



EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE

Steve Vukile Tshwete Building, Zone 6, Zwelitsha, 5608 * Private Bag 4571 * KWT * 5600 * REPUBLIC OF SOUTH AFRICA
Website: ecprov.gov.za * Email: funiwe.bikitsha@edu.ecprov.gov.za

Ref: 13/P

Enquiries: Mrs F. Bikitsha

Tel: 040 602 7739 / 072 378 2817

ASSESSMENT INSTRUCTION 29 OF 2018

**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 ALL PUBLIC AND INDEPENDENT SCHOOLS
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 25 JULY 2018

**FORMATION OF SCHOOL ASSESSMENT IRREGULARITIES COMMITTEES (SAIC)
AND DISTRICT ASSESSMENT IRREGULARITIES COMMITTEES (DAIC)**

THE EXISTENCE AND PROPER FUNCTIONING OF SCHOOL ASSESSMENT IRREGULARITY COMMITTEE (SAIC) AND DISTRICT ASSESSMENT IRREGULARITIES COMMITTEE (DAIC) STRUCTURES ON THE HANDLING OF IRREGULARITIES.

1. BACKGROUND

- a) Regulations for the Conduct, Administration and Management of Assessment of National Senior Certificate (Government Gazette No. 31337, 29 August 2008 as amended; identifies the various structures that deal with irregularities as well as procedures to be followed when handling these irregularities.
- b) The acronyms and terms used in this document are consistent and in compliance with the Regulations for the Conduct, Administration and Management of Assessment for the National Senior Certificate (Government Gazette No. 31337, 29 August 2008 as amended).

- c) The Eastern Cape Department of Education recognizes the importance of credible examinations and assessment and educational measurement as an important lever in line with National Guidelines for curriculum transformation and quality education provisioning. The intention is also to enhance and build public confidence in the examination and assessment system.
- d) Examinations and Assessment Chief Directorate seeks to ensure that these two structures, namely, School Assessment Irregularity Committees (SAIC) and District Assessment Irregularities Committees are functioning efficiently and effectively.

2. SCHOOL ASSESSMENT IRREGULARITY COMMITTEE (SAIC):

In terms of Annexure M Regulation 1 Section 4 (a) and (b) for the Conduct, Administration and Management of Assessment for the National Senior Certificate, each school must establish a School Assessment Irregularity Committee (SAIC) .

2.1 PURPOSE OF SAIC

- a) Assist Educators in the identification, investigation and reporting of assessment irregularities that occur in their subjects / learning areas at the school.
- b) Ensure the credibility of internal assessment and examinations conducted at school and ensure a consistent approach in handling of irregularities.
- c) Ensure that there is consistency in imposing sanctions on learners and teachers that transgress examination regulations.
- d) Handle all the assessment irregularities that occur during the internal assessment process.
- e) Deal with all irregularities involving teachers and other assessment officials during internal assessment (School Based Assessment).
- f) Ensure that all irregularities that may occur during the conduct of examinations are well handled.

2.2 COMPOSITION OF SAIC

- a) The District official serving the school should be the Chairperson of the SAIC.
- b) The School Principal.
- c) One person from School Management Team (SMT).
- d) One person from the teaching staff who is not a member of the SMT.
- e) One member of the School Governing Body (SGB).
- f) One District official nominated by the District Director will serve as the ex-officio member of SAIC.
- g) One representative from each of the ELRC recognized teacher unions will be nominated as observer.

NB: All members of the SAIC will be appointed by the District Manager.

2.3 DURATION

- (a) Duration of the term of office of the SAIC will be three years.
- (b) All vacant posts must be filled and approved by the District Director or his/her delegate.

2.4 MEETINGS

- a) There shall be one meeting per month.
- b) If the need arises, the committee may convene meetings other than those scheduled.

2.5 REPORTING PROCEDURES

- a) The SAIC must report all School Based Assessment and the Practical Assessment Task/Language Oral Assessment Irregularities to District Assessment Irregularities Committee (DAIC) who in turn will report in writing, to the PEIC, within seven days of the alleged irregularity.
- b) In cases where an irregularity requires an investigation, the initial reporting must be followed by a detailed report on conclusion of the investigation.

