



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:
Enquiries: **Ms F. Bikitsha** Tel: 040 602 7039 . Email: funiwe.bikitsha@ecdos.gov.za
Website: www.ecdos.gov.za

ASSESSMENT INSTRUCTION NO 19 OF 2021

TO:

- DEPUTY DIRECTORS-GENERAL**
- CHIEF DIRECTORS**
- HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS**
- CHIEF EDUCATION SPECIALISTS**
- CIRCUIT MANAGERS**
- DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS**
- PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADES 10 – 12)**
- TEACHER UNIONS/TEACHER ORGANISATIONS**
- SCHOOL GOVERNING BODIES**

DATE : 9 APRIL 2021

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

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

1. BACKGROUND

- a) Regulations for the Conduct, Administration and Management of Assessment 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 the School Based Assessment Irregularities.
- b) The acronyms and terms used in this document are consistent and in compliance with 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) The Chief Directorate: Examinations and Assessment seeks to ensure that these two structures, namely; School Assessment Irregularities Committee (SAIC) and District Assessment Irregularities Committee (DAIC) 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 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 the 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 the SAIC; and
- g) One representative from each of the ELRC recognised teacher unions will be nominated as observer.

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

2.3 DURATION

- a) Duration of the term of office of the SAIC will be three (3) 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 (7) 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 district.
- b) Establish appropriate systems and structures for handling of irregularities.
- c) Provide timeframes 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

- a) The District Director or his/her representative will serve as the chairperson of the DAIC.
- b) One member of the PEIC. This member will serve as a link between the PEIC and DAIC.
- c) The District official responsible for co-ordination of examinations at district level.
- d) Circuit Managers (maximum 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 need basis, based on the nature of the irregularity being handled.
- f) One (1) official from the HRD (Labour), nominated by District Director.
- g) One (1) representative of the Committee, together with the chairperson will be appointed by the District Director in writing. A representative from teacher organisations will be appointed having observer status only.

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



3.3 OBSERVERS AND THEIR ROLES

- 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 (3) 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.
- d) If a need arises, the committee may convene meetings other than those scheduled. These may include a sitting before SBA report is finalised.

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 meeting of the DAIC will be included in the District Calendar.

3.7 MEMBERSHIP PRESENTATION AND CREDENTIALS

All members must present their appointment letters 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 Director: Examinations and Assessment and Provincial Examination Irregularity Committee (PEIC).



4. SANCTIONS

- a) The relevant Irregularity Committee may recommend the imposition of the sanction contemplated the regulations.
- b) Mandatory minimum periods of sanction may be imposed by the Provincial Irregularities Committee (PEIC) or the National Examination Irregularity Committee (NEIC), upon finding the offender guilty of an irregularity.
- c) 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.
- d) Secondly, it is to combat and reduce the frequency of irregularities.
- e) 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.
- f) 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, page 154. The Regulations for Conduct, Administration and Management of Assessment for the National Senior Certificate (as amended).

6. DUE DATES

- a) Formation of DAICs and SAICs must be done and finalised on or before July 2021.
- b) Chairperson of SAICs must submit the names of elected members to the Chairperson of the DAICs on or before July 2021.
- c) Chairperson of the DAICs must submit the names of elected DAIC members and copies of appointment letters to Ms F. Bikitsha on or before August 2021.



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 the Irregularity Structures are fully functional.



(A) DDG: CM & D
MR JACK

DATE: 12/04/2021