



EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE

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ASSESSMENT INSTRUCTION 52 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 ALL PUBLIC AND INDEPENDENT SCHOOLS
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 14 OCTOBER 2021

**DECLARATION BY PRINCIPALS OF SCHOOLS WITH GRADE 12 CLASS AND
EXAMINATION OFFICIALS RESPONSIBLE FOR PART TIME CENTRES, OF
THEIR SCHOOLS AND CENTRES READINESS AND COMPLIANCE TO THE
CONDUCT, MANAGEMENT AND ADMINISTRATION OF NATIONAL SENIOR
EXAMINATIONS FOR 2021 UNDER COVID-19 PANDEMIC ENVIRONMENT.**

INTRODUCTION

Public examinations are defined primarily in terms of their purposes: to certify and select students on the basis of an assessment of their achievements in curriculum area (World Bank: 2020)

The Eastern Department of Education is responsible for the conduct, management, and administration of the public examinations for all Grade12 learners in the province – schools, approved independent schools and approved examination centres. This is as provided in ***the National Senior Certificate: A Qualification at Level 4 on the***



National Qualifications Framework (NQF), published by means of a Government Notice No. 744 in Government Gazette, Vol. 481, No. 27819 of 20 July 2005 as amended and also ***National policy pertaining to the conduct, administration and management of the National Senior Certificate examination*** published as Government Notice No. 564 in Government Gazette No. 30048 of 6 July 2007 and as amended. ***National Disaster Management Act, 2005, with various gazettes published.***

THE PURPOSE OF THE ASSESSMENT INSTRUCTION

- The safety of candidates and officials during the conduct, administration and management of Grade 12 NSC examinations during the period wreaked havoc by COVID-19 pandemic has become non-negotiable.
- All the precautions must be implemented to ensure that all parties involved are protected from contracting COVID-19 virus during the process of executing their duties and candidates during the period of writing their examinations.
- The declaration form attached herein (Annexure A) has been designed to assess and evaluate the readiness of all examination centres to conduct safe NSC examinations.
- The declaration form attached herein shall ensure that all principals and examination officials have checked all the critical aspects of compliance to COVID-19 protocols as outlined in ***Standard Operating Procedure for the Containment and Management of Covid-19 for Schools and School Communities, Protocol on writing Examinations under Covid-19 (Assessment Instruction 34 of 2021) Invigilation Manual – 2021 Grade 12 NSC Examination.***
- The completion of this Annexure shall enable the Department of Health to be ready and plan appropriately on how they can provide support and interventions wherein in may be necessary.
- A Link for the Google form will be send to you for easy reporting.



THE NEW NORMAL

- The Grade 12 class of 2021 is a group that is facing over 400 days of lockdown due to the havoc that COVID-19 pandemic created globally.
- COVID-19 pandemic threw the whole world into a tailspin.
- The current Grade 12 class was not spared of the COVID-19 negative impact.
- The year 2021 continued to present new, unique and unexpected educational contexts which included amongst others; extended school closures, learner absenteeism, intermittent school closures, intense need for Psycho-social support, teacher absenteeism and learning under COVID-19 which mutates from one variant to another.
- This calls for the support of all the critical role players such as, the decision makers, parents, community members, learners, teachers, principals, officials, unions and other departments to all have their hands-on deck.

THE CONDUCT OF EXAMINATIONS

The period starting from 19 October 2021 to the 21 January 2022 is set aside for three critical activities for the Department of Education at all levels, namely;

- The writing of National Senior Certificate (NSC) Grade 12 examinations.
- Readiness of the Department of Education for 2022 academic year.
- Finalisation of the statutory financial planning for 2022/23, preparations for the oncoming budget adjustment estimates, performance reporting and PPN distribution processes.



STRICT ADHERENCE TO COVID-19 PROTOCOLS DURING THE CONDUCT OF EXAMINATIONS (Assessment Instruction 34 of 2021)

Purpose of the Protocol

- Provide standardised procedures for managing COVID-19 infections during the conduct of examinations.
- Safety of both candidates and officials
- Minimize the rate of infections

Key Drivers – Non - Pharmaceutical procedures

- Regularly washing hands with soap and water OR sanitizing hands.
- Having the mask on covering mouth and nose.
- Observing appropriate Social Distancing at all times.

Preparation of the Examination Centre

- Establish a COVID-19 screening team.
- All entering the examination centre must be screened daily
- Adequate number of examination rooms
- Grade 12 examination rooms must be cordoned off from the rest
- A reserve list of invigilators must be available.
- Isolation room



Candidates presenting a temperature above 38°C or other COVID-19 related symptoms.

- Candidate who presents with COVID-19 symptoms, including a temperature reading of more than 38 °C, will not be allowed to proceed to the main examination room.
- Isolated and re-screened every ten minutes for thirty minutes if their temperature decreases allow them to exam main examination room and has answered “no” to the other six questions on the screening form, within the first hour of the examination session.
- A candidate whose temperature is consistently above 38 °C after the regular 10-minute checks in the first 30 minutes and/or answers “yes” to two or more of the questions on the screening questionnaire, will be taken to the isolation room at the centre for the candidate to sit for the examination.
- The isolation area may also be an open well-defined and visible space such as a veranda, corridor/passage, provided it is isolated and has no access to other persons.

Candidates that have tested positive for COVID-19, prior to the examination session

- Will be allowed to write the examination, provided they are deemed fit, to write the examination.
- The parent, caregiver or designated family member, of candidates that have tested positive for COVID-19 are obliged to inform the school and be allowed to write in Isolation.



Invigilation under covid-19

- All invigilators are to sanitize their hands prior to and after handling question paper.
- Invigilator must ensure that he/she personally distributes question papers.
- Candidates must report to the invigilator if he/she feels ill during the examination session.
- Invigilators must also report to the chief invigilator if they are not feeling well.
- There is to be NO sharing of writing materials.
- Invigilators must check that candidates are not carrying crib notes in/on their face masks.
- Disposable cups must be provided
- A candidate may be allowed to bring along his/her own water bottle, provided it has no writing.

Completion of the Checklist for Examination Centre COVID-19 protocols readiness during the conduct of NSC Grade 12 Examinations.

Co-operation by Principals of all schools with Grade 12 and districts will be highly appreciated.

DDG – CURRICULUM MANAGEMENT AND DELIVERY
MR R. TYWAKADI

15 October 2021
DATE



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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READINESS OF CENTRE ON THE ADMINISTRATION OF 2021 NSC GRADE 12 EXAMINATION

COMPLIANCE TO COVID-19 PROTOCOLS

NAME OF DISTRICT:.....CENTRE NO:.....

NAME OF CENTRE:.....

NO	ITEM	YES/NO	If the answer is no, explain how this will be addressed
1.	Do you have enough examination venues where 1 metre social distance can be practiced?		
2.	Do you have enough invigilators including relief invigilators?		
3.	Do you have a reserve list of invigilators?		
4.	Do you have spare masks if a candidate forgets to bring it?		
5.	Do you have enough Sanitiser for both invigilators and candidates?		
6.	Have you established a covid-19 screening team?		
7.	Do you have an Isolation Room in case there is a candidate that is affected/infected?		
8.	Do you have a committee that will manage COVID-19 issues during the writing?		
9.	Have you identified and trained invigilators who will be invigilating in Isolation room if a need arises?		
10.	Have you informed the local Clinics, SAPS, Social Workers and stakeholders for support in case a need arises?		

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**SURNAME & INITIALS OF THE
SCHOOL PRINCIPAL**

.....
SIGNATURE

.....
DATE

SCHOOL STAMP