



Province of the  
**EASTERN CAPE**  
DEPARTMENT OF EDUCATION

---

Assessment and Examinations Directorate \* P. O Box 4571 King William's Town \* 5600 \*  
REPUBLIC OF SOUTH AFRICA \* REFERENCE: 13/P  
Enquiries: Mrs. P. M. Edley Tel: +27 (0)43 604 7708 \* Fax 0866330345  
Website: [ecprov.gov.za](http://ecprov.gov.za) \* Email: [pat.meyer@edu.ecprov.gov.za](mailto:pat.meyer@edu.ecprov.gov.za)

**ASSESSMENT INSTRUCTION 29 of 2008**

**TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
DEPUTY-CHIEF EDUCATION SPECIALISTS  
SENIOR EDUCATION SPECIALISTS  
PRINCIPALS SCHOOLS GRADES 10 - 12  
TEACHER ORGANISATIONS**

**DATE: 18 AUGUST 2008**

**PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL  
PRACTICAL EXAMINATION IN SELECTED SUBJECTS – NATIONAL  
SENIOR CERTIFICATE: NOVEMBER 2008 GRADE 12 EXAMINATIONS**

The National Senior Certificate Examination will be offered for the first time in November 2008. In order to prepare for the Arts (Visual Arts, Design and Music) and the Sciences (Computer Applications Technology and Information Technology) with practical components, the National Department of Education has issued Circular E 11 of 2008.

This important Circular outlines the procedures to be adhered to during the conduct of the final practical examinations in these subjects. It is imperative that there be no misunderstanding or interpretation of these procedures and it is therefore decided to attach the Circular E 11 in its entirety. (ANNEXURE A)

ANNEXURE B, also attached, is an extract from the National policy on the conduct, administration and management of the assessment for the National Senior Certificate.

Principals are reminded that the Provincial official who can be contacted to deal with examination related queries is Mrs. P. Edley: Telephone 043 604 7708; Fax 086 633 0345; email [pat.meyer@edu.ecprov.gov.za](mailto:pat.meyer@edu.ecprov.gov.za).

Principals are requested to give this information to learners and teachers as a matter of urgency.

---

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

# ANNEXURE A – ATTACHMENT TO ASSESSMENT INSTRUCTION 29 OF 2008 CIRCULAR E 11 OF 2008



education

Department:  
Education  
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS, ASSESSMENT AND MEASUREMENT

Private Bag X110, Pretoria, 0001, South Africa, Van der Stel Building, 179 Pretorius Street, PRETORIA,  
0002. Tel: +27 12 312 5717, Fax: 012 328 6878, <http://www.education.gov.za>

Enquiries : SNP Sishi  
Tel : 012 312 5717  
Fax : 012 328 6878  
E-mail : [sishi.n@doe.gov.za](mailto:sishi.n@doe.gov.za)

TO: HEADS OF DEPARTMENTS  
HEADS OF EXAMINATIONS  
HEADS OF CURRICULUM  
PRINCIPALS OF SECONDARY SCHOOLS  
SUBJECT ADVISORS FOR MUSIC, VISUAL ARTS, DESIGN, COMPUTER APPLICATIONS  
TECHNOLOGY AND INFORMATION TECHNOLOGY  
GRADE 12 2008 TEACHERS FOR MUSIC, VISUAL ARTS, DESIGN, COMPUTER APPLICATIONS  
TECHNOLOGY AND INFORMATION TECHNOLOGY

## CIRCULAR E 11 OF 2008

### PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL PRACTICAL EXAMINATION IN SELECTED SUBJECTS - NATIONAL SENIOR CERTIFICATE: NOVEMBER 2008 GRADE 12 EXAMINATIONS

1. The Department of Education wishes to draw your attention to procedures that should be adhered to during the conduct of the final practical examination for the following subjects:
  - a) **ARTS:** Visual Arts, Design and Music
  - b) **SCIENCES:** Computer Applications Technology and Information Technology

#### VISUAL ARTS AND DESIGN

2. The 2008 final practical examination question paper for Visual Arts and Design (Visual Arts Paper 2 Practical and Design Paper 2 Practical) will comprise of two sections namely:  
Section A: Source Book/Workbook; and  
Section B: The Artwork.
3. The Practical Examination question Paper should be delivered to all schools offering Visual Arts and/or Design early in term 3 to allow learners to access and research information needed for Section A of the question paper. Learners must sign a register upon receipt of the question paper.
4. Learners must complete sufficient research and collate all appropriate material for Section A of the examination question paper during term 3. Section A may be administered during teaching time or after hours.
5. Section A of the examination must be completed prior to the start of Section B of the practical examination.
6. Section B should be completed between 15 September 2008 and 17 October 2008.

