

**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT**

Steve Vukile Tshwete Complex, Zone 6, Zwelitsha, 5608, Private Bag X0032, Bisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: Ms T Mabengu Tel: 060 523 2814. E-mail: [thandiswa.mabengu@ecdoe.gov.za](mailto:thandiswa.mabengu@ecdoe.gov.za)

Website:

[www.ecdoe.gov.za](http://www.ecdoe.gov.za)

Ref. no. 13/P  
Enquire: Ms T Mabengu

Tel.: 060 523 2814

**ASSESSMENT INSTRUCTION 34 OF 2024**

**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 (NSC)  
TEACHER UNIONS/ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 18 JULY 2024**

**AUDIT OF EXAMINATION CENTRES IN RELATION TO THE STATE OF READINESS FOR THE 2024 NATIONAL SENIOR CERTIFICATE EXAMINATION**

1. This Assessment Instruction serves to ensure that the districts are ready for the administration of the 2024 National Senior Certificate examination. The following aspects are crucial for a successful and irregularity-free examination, namely:
  - (a) readiness of the public and independent centres to administer the examinations.
  - (b) categorisation of the examination centres according to the risk level (High, Medium and Low) accompanied by the auditing and validation of these centres.
2. The audit of examination centres must be prioritised and strengthened in preparation for the 2024 October/November examination.
3. **All Public centres must be audited at least once in a three (3) year cycle. This implies that one-third of the public centres must be audited in each year. This will allow the districts to complete the audit of all the public centres over a three (3) year period.**
4. Therefore, the Eastern Cape Provincial Education Department (PED) **declares 2024 – 2026 as the three year cycle for audit of all Public centres which implies that the audit process will be done incrementally in this three year cycle.**

5. All independent centres, new public centres offering the NSC for the first time, centres where irregularities were observed in 2023, and centres collecting both morning and afternoon question papers in the morning must also be physically audited (visited by the district and province) in preparation for the NSC examination. The visit in these centres must be done yearly.
6. The districts are requested to ensure that an audit of all examination centres is completed and thereafter the centres offering NSC examination including independent centres must be categorised according to their level of risk. See the attached criteria (Annexure A) which informs how the centre should be categorised.
7. An instrument for the audit of the examination centres have been provided (Annexure B). This instrument (Annexure B) must be completed for each examination centre audited and the following procedure is suggested for the completion and verification of the outcomes of the audit:
- (a) The audit instrument must be completed by the individual schools or by a district official, where possible.
  - (b) The district should conduct a site visit of a sample of the schools that have completed the audit instrument, to validate the information on the completed instrument.
  - (c) After all the audit instruments are collected, the district should analyse the responses and confirm the categorisation of the examination centre into:
    - (i) **High Risk Centre (HRC);**
    - (ii) **Medium Risk Centre (MRC);**
    - (iii) **Low Risk Centre (LRC).**
  - (d) Copies of the audit instruments must be submitted to the PED for verification. The original audit instruments must be left at the district offices and availed to the DBE Monitors for further verification.
  - (e) The province will conduct a sample audit of selected centres to verify the authenticity of the responses and to validate the risk status of the examination centres.
  - (f) The district must consolidate the list of all examination centres, into a composite list, distinguishing the public centres from the independent centres. The template of a composite list is attached as **ANNEXURE C.**

- (g) The Provincial Education Department (PED) will deploy its officials to the districts from September to October 2024 and Districts must submit their composite lists of centres with their risk statuses to the PED by **Friday 16 August 2024**. The districts must ensure that the completed audit instruments are available at their District Offices for verification.

8. For enquiries please contact Ms T Mabengu, by telephone at 060 523 4947 or by e-mail [thandiswa.mabengu@ecdoe.gov.za](mailto:thandiswa.mabengu@ecdoe.gov.za)

Co-operation of districts is both anticipated and appreciated.

