



Assessment & Examinations Directorate

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ASSESSMENT INSTRUCTION 49 OF 2017

**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: 25 JULY 2017

**2018 REGISTRATION OF EXAMINATION CENTRES
PUBLIC SCHOOLS, 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 2018 National Senior Certificate (NSC) Grade 12, AET L4 examinations, Grades 9, 10 and 11 assessments and examinations.

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 preliminary requirements for registration, the status of **ALL** the existing **Independent Schools Centres**, **AET Examination Centres** and **Part-time Centres** organised by the districts will be reviewed on the system as from **January 2018** on annual basis and the centre number re-activated the centre number on the system upon completion of the relevant application forms.
- 3.2 Public schools that are already registered and still maintain the minimum preliminary requirements for registration need not apply this year. 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 Friday, 18th August 2017** to the District Office Examinations Section. The District will verify all the minimum preliminary requirements for registration of centre and complete the form as required and return it to the Directorate Assessment & Examinations by **Thursday, 31st August 2016**.

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

- 3.3 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 **Friday, 18th August 2017** to the District Office Examinations Section. The District will complete the form as required and return the forms to the Directorate Assessment & Examinations by **Thursday, 31 August 2017**.

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 **Friday, 18th August 2017** to the District, Examination office. The District will complete the form as required and return it to the Directorate Assessment & Examinations

by Thursday, 31 August 2017.

NB: Independent Schools and their Accreditation with Umalusi:

All Independent Schools are reminded that after the approval of registration as both Institution of Teaching and Learning and as Examination Centre by the Department, they still need to apply for accreditation with Umalusi within ONE YEAR of this approval. This means that the approval as examination centre is provisional pending their accreditation by Umalusi.

All Independent Schools whether accredited or not accredited by Umalusi have to ensure that they apply to Umalusi for accreditation by 31 October 2017 for 2018.

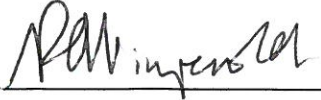
From 2017 onwards, Umalusi will certify only the learners who sat and fulfilled the requirements of the NSC at accredited Independent Schools or Independent School that have made considerable progress in their application for accreditation with Umalusi.

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 2018.
- 3.13 A list of all approved examination centres for 2018 shall be published on the Eastern Cape Department of Education website.

CONCLUSION

The registration of an independent school centre, or public school centre, or an AET centre by 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 2018 examinations.



MS P. VINJEVOLD
(A) DDG: EPEM

2017-07-27

DATE



CHECKLIST TO ENSURE THAT EXAMINATION CENTRES COMPLY WITH THE REQUIREMENTS TO CONDUCT EXAMINATIONS AND COMMON TESTS FOR NSC: AET L4, GRADES 9, 10, 11 & 12.

NOTE: CHECKLIST TO BE COMPLETED BY PRINCIPAL AND VERIFIED BY AN OFFICIAL DELEGATED BY THE DISTRICT DIRECTOR TO DO SO.

Tick in the appropriate box/es for the examination centre registration applying for:

AET L4		GRADE 12		GRADE 11		GRADE 10		GRADE 9	
NAME OF INSTITUTION						DISTRICT			
NAME OF PRINCIPAL						CONTACT TEL NO			
PHYSICAL LOCATION OF INSTITUTION (Town/Area)						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 th school day enrolment, and for part-time and repeaters, please indicate the maximum number that the centre will accommodate.		
		Full Time	Part Time
	Grade 9		
	Grade 10		
	Grade 11		
	Grade 12		
	ABET L4		
			Repeater/s
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
		OFFERED	EQUIP
	Please tick the subjects offered at the centre for which equipment is available	CATN	TRTM
		INFT	CIVIL TECH
		EGD	DRAM ART
		DANCE	MECH TECH
		ELEC TECH	CON STUD
		MUSIC	HOSP
		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.			