7. Section B of the examination must be completed at the examination venue during the normal teaching time during the stipulated period, not after hours or on weekends. It is proposed that block sessions of 4 - 6 hours be arranged over a number of days until all learners have completed their Artwork or the allocated 18 hours expire.  
Internal arrangements must be made at each school to accommodate the technical procedures that specific arts disciplines may require e.g. Ceramic Sculpture (Ceramic Sculpture)
8. Strict supervision must be exercised by the Visual Arts and/or Design teacher during the conduct of the examination.
9. Provincial Education Departments (PEDs) must ensure that all practical work is marked and moderated timeously. Provinces will schedule dates for marking and moderation. However, marking and moderation must be completed by 20 November 2008.

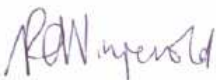
## MUSIC

The following guidelines are suggested for the organising of Music Paper II, also called Music Comprehension.

10. Each Provincial Education Department (PED) will receive Compact disks (CDs), for each examination centre where the music examination will be written in the province. Each examination centre must receive and use an original CD.
11. The CD for Music Paper II must be packaged separately from the question papers for Music Paper II. This CD should be delivered to the examination centre one week before the examination date, and must be kept in a safe place by the Chief Invigilator. The Chief Invigilator must acknowledge receipt of the CD.
12. A week before the examination, the Chief Invigilator/the official who will be conducting the examination must test the CD using the sound equipment which will be used during the examination. All the tracks on the CD must be tested. If the CD is faulty, please inform the Provincial Education Department immediately.
13. On the day of the examination, the CD must be checked again an hour before the commencement of the examination by the chief invigilator or an official who will conduct the examination. Ensure that the invigilator/ official knows how to play a specific track, how to repeat it and how to stop it at the end.
14. The invigilator/official conducting the examination must ascertain from the question paper how many times the tracks must be played and their duration to prevent the next track from starting. Tracks cannot be repeated on learners' requests.
15. This examination must be completed in 1hour 30 minutes. All learners must leave the examination room after the scheduled time has expired. No learner should be allowed to leave before the scheduled time has expired. See Portfolio requirements for External Examination Bodies on [www.thutong.org.za](http://www.thutong.org.za)

## COMPUTER APPLICATIONS TECHNOLOGY AND INFORMATION TECHNOLOGY

16. In the case of Computer Applications Technology and Information Technology, you are reminded of the procedures stipulated in Annexure H of the *National Policy on the Conduct, Administration and Management of the Assessment for the National Senior Certificate* which is attached.
17. If there are any queries regarding the procedures for the conduct of practical examinations, these should be directed to the Chief Director: National Examinations, Assessment and Measurement; Mr SNP Sishi: Telephone (012) 312 5717; Fax (012) 328 6878; E-mail: [sishi.n@doe.gov.za](mailto:sishi.n@doe.gov.za)



PA VINJEVOLD  
DEPUTY DIRECTOR-GENERAL: FURTHER EDUCATION AND TRAINING  
DATE: 2008-07-18

## **ANNEXURE H**

### **PRACTICAL EXAMINATION IN COMPUTER APPLICATIONS TECHNOLOGY AND INFORMATION TECHNOLOGY**

- (1) The security measures to be taken in the subjects Computer Applications Technology (CAT) and Information Technology (IT) comprise two phases, namely the computer laboratory certification, and the invigilation during the examination sitting.
- (2) The following measures must be taken during the computer laboratory certification process:
  - (a) All schools offering Computer Applications Technology and Information Technology must complete a provided checklist that should be certified by the principal of the school and submitted to the provincial education department two (2) days prior to the commencement of the examinations.
  - (b) Two days prior to the examination of Computer Applications Technology and Information Technology, the specific centre to be used for the examination should be off limits to all learners.
  - (c) All electronic equipment at the school should be inspected prior to the examination to ensure that it is in good condition and that the electricity cables and wall connections are in good working order. This will prevent a power failure caused by defective electrical apparatus.