  
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**MR R. TYWAKADI**  
**DEPUTY DIRECTOR-GENERAL: CURRICULUM**  
**MANAGEMENT AND DELIVERY**

22/07/2024  
**DATE**

## CRITERIA FOR CATEGORISATION OF EXAMINATION CENTRES: ANNEXURE A

| CATEGORY                            | CRITERIA  | ACTION   |
|-------------------------------------|---|--|
| <b>1. High Risk Centre (HRC)</b>    | <ul style="list-style-type: none"> <li>(a) High frequency of irregularity relating to candidates.</li> <li>(b) Group copying (crib notes answers emanating from candidates are circulated during the writing of the examination to a significant number of candidates resulting in group copying).</li> <li>(c) Very poor management of Exams.</li> <li>(d) The school is generally dysfunctional.</li> <li>(e) There is lingering doubt relating to the credibility of the centre.</li> <li>(f) All examination centres which cater for repeat candidates.</li> <li>(g) All Independent centres.</li> <li>(h) Examination centres with Educators which are implicated in providing answers to candidates.</li> </ul> | Exams to be administered by the Provincial Education Department or the District Office, the District or Province place an <b>Independent Chief Invigilator</b> . |
| <b>2. Medium Risk Centres (MRC)</b> | <ul style="list-style-type: none"> <li>(a) There have been reports of irregularities implicating individual candidates.</li> <li>(b) Whistle blowing of irregular conduct has been reported.</li> <li>(c) Any element of doubt.</li> <li>(d) Moderately poor administration of the examination.</li> <li>(e) Correctional Services Centres.</li> <li>(f) Writing the NSC examination for the first time.</li> <li>(g) Centres with a high number of candidates who are going to sit for NSC Grade 12 examination (350 – 499)</li> </ul>   | The school administers the exams, but the province places a <b>Monitoring Invigilator/Resident Monitor</b> at the centre.  |

|                                 |   |  |
|---------------------------------|---|--|
|                                 | (h) Centres collecting both morning and afternoon session question papers in the morning.   |  |
| <b>3. Low Risk Centre (LRC)</b> | <p>(a) All Public centres except those that do not fall under High or Medium.</p> <p>(b) No irregularities were reported at this centre.</p> <p>(c) The administration of the examination is of the acceptable standard.</p> <p>(d) The examination is conducted in compliance with policy provision.</p> | The exams is administered by the school but a <b>Roving Monitor</b> is assigned to a group of schools. |

AUDIT OF THE EXAMINATION CENTRES

|                           |                  |
|---------------------------|------------------|
| Date of audit visit       |                  |
| Name of auditor           |                  |
| Contact number of auditor | Office:<br>Cell: |

***Monitoring and verification of audited centres***

- (a) This instrument must be completed by the school for each National Senior Certificate (NSC) examination centres.
- (b) The Provincial Education Department will first perform a desk-top audit of the examination centre reports and thereafter sample to do the verification of selected examination centres at the district offices from **26 August 2024 to 14 September 2024.**
- (c) The Department of Basic Education (DBE) will first perform a desk-top audit of the examination centre reports and thereafter assign independent monitors to do the verification of selected examination centres at the district offices. All instruments of the centres audited must be completed and availed to the monitors at the district offices.
- (d) Each district will complete one (1) copy of this instrument electronically and provide to its PED a complete composite list of all examination centres (use the template at the end of this instrument).
- (e) On completion of the DBE audit of the examination centres, the DBE will provide PEDs with a report on the status of the examination centres and a discussion with the PED will be facilitated, if necessary.

