



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION NO. 4 OF 2024

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

DATE : 11 JANUARY 2024

**FORMATION OF IRREGULARITIES STRUCTURES: SCHOOL ASSESSMENT
IRREGULARITIES COMMITTEES (SAICS) AND DISTRICT ASSESSMENT
IRREGULARITIES COMMITTEES (DAICS)**

1. BACKGROUND

- Regulations pertaining the Conduct, Administration, and Management of the Assessment National Senior Certificate (Government Gazette No. 31337, 29 August 2008 as amended) identifies various structures that deal with irregularities as well as procedures to be followed when handling the School Based Assessment Irregularities.
- The acronyms and terms used in this document are consistent and in compliance with the above mentioned Regulations.
- The Eastern Cape Department of Education recognizes the importance of credible examinations and assessments 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.
- The Chief Directorate: Examinations and Assessment seeks to ensure that these two structures, namely: the School Assessment Irregularities Committee (SAIC) and District Assessment Irregularities Committee (DAICS) are functioning efficiently and effectively.



2. SCHOOL ASSESSMENT IRREGULARITIES 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 Irregularities 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 who 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

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.

The District official servicing the school should be the chairperson of SAIC.

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

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

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 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 PROCEDURE

- a) The SAIC must report all School Based Assessment and the Practical Assessment Task / Language Oral Assessment Irregularities to District Assessment Irregularities Committee 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 THE DAIC

- a) The District Director or his/her representative will serve as a chairperson of the DAIC.
- b) The District official responsible for co ordination of examination at district level.
- c) Circuit managers (maximum 10) in cases where the number of circuits is greater than 10. Each circuit should be represented.
- d) Subject area specialists from the district co-opted on a need basis, based on the nature of the irregularity being handled.
- e) One (1) official from the HRD (Labour) , nominated by the District Director.



- f) One (1) representative of the committee, together with the chairperson will be appointed by the District Director in writing. A representative from teacher union organisation 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

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 the 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 view 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 the Provincial Examinations Irregularity Committee.

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 uniformly 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 and 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 pertaining to the Conduct, Administration and Management of the National Senior Certificate (as amended).



6. DUE DATES

- a) Formation of DAICs and SAICs must be done and finalized on or before **30th January 2024**
- b) Chairperson of SAICs must submit the names of elected members to the chairperson of the DAICs on or before **05 February 2024**.
- c) Chairperson of the DAICs must submit the names of the elected members and copies of appointment letters to Mrs F. Bikitsha on or before **06th February 2024**.

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 Irregularity Structures are functional.



DDG: CM & D
MR R. TYWAKADI

12/01/2024

DATE