- (d) The hardware and software must be checked to ensure that they are in working condition.
- (e) Only approved hardware configurations and versions of software may be used and certified.
- (f) The Computer Applications Technology/Information Technology teacher(s) must ensure that all computers are 'clean'. No programmes or documents, hidden files and/or examples may be stored on the hard disks or network.
- (g) Security should be in place to prevent candidates from accessing other computers, folders and/or documents.
- (h) Passwords known only by the invigilators should be used as a security measure during the examination session.
- (i) If an examination is conducted in two sessions, invigilators must ensure that all computers are “clean” when the second session starts. This includes emptying the ‘recycle bin’. (Candidates may accidentally store completed questions on the hard disk or network instead of their own disks).
- (j) Printers must print clearly. Use new cartridges, if possible. Provincial education departments are responsible for supplying sufficient suitable paper for printers.
- (k) Ensure that the following settings for each computer are correct:
  - (i) Date and time; and
  - (ii) Regional settings (South Africa).

- (l) Provincial education departments must supply each candidate with two clean formatted disks or relevant storage media (one for backup) to save his or her work. The responsible teacher must format these disks or storage media beforehand (even if new disks are used). The disks must be clearly marked. Alternatively schools that do not work with disks, can submit all candidates' files on CD.
  
- (m) Peer-to-peer networks (e.g. Windows 98 and XP) do not provide the same level of security as server-based networks (e.g. Windows NT, Windows 2000 Server and Novell). Therefore, the use of peer-to-peer networks is discouraged and schools should disconnect them for the duration of the examination and use the computers as stand-alone machines.
  
- (n) If schools use network facilities to conduct the practical examinations, the following steps must be taken to prevent possible copying of files by candidates:
  - (i) Separate folders must be created for each candidate on the appropriate network drive. The data files required by each candidate must be copied into each folder or on a suitable saving device. It must not be possible for the candidate to access any other data folders on the network.
  
  - (ii) A separate user-ID and password must be created for each candidate and these must be linked to a specific folder. The user-ID and password must differ from those used by the learners in the normal course of their practical work. These access codes should preferably be randomly generated, e.g. user-ID: AxCyfDT, Password: ShwOfT.

- (iii) E-mail and messaging systems between work stations must be deactivated during the examination so that candidates are not able to send messages or files from one work station to another.
  
- (o) On some networks, it is possible to keep a log of access to folders. If the network has this facility, it should be activated during the examination and then retained after the completion of the examination in case queries concerning irregularities arise.
  
- (p) Only legal copies of software may be used.
  
- (q) There should be at least two additional computers and printers available for backup.
  
- (r) An experienced Computer Applications Technology or Information Technology teacher must be present during all practical sessions so that he or she can give the necessary assistance if computers are faulting. A minimum of two teachers must be present at each centre as invigilators during the examination of Computer Application Technologies and Information Technology. Additional invigilators should be present according to Table 1:



**Table 1**

| <b>Number of candidates</b> | <b>Computer Applications Technology/Information Technology teacher</b> | <b>Invigilators</b> | <b>End of session assistance</b> |
|-----------------------------|--|---------------------|----------------------------------|
| <b>Less than 10</b>         | 1  | 1                   | 1                                |
| <b>10 – 25</b>              | 1  | 2                   | 2                                |
| <b>26 – 40</b>              | 1  | 3                   | 3                                |
| <b>More than 40</b>         | 2  | 4                   | 4                                |

- (s) One week before the examination commences, schools will receive a disk or storage media with the documents for retrieval.
- (t) The responsible teacher must immediately make a backup copy of this storage media and determine if he or she can access the files.
- (u) It is the task of the responsible teacher to save this information on the network or on hard drives of individual computers or prepare individual disks for each candidate. It is essential that each candidate's disk is carefully prepared a day before the examination session commences. The teacher must see that each disk or media is clearly marked with the candidate's examination number and the centre number. Candidates may under no circumstances have access to these files before the examinations.
- (v) The security process must take place under the supervision of the Chief Invigilator.
- (w) Schools will be permitted to run a maximum of two consecutive sessions of computer practical examinations per day. Precautions

must be taken in order to prevent communication between candidates in these two groups.

- (x) No cell phones, manuals and/or electronic documents are allowed in the examination centre unless specified by the Department of Education. Candidates may use the help functions on the computer.

(3) During the examination session

- (a) Invigilators play a vital role in ensuring that no copying whatsoever takes place. Therefore, it is crucial that the minimum supervisory requirements are strictly adhered to.
- (b) The additional assistant(s) at the end of the session (last 30 minutes of session) must assist with printing and making sure that no editing or keying in takes place after the examination time has elapsed.
- (c) If candidates wish to do the **speed endorsement**, they will do this at the beginning of the examination session.
  - (i) A Computer Applications Technology and/or Information Technology teacher will be present to manage the time of the session according to keyboarding rules.
  - (ii) The Principals or Centre Managers and Chief Invigilators should be made aware that a timed accuracy test will be conducted.

