



**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT**

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**ASSESSMENT INSTRUCTION NO 19 OF 2022**

**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: 11 APRIL 2022**

**DECLARATION OF RELATIVES AND SIGNING OF CONFIDENTIALITY 2022**

**1. BACKGROUND**

- 1.1. ***In line with Regulations pertaining to the Conduct, Administration and Management of the National Senior Certificate examinations (NSC), published as Government Regulation Notice No. R872 in Government Regulation Gazette No. 31337 of 29 August 2008 and as amended as Regulation Notice No. 371 in Government Gazette No. 37651 dated 16 May 2014;*** the security and confidentiality agreement relating to examination matters must be signed by all officials involved in the managing and administering the examination process.
- 1.2. Employees who are involved in the National Senior Certificate examination, and who have immediate relatives in Grade 12 must disclose such information within 18 months before the commencement of the final end of the year National Senior Certificate examinations.

**2. DISCUSSION**

- 2.1. The Assessment body must take every responsible step to ensure that the security and confidentiality of: -
  - Examination question papers
  - Examination answer books
  - Examination answer scripts
  - Marks sheets
  - IT system and other assessment documents

- SBA Marks

2.2. Effective security and confidentiality measures should be in place in the following areas of the examination process: -

- The setting and moderation of the examination question papers;
- The printing of the examination question papers;
- The storage of the final printed examination question papers as well as the printed backup examination question papers;
- Persons entering or exiting the restricted administrative areas;
- Examination question papers handed over by the Assessment bodies;
- Distribution of examination question papers and the transfer of answer Books/scripts to and from examination centres;
- Examination answer scripts of candidates under investigation and
- The maintenance of the IT system.
- Management and processing of SBA marks

3. The Office of the Chief Director, Office of the Director and Section Heads are requested to ensure that all employees in their offices/Sections adhere to the policy as stated above.
4. Confidentiality and the Declaration forms are attached to be filled in, attach copies of ID documents to the office of CES: Policy Unit on or before 13 March 2020.
5. All officials are obliged to fill in the Declaration Form even if there is/are no close relative/s writing examinations as on the attached sample.
6. The forms should be submitted with the list of officials in the office/section to ensure that all officials comply.
7. Co-operation by all officials is always anticipated and appreciated.

The co-operation of all education stakeholders in this important process is both anticipated and appreciated.



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**DDG: CURRICULUM MANAGEMENT AND DELIVERY**  
**MR R. TYWAKADI**

12 April 2022

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**DATE**