4	Does the centre have adequate facilities to safeguard examination material?			YES	NO
	Indicate	Strong Room		YES	NO
		Safe		YES	NO
		Other		YES	NO
		If other, specify			
5	Do the exam rooms that will be utilised have adequate ventilation and lighting?			YES	NO
6	Please check compliance in relation to fire hydrants, access doors, etc. <u>Private institutions must provide a copy of the local health and fire services clearance certificate.</u> Certificates available:			YES	NO
7	Does the centre have adequate toilet facilities available?			YES	NO
8	Is there clean running water in the premises?			YES	NO
9	Is the venue quiet and safe enough to be used as an examination centre?			YES	NO
10	Does the venue qualify to be classified as an education institution in terms of general norms and standards?			YES	NO
11	Are suitably qualified invigilators available for examinations?			YES	NO
12	Are all educators employed at the institution registered with SACE?			YES	NO
13	Proof of SACE certification provided.			YES	NO
14	Has a chief invigilator been appointed for the Examinations?			YES	NO
	Indicate	NAME	DESIGNATION		
	CONTACT NO DURING SCHOOL HOURS		CONTACT NO AFTER SCHOOL HOURS		
15	Does the centre have examination policies, invigilation guidelines and all relevant examination Assessment Instructions ?			YES	NO
For office use only.					
Proposed Venue visited by an Official from:		District Office	YES	NO	Provincial Office
District Office					
Details of official who visited:		Name:			
		Designation:			
The Proposed Examination Centre, detailed overleaf, meets the criteria as outlined above.					
Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/>					
Signature: District Director				Official Stamp	
Surname & Initials (Block Letters)					
Date					
NOTE: If not signed by the District Director, a delegation letter to accompany this application.					

Provincial Office (Directorate: Assessment and Examinations)					
Details of official who visited		Name:			
		Designation:			
Recommendations					
Signature:					
Approved <input type="checkbox"/> Not Approved <input type="checkbox"/>					
If Approved, Examination Centre Number		Name of Centre:			
Signature of Director: Assessment and Examinations				Official Stamp	
Surname & Initials (Block Letters)					
Date					



ASSESSMENT INSTRUCTION 49 OF 2017

ANNEXURE B

**PRO FORMA SERVICE CONTRACT ENTERED
INTO BY,**

AND BETWEEN, THE

EASTERN CAPE DEPARTMENT OF EDUCATION

AND AN

INDEPENDENT SCHOOL IN RESPECT OF

REGISTRATION AS AN EXAMINATION CENTRE

FOR THE NATIONAL SENIOR CERTIFICATE EXAMINATION,

AET L4 EXAMINATION, GRADE 11 FINAL

EXAMINATION AND GRADES 3, 6 & 9 COMMON ASSESSMENTS

FOR

YEAR

2018

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

(NAME OF SCHOOL)

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 adequate general security;
 - 1.2 a lock-up facility for the storage of examination material;
 - 1.3 clearance - in terms of the applicable municipal by-laws - from the local fire and health services;
 - 1.4 provision of proper lighting;
 - 1.5 access to sufficient water and acceptable and adequate toilet facilities;
 - 1.6 suitably qualified teaching staff, and sufficient numbers, to be trained and utilised as invigilators; and
 - 1.7 sufficient space and appropriate furniture for the seating of candidates;
 - 1.8 clear evidence of the ability to meet any and all costs relating to electricity, water 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 Grades 3, 6 & 9 common assessment 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 and Grades 3, 6 & 9 common assessment and related 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 assessments.
9. 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 previous centre, clearly indicating, *inter alia*, the location of the new venue, the name of a contact person and a telephone number for the contact person.

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
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Signature

Witness I

Signature

Witness II

Signature

OWNER(S) OF INDEPENDENT SCHOOL:

Initials & Surname Capacity Date

Signature

Witness I _____
Signature

Witness II _____
Signature

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

Initials & Surname Capacity Date

Signature

Witness I _____
Signature

Witness II _____
Signature

SCHOOL STAMP