- (iii) Although the instructions to invigilators state that no candidates may be admitted to the examination room earlier than ten minutes before the examination is due to start, candidates for the timed accuracy test must be allowed into the examination room earlier in order to practice on their computers and to get the computers ready for the examination. Candidates must, however, terminate these activities, approximately fifteen minutes before the commencement of the examination.
  - (iv) Candidates must be allowed fifteen minutes to read the instructions on the paper and to prepare themselves for the timed accuracy test.
  - (v) Immediately after the timed accuracy test has been completed, the answers must be printed and the invigilator must sign after the last printed word on each page.
  - (vi) **Only one printout per candidate is allowed** for the timed accuracy test. The candidates may leave the room only after the invigilator has ensured that all candidates have printed the timed accuracy test.
  - (vii) Candidates may use the spellchecker during the course of the timed accuracy test.
- (d) If a power failure occurs during the examination, the following procedure should be followed:
- (i) Candidates are to remain in the computer room until the power supply is restored. Candidates may not

communicate with each other while waiting for the power supply to be restored. The time lost during the power failure should be allowed as additional examination time.

- (ii) If, after two hours, the power supply has not been restored, the examination should be re-scheduled.
  - (iii) The Department of Education should be informed immediately of the power failure.
  - (iv) When a power failure occurs, the centre manager should immediately inform the local authorities. He or she should also ascertain, if possible, how long the power failure is likely to last.
  - (v) The disks with the work completed by the candidates are to be handed in and submitted to the provincial department of education together with the hard copy and the documents.
  - (vi) In the case of an examination being cancelled because of a power failure, the learners should write the backup paper on another date.
  - (vii) In cases where two examination sessions are scheduled during an examination, namely in the morning and afternoon, the above procedure applies to both sessions.
- (e) In the event of computer breakdowns during the examination, the following procedure should be followed:
- (i) Candidates must immediately be moved to backup equipment, and appropriate additional time must be provided to the candidates.
  - (ii) No additional time will be allowed for work lost that was not correctly saved.

- (iii) Candidates must complete the examination paper within the set time. Only printing of results will be allowed after the set time.
  - (iv) Candidates must only submit one print out per question for marking. All other print outs must be handed in to the invigilator. These print outs must be destroyed after the conclusion of the examination. No printouts are allowed to leave the examination room.
- (f) In cases where two sessions per day take place, the following procedure must be followed:
- (i) The responsible teacher will divide the candidates into two groups.
  - (ii) Group 1 will complete the examination in the first session and Group 2 in the second session.
  - (iii) Candidates in Group 2 must meet at least 10 minutes before the end of the first session. They will be escorted to the computer room before the start of the second session.
  - (iv) No candidate may leave the examination room before the end of the examination session.
  - (v) No contact between the two groups during either of the two sessions is permitted.

- (g) Responsibilities of candidates:
- (i) Each candidate must complete the information sheet and folder accompanying the paper including his or her examination number, the examination centre number and the workstation number.
  - (ii) The candidate must further indicate the software packages they used in completing the paper.
  - (iii) Each candidate must save his or her work on the disk or storage media received. These disks or storage media must be submitted with the printouts to the examination section of the provincial education department.
  - (iv) Candidates must ensure that all relevant files have been printed and placed in their examination folders.
  - (v) After completion of the examination the candidates must make sure that each file is stored on the disk and that each file opens from the disk (if applicable).
  - (vi) Candidates only submit the relevant files for marking.
  - (vii) Where different groups of candidates are sharing the same computer and printer, it is essential that all candidates closes all their files on the computer and remove all printouts before the computer and printer may be used by the next group of candidates.
  - (viii) The second disk or storage media should be used as backup for each candidate.

- (h) After the practical examination session:
  - (i) The responsible teacher will make backup or duplicate copies of candidates' work on relevant storage media.
  - (ii) Print outs and disks must be handled in the following way:
  - (iii) Check that the printouts of candidate are in the correct order. Only one printout per question must be submitted.
  - (iv) Place the candidate's information sheet, print outs and disk in specially designed examination folder (standardised format). The examination number and the centre number must be clearly indicated.
  - (v) Organise all folders numerically and place in a marked box.
  
- (4) Answers to questions will be marked from the disks or storage media, therefore, it is essential that disks or storage media reach the marking centre undamaged. Printouts will only be used for backup.