**A. DETAILS ABOUT THE EXAMINATION CENTRE**

|  |   |  |  |  |  |                    |  |  |  |  |
|--|---|--|--|--|--|--------------------|--|--|--|--|
| Name of Examination Centre   |   |  |  |  |  |                    |  |  |  |  |
| EMIS/Centre Number   |   |  |  |  |  |                    |  |  |  |  |
| Physical Address of Examination Centre   |   |  |  |  |  |                    |  |  |  |  |
| Telephone Number   |   |  |  |  |  |                    |  |  |  |  |
| Facsimile  |   |  |  |  |  |                    |  |  |  |  |
| Email address  |   |  |  |  |  |                    |  |  |  |  |
| Name of Chief Invigilator  |   |  |  |  |  |                    |  |  |  |  |
| Who appointed the Chief Invigilator?   | <b>PED</b>                                      |  |  |  |  | <b>DISTRICT</b>    |  |  |  |  |
| Telephone number of the Chief Invigilator  |   |  |  |  |  |                    |  |  |  |  |
| Status of the Centre   | <b>Public</b>                                   |  |  |  |  | <b>Independent</b> |  |  |  |  |
| Was the centre used as an examination centre in the October/November 2023 examination?   | <b>Yes</b>                                      |  |  |  |  | <b>No</b>          |  |  |  |  |
| Was the centre also used as an examination centre for the May/June 2024 examination?   | <b>Yes</b>                                      |  |  |  |  | <b>No</b>          |  |  |  |  |
| If the centre was an examination centre for the October/November 2023 examination, was any irregularities of a serious nature found at this centre during the May/June 2024 examination? | <b>Yes</b><br>Indicate the type of irregularity |  |  |  |  | <b>No</b>          |  |  |  |  |
| Indicate the number of candidates registered at the centre   |   |  |  |  |  |                    |  |  |  |  |
| Number of examination rooms to be used at this centre  |   |  |  |  |  |                    |  |  |  |  |
| Type of space/facilities available for use<br><br>(Indicate with an X)   | School Hall                                     |  |  |  |  |                    |  |  |  |  |
|  | Classrooms                                      |  |  |  |  |                    |  |  |  |  |
|  | Church  |  |  |  |  |                    |  |  |  |  |
|  | Community Centre                                |  |  |  |  |                    |  |  |  |  |
|  | Science Laboratory                              |  |  |  |  |                    |  |  |  |  |
|  | Computer Laboratory / Rooms                     |  |  |  |  |                    |  |  |  |  |
|  | School Library                                  |  |  |  |  |                    |  |  |  |  |
| Valid Health and Safety Certificate verified   | <b>YES</b>                                      |  |  |  |  | <b>NO</b>          |  |  |  |  |
|  |   |  |  |  |  |                    |  |  |  |  |

**B. STAFF CAPACITY TO CONDUCT NSC EXAMINATION**

(Indicate with an X)

| 1. Principal / Centre Manager will be Chief Invigilator   | YES       |  |          |  | NO   |  |          |  |
|---|-----------|--|----------|--|--|--|----------|--|
|   |           |  |          |  | If 'No' indicate who the Chief Invigilator will be |  |          |  |
| 2. Chief Invigilator will be appointed by PED or District (indicate PED or District as well as the criteria for the appointment)      |           |  |          |  |  |  |          |  |
| 3. Invigilators will be appointed from the examination centre   |           |  |          |  |  |  |          |  |
| 4. Invigilators will be appointed by the PED or District (indicate PED or District indicate the criteria for the appointment as well) |           |  |          |  |  |  |          |  |
| 5. Type of invigilators to be appointed   | Permanent |  | Resident |  | Other  |  | Specify: |  |

**C. AUDIT OF VENUES AT EXAMINATION CENTRE**

(Indicate with an X)

| ASPECT  | ADEQUATE | INADEQUATE | OTHER COMMENT |
|---|----------|------------|---------------|
| 1. Space in venue/s to be used                                      |          |            |               |
| 2. Furniture required for all candidates who will write examination |          |            |               |
| 3. Lighting/Electricity   |          |            |               |
| 4. Ventilation  |          |            |               |
| 5. Health and safety (fire) precautions in place                    |          |            |               |
| 6. Ablution facilities for candidates who will write                |          |            |               |
| 7. Availability of water supply for duration of SC/NSC examination  |          |            |               |
| 8. First Aid Kit stocked and accessible                             |          |            |               |
| 9. Access to emergency services, South African Police Service       |          |            |               |
| 10. This centre has been used in previous DBE examinations          | YES      | NO         |               |
|   |          |            |               |



