



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 44 OF 2021

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

DATE: 04 OCTOBER 2021

COMMITMENT AGREEMENT RELATING TO THE 2021 NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATION

1. The Council of Education Ministers (CEM) decided in 2018 that all learners writing the National Senior Certificate (NSC) examination together with their parents sign a “*Commitment Agreement*” in order to ensure that they are aware of the rules and regulations governing the writing of the NSC examinations and commit to comply to these rules and regulations.
2. The NSC examination is administered and conducted in terms of the ‘*Regulations on the Conduct, Administration and Management of Assessment for the National Senior Certificate examination*’, across all provinces in the country.



3. Schools will be participating in the Pledge Signing Ceremony, where possible on Friday 22 October 2021, or on an alternative date as confirmed by the Head of Department in the Provincial Education Department. In addition to the, Pledge Signing, learners and parents are required to sign a Commitment Agreement, which provides a detailed list of the key rules and regulations relating to the NSC examination as well as the requirements and rules relating to the COVID-19.
4. All learners and their parents/guardian must sign the Commitment Agreement, prior to the commencement of the examination (**Annexure A**).
5. If there are any queries regarding the Pledge Signing Ceremony relating to the 2021 NSC examination, these should be directed to Ms F Bikitsha, Telephone: (040) 602 7039; E-mail: funiwe.bikitsha@ecdoe.gov.za.
6. Your co-operation and support in this matter is greatly appreciated.

DDG: CURRICULUM MANAGEMENT AND DELIVERY
MR R. TYWAKADI

04 October 2021
DATE

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

LETTER TO CANDIDATES/PARENTS/GUARDIANS

[illegible]

IDENTITY NUMBER

DISTRICT

- 1

4. Candidates must note the following:
- (a) Candidates are bound in all matters relating to the examination to obey the instructions of the invigilator and the chief invigilator.
 - (b) Candidates are expected to respond to the questions in the question paper, on their own, without the assistance of their peers or educators. In cases where assistance is offered by an educator or invigilator, or a learner, it is the responsibility of the candidate to bring this to the attention of the chief invigilator. Failure to report such assistance will result in the candidate being implicated in the examination irregularity.
 - (c) It is the responsibility of the candidate to report any information or rumour regarding examination irregularities to the invigilator/chief invigilator. Failure to do so will be considered to be collusion for which the candidate will be held accountable.
 - (d) In cases where a candidate is forwarded, via email, SMS, WhatsApp or through any other electronic means, a question paper, or part(s) of a question paper and fails to report such an incident to the invigilator/chief invigilator, he/she will be regarded as being complicit.
 - (e) Once in the examination room, the candidate must ensure the following:
 - (i) No notes or any other material that is not allowed in the examination room is on his/her person. Being found in possession of any notes or material in the examination room is regarded as an act of misconduct.
 - (ii) No cellular phones, or any other device must be brought into the examination room. Any such device found in their possession, even though not used during the examination, also constitutes an act of misconduct and an appropriate sanction will be imposed.
 - (f) It is the responsibility of the candidate to check that they receive the paper and/or subject for which they are registered.
 - (g) No examination answer book (or part of an answer book/answer sheet), whether used or unused, may be removed from the examination room. Should this occur, it will be considered an irregularity and the candidate will receive **NO** credit for the examination in that question paper.
 - (h) Should a candidate write the wrong subject or wrong language level (in the case of a language paper), this will be considered to be a technical irregularity and will lead to the candidate's results being blocked/cancelled/delayed.
 - (i) Candidates are strongly advised not to use different styles of handwriting in their answer books, as this may be misconstrued by the marker as a response written by another individual resulting in an investigation which may delay the release of the results.
 - (j) The conduct of the candidate before, during and after the writing of the question paper is important. Disruptive and unruly behaviour will not be tolerated and the candidate could be barred from writing the examination.
 - (k) In the event of a candidate being implicated in an examination irregularity, the parent/guardian and candidate must avail themselves for a hearing, as failure to do so will lead to further delays in the results of the candidate being released.
5. The key types of irregularities that may occur during the examination are listed on page 4.
6. In the event that a candidate is found to have contravened any of the rules and regulations as specified above, the Department of Basic Education reserves the right to nullify the candidate's results and they could be barred from writing **one to three subsequent examinations** (as stipulated in the Regulations in *Government Gazette* No. 31337 of 29 August 2008). Criminal prosecution could be imposed should it be found that the candidate is involved in the leakage of any examination question paper.