3. DISTRICT ASSESSMENT IRREGULARITIES COMMITTEE (DAIC)

3.1 PURPOSE OF THE DAIC

In ensuring that a consistent approach is implemented in handling irregularities, the DAIC will:

- a) Develop capacity in relation to the identification, investigation and reporting of assessment Irregularities that occur at the Centres and Districts.
- b) Establish appropriate systems and structures for handling of irregularities.
- c) Provide time frames that are in line with those stipulated by Provincial Examinations Irregularity Committee (PEIC) for finalization of assessment irregularities that occur during the different stages of the assessment. Irregularities are finalized prior the release of results.

3.2 COMPOSITION OF DAIC

The Committee will comprise the following persons:

- a) The District Manager/Director or his/her representative will serve as the chairperson of the DAIC.
- b) **One member of the PEIC. This official will serve as a link between PEIC and DAIC.**
- c) The District official responsible for co-ordination of examinations at district level.
- d) Circuit Managers (maximum of 10) in cases where the number of circuits is greater than 10. Each circuit should be represented.
- e) Subject area specialist from the district co-opted on a needs basis, based on the nature of the irregularity being handled.

- f) One (1) official from the HRD (Labour), nominated by District Director.
- g) One representative of the Committee, together with the chairperson will be appointed by the District Director in writing. A representative from teacher organizations will be appointed having observer status only.

NB: All members of the DAIC will be appointed by the District Manager.

3.3 OBSERVERS AND THEIR ROLE

- (a) Representatives from Teacher Unions shall maintain observer status. As observers, such members will participate in discussions, but shall not participate in any decision making processes.

3.4 DECISION MAKING POWERS

The DAIC shall investigate examination irregularities in the district. Where advice and guidance are needed, this can be sought from Provincial Examination Irregularities Committee (PEIC) or Provincial Convener before the submission of a final report.

3.5 TERM OF OFFICE

The term of office for membership shall be three years. In an event a serving member is replaced for whatever reason, the newly appointed member shall serve on the Committee for remaining period.

3.6 MEETINGS

There shall be;

- a) One (1) meeting monthly to review SAIC reports/minutes and give guidance and advice.
- b) One (1) meeting preceding May / June, Trial and end of the year examinations to do the necessary planning for such examinations and review of SBA.
- c) One (1) meeting after completion of marking processes to review the sanctions given after such an examination.
- c) If a need arises, the committee may convene meetings other than those scheduled. These may include a sitting before SBA report is finalized.

The chairperson will determine the appropriate dates and can convene a meeting with appropriate notice of five working days except in cases of emergency. Dates scheduled for meetings of the DAIC will be included in the District Calendar.

3.7 MEMBERSHIP PRESENTATIONS AND CREDENTIALS

All members must present their appointment letter and the appropriate identity that will be provided by the District Director when executing their duties.

3.8 REPORTING PROCEDURES

The report/minutes and attendance register of each meeting shall be submitted to the District Director, the Head: Examinations and Assessment and Provincial Examination Irregularity Committee (PEIC).

4. SANCTIONS

- a) The relevant Irregularity Committee may recommend the imposition of the sanction contemplated in these regulations.
- b) Mandatory minimum periods of sanction may be imposed by the Provincial Examination Irregularities Committee (PEIC) or the National Examination Irregularities Committee (NEIC), upon finding the offender guilty of an irregularity. The reason for the stipulation of mandatory minimum periods of sanction is primarily to ensure that irregularities are handled in a uniform manner across all provincial departments of education. Secondly, it is to combat and reduce the frequency of irregularities.
- c) There may be cases where the PEIC or the NEIC is of the opinion that, considering the specific circumstances of the case, the imposition one of the minimum periods of sanction would be very harsh and unjust. The committee, may however be freed from the obligation of imposing the minimum period of sanction should there be "substantial" and compelling circumstances, which justify the imposition of lesser punishment than the prescribed one.

5. APPEALS

Refer to Government Gazette, No. 31337 dated 29 August 2008, page 158.

The Regulations for Conduct, Administration and Management of Assessment for the National Senior Certificate.

6. DUE DATES

- **Formation of DAICs and SAICs must be done and finalised on or before 27 July 2018.**
- **Chairpersons of SAICs must submit the names of elected members to the chairpersons of the DAICs on or before 31 July 2018.**
- **Chairpersons of the DAICs must submit the names of elected DAIC members and letters of appointment letters to Ms F. Bikitsha on or before 3 August 2018.**

7. CONCLUSION

All provincial, district and school-based personnel involved in the conduct and administration of assessment and Examination related activities are urged to ensure that irregularities are addressed as per National legislation and that Irregularity Committees are fully functional.



ACTING DEPUTY DIRECTOR GENERAL – EPEM
MS P. VINJEVOLD