**D. SECURITY MEASURES IN PLACE AT EXAMINATION CENTRE**

(Indicate with an X)

| MINIMUM SECURITY MEASURES IN PLACE   | YES | NO |
|--|-----|----|
| 1. 24 Hour security guards   |     |    |
| 2. Burglar guard gates   |     |    |
| 3. Double locking system in strong room  |     |    |
| 4. Functional surveillance cameras   |     |    |
| 5. Alarm systems   |     |    |
| 6. Alarm systems with armed response   |     |    |
| 7. Manual access and control systems in place<br>(Access cards, Visitors' Registers) |     |    |
| 8. Biometric system  |     |    |

**E. STORAGE FACILITIES FOR QUESTION PAPERS AND SCRIPTS**

(Indicate with an X)

| ASPECT   | YES     | NO |
|--|---------|----|
| 1. Lockable safe   |         |    |
| 2. Strong room   |         |    |
| 3. Other   | Specify |    |
| 4. Adequate space to store SC/NSC examination questions papers /scripts/answer books | YES     | NO |
|  |         |    |

**F. KEY HOLDER CUSTODY**

(Indicate with an X)

|  | YES | NO |
|--|-----|----|
| 1. Strong room keys are kept by Principal/ Centre Manager/ Chief Invigilator (Underline the correct designated person) |     |    |
| 2. Duplicate strong room keys available  |     |    |
| 3. Duplicate keys for examination centres/venues available   |     |    |
| 4. Describe key custody practice at this examination centre  |     |    |

**G EXAMINATION CENTRES OFFERING CAT/ IT**

(Indicate with an X)

| ASPECT  | YES | NO | Notes |                |             |                              |
|---|-----|----|-------|----------------|-------------|------------------------------|
| 1. Lights in working order  |     |    |       |                |             |                              |
| 2. Plug points in working order   |     |    |       |                |             |                              |
| 3. Total number of computers adequate for total number of candidates offering CAT/ IT |     |    |       |                |             |                              |
| 4. Microsoft Office programmes available  |     |    | CAT   | Office 2010    | Office 2013 | Office 2016 (latest version) |
|   |     |    | IT    | Delphi or Java |             |                              |
| 5. <b>COMPUTER ROOM/S HAS/HAVE THE FOLLOWING:</b>                                     |     |    |       |                |             |                              |
| a) Computers in working order   |     |    |       |                |             |                              |
| b) Mouse for each PC  |     |    |       |                |             |                              |

**COMPOSITE LIST OF EXAMINATION CENTRES: ANNEXURE C**

| No. | District  | Examination Centre | Type:<br>Public/Independent | Number of Grade 12 learners |          |           | Risk<br>Classification:<br>Low/Medium/High | Principal/Examination Centre<br>Manager | Contact Number |
|-----|-----------|--------------------|-----------------------------|-----------------------------|----------|-----------|--|---|----------------|
|     |           |                    |                             | No.Prog                     | No. Prom | Total No. |  |   |                |
| 1.  | Joe Gqabi | AAA School         | Public                      | 51                          | 14       | 65        | low  | Mr P Apples                             | 075 829 0193   |
| 2.  |           |                    |                             |                             |          |           |  |   |                |
| 3.  |           |                    |                             |                             |          |           |  |   |                |
| 4.  |           |                    |                             |                             |          |           |  |   |                |
| 5.  |           |                    |                             |                             |          |           |  |   |                |
| 6.  |           |                    |                             |                             |          |           |  |   |                |
| 7.  |           |                    |                             |                             |          |           |  |   |                |
| 8.  |           |                    |                             |                             |          |           |  |   |                |
| 9.  |           |                    |                             |                             |          |           |  |   |                |
| 10. |           |                    |                             |                             |          |           |  |   |                |