7. The candidate and the parent/guardian must be aware that should the candidate agree to any assistance irrespective of who provided the assistance (i.e. the educator, invigilator or fellow learner) they shall be considered to have colluded with the person who provided the assistance, and therefore the appropriate sanction will be imposed.
8. Parents/Guardians and candidates must be aware that should it be discovered that the question paper has leaked (i.e. parts of the question paper or the full question paper has been accessed prior to the examination), the Director General in conjunction with Umalusi, will make a decision whether the question paper/s needs to be written.
9. Disciplinary action will also be taken against officials who are involved in irregularities at their examination centres.
10. It is also important that the parents/guardians and candidates are aware of the following rules and regulations regarding the COVID19 measures which must be adhered to:
 - (a) Candidates must arrive at the examination centre at least one and half hour before the start of the examination and must be seated in the examination room, at least 30 minutes prior to the commencement of the examination.
 - (b) All candidates arriving at an examination centre will be screened
 - (c) Candidates must sanitize their hands before admission into the examination room.
 - (d) Masks are to be worn at all times by all persons entering the examination room.
 - (e) The seating plans will adhere to the 1m social distancing protocol.
 - (f) The social distancing protocol must be maintained at all times including when candidates queue to present their Identity Documents and admission letters, before entering the examination centre.
 - (g) A candidate who presents with COVID-19 symptoms, including a consistent temperature reading of more than 38 °C will be allowed to write the examination in an isolation room and must consult a health practitioner immediately after the examination.
 - (h) Should a candidate refuse to be screened, he/she will not be allowed entry into the examination centre.
 - (i) Candidates will be requested to remove their masks for identification purposes before being admitted into the examination centre
 - (j) Candidates that test positive for COVID-19, must inform the school principal immediately who will liaise with the district director to see how best the candidate can be accommodated in an isolation venue, if the candidate is in a position to write the examination. Candidates that test positive, but are not in a position to write the examination, will be allowed to write the next examination in May/June 2022.
 - (k) Should a candidate test positive, the parent/guardian/candidate must declare the status of the candidate to the school principal, irrespective of whether the candidate displays symptoms or not. Failure to declare the candidate's status is a serious offence and could lead to prosecution.

DECLARATION BY PARENT/GUARDIAN

I, _____ parent/guardian of _____
(Full Name of Parent/Guardian) (Full Name of Learner)

state that I have read and understood the rules and regulations pertaining to the conduct of the National Senior Certificate Examination and the consequences should my child/ward contravene any of the regulations.

(Signature)

(Date)

DECLARATION BY LEARNER

I, _____, _____
(Full Name of Learner) (Examination Number)

state that I have read and understood the rules and regulations pertaining to the conduct of the National Senior Certificate Examination and the consequences should I contravene any of the regulations.

(Signature)

(Date)

COMMISSIONED BY PRINCIPAL (*Ex Officio*)

I, _____ of _____
(Name of Principal) (Name of School)

attest that the abovementioned declaration has been signed in my presence on:

_____ at _____
(Date) (Name of School)

(Signature of Principal)

School Stamp:

This Commitment Agreement should be kept until all the examination irregularities have been resolved and the subsequent appeal processes have been concluded. A copy should be handed over to the candidate, while the original is kept at the school.

TYPES OF IRREGULARITIES THAT MAY OCCUR

NO	NATURE OF IRREGULARITY
1.	Late-coming (candidates will not be allowed to write if they arrive more than an hour after the commencement time and no extra time will be given to candidates who arrive late)
2.	Bringing unauthorised material into the examination room (crib notes, cellphones, other electronic devices etc.)
3.	Copying (from another person/any other source)
4.	Allowing other candidates to copy from them
5.	Ghost writers (any other person writing on behalf of candidate(s))
6.	Removing pages from the answer book or damaging the answer book (all rough work to be done in the answer book in pencil, a line put across it and "rough work" written)
7.	Writing the incorrect examination number on answer book
8.	Accepting answers from invigilators or any other official
9.	Failing to submit the answer script and loose answer sheets to the invigilator at the end of the examination session
10.	Being drunk or under the influence of any illegal substance and disorderly behaviour by candidate
11.	Any form of intimidation
12.	Getting the question paper from another source prior to the stipulated writing date and time and distributing the question paper in hardcopy or electronically using social media (e.g. WhatsApp etc.)
13.	Writing the examination outside the examination venue
14.	Failing to check with the invigilator about the correctness of the paper (number of pages, number of questions, duration of paper, correcting errata – if any)
15.	Any act or behaviour on the part of the candidate or any other person that will allow him/her to gain an unfair advantage during the writing of the examination
16.	Failing to report any knowledge or possession of a leaked paper or gaining direct or indirect access to a leaked paper
17.	Failing to report direct or indirect access to a leaked paper through WhatsApp and failing to reveal the source thereof.