sheet has been generated and correctly completed.	
SIGNATURE OF DISTRICT OFFICIAL	
DESIGNATION	
DATE	
DETAILS OF MARK SHEETS	
Number of computerised mark sheet on which candidate number appears, OR	
Validation Number of Additional mark sheet on which candidate number appears	
EC/IRREG/YELLOW/01	
DISTRICT OFFICIAL STAMP	

This form is to be completed in full when an unregistered person writes a subject for which s/he is not registered. Each person must have a report. Form/s to be attached to the Yellow Additional Mark Sheet



Province of the
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EDUCATION

ANNEXURE 4 ASSESSMENT INSTRUCTION 54 OF 2011

**EASTERN CAPE MARK SHEET
UNREGISTERED PERSON
PERSON & SUBJECT NOT ON SYSTEM**

EXAMINATION CENTRE – COMPLETE DETAILS AS REQUIRED

EXAM CENTRE NO							
EXAMINATION	*Delete inapplicable			NSC		ABET L4	
SUBJECT/LEARNING AREA						P	

INSTRUCTION *Indicate if candidate is present or absent by using ✓ = present A = absent*

WRITTEN EXAMINATION

	IDENTY DOCUMENT NUMBER											✓/A	MARK		MOD	
1																
2																
3																
4																
5																
TOTAL MARKS ON THIS PAGE																

MARKING CENTRE - Complete relevant information

	Marker	Chief Marker	Examination Assistant
Name (print)			
Signature			
Date signed			
Scripts received by	IRREGULARITY OFFICER		CAPTURER
	NAME		
	DATE		
	SIGNATURE		
NUMBER OF SCRIPTS			

This **YELLOW** mark sheet is to be completed in full when an unregistered person writes a subject for which s/he is not registered. An irregularity report form for every person listed above to be attached to the Yellow Additional Mark Sheet