



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 36 OF 2024

TO:

- DEPUTY DIRECTORS-GENERAL**
- CHIEF DIRECTORS**
- HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS**
- CHIEF EDUCATION SPECIALISTS DISTRICT**
- CURRICULUM COORDINATORS**
- DISTRICT ASSESSMENT OFFICIALS (DAOs)**
- DISTRICT SUBJECT ADVISORS (DSAs)**
- PROVINCIAL SUBJECT COORDINATORS**
- CIRCUIT MANAGERS**
- DEPUTY CHIEF EDUCATION SPECIALISTS**
- SENIOR EDUCATION SPECIALISTS**
- PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADE 12)**
- TEACHER UNIONS/ORGANISATIONS**
- SCHOOL GOVERNING BODIES**

DATE 25 JULY 2024

MEMORANDUM: THE PROTOCOL FOR THE COLLECTION OF BOTH MORNING AND AFTERNOON PAPERS.

1. The Protocol for the Collection of both morning and afternoon question papers:
 - a) Reiterates the norms and standards for the distribution and collection of question papers where there is a morning and afternoon session;
 - b) Provides the criteria that apply to schools that need official permission to collect both the morning and afternoon question papers;
 - c) Indicates the monitoring required of the schools exempted in respect of the criteria provided, and the conditions for safe storage of the question papers;
 - d) Provides a Declaration Form for schools that meet the criteria to complete and submit to the PED for accountability, management and monitoring purposes

2. In terms of the Norms and Standards for the distribution of question papers, Chief Invigilators are expected to collect only morning question papers and come back for the afternoon question paper/s on a day when a centre is to write examinations both in the morning and in the afternoon.
3. However, the DBE understands that the implementation of this norm is not possible for all centres due to distances between the collection point and the school, as well as the nature of the roads especially in some of our rural areas.
4. As a result, some schools for which the DBE is satisfied that it is operationally impossible for them to collect question papers and other examination materials both in the morning and in the afternoon, will be exempted from this requirement as per the norms and standards. These schools shall be allowed to collect both the morning and afternoon question papers at the same time in the morning when they come to the collection point.
5. The schools that shall be allowed to collect both morning and afternoon question papers must meet the following criteria:
 - The distance between the collection point shall be more than 20 kilometres for the single trip (which is 40 km for a return trip).
 - The school shall have a medium sized lockable safe and/or strong room.
 - Strong room and keyholder policies shall be in place.
 - The school shall not have been involved in any irregularities, at least in the past three years.
 - The affected school/s shall sign a declaration form (**Annexure A**) committing to the safekeeping of the afternoon question papers before they are written.
6. The PED shall compile a list of schools under its jurisdiction that qualify for this exemption and are therefore **given permission** to collect both the morning and the afternoon question papers at the same time when they come to the collection point.
7. The PED shall ensure that the following is adhered to for all schools that have requested for this exemption:
 - The writing of both the morning and afternoon papers is monitored by District officials. The deployed monitor for the morning paper must work collaboratively with the Chief Invigilator to ascertain that the school does not open the wrong paper in the morning when the examination is administered, and that the afternoon question paper is safely locked inside a safe.
 - The deployed monitor for the afternoon paper must ensure that the examination starts and ends at the stipulated times as per the National Examination Timetable.
 - Two candidates must be requested to check, certify and declare that the seal of the afternoon question papers has not been tampered with.

8. The Daily Report Form on custody of the afternoon question paper/s **(Annexure B)** should be completed by the Chief Invigilator and submitted with the delivery of scripts in the afternoon;
9. The District Head of Examinations must e-mail the afternoon question paper custody report to Question Paper unit at the Provincial Office in the morning of the following day and the original should be kept in the district monitoring file.
10. The schools that do not meet the above-mentioned criteria shall not be allowed to collect both morning and afternoon question papers. The schools must be informed to buy proper safes immediately. Lockable steel cabinets will not be accepted as storage for the afternoon question papers.
11. The affected schools must be closely monitored, especially during the writing of the afternoon question paper.
12. This protocol is also applicable to officials at distribution points that also have to keep morning and afternoon papers.
13. **District please note: Permission must be granted by the Provincial Education Department before the collection of papers for the morning and afternoon sessions.**
14. Districts are hereby requested to strictly follow the protocol.
15. Enquiries regarding this memorandum should be directed to Mrs P. Japhta at Penelope.Japhta@ecdoe.gov.za or telephone 060 5238658.

Your support is highly appreciated



MR R. TYWAKADI
DDG: CURRICULUM MANAGEMENT AND DELIVERY

25 July 2024

DATE

A certified copy of your ID shall be attached to this form.



basic education

Department:
Basic Education

REPUBLIC OF SOUTH AFRICA

DAILY REPORT FORM ON CUSTODY

OF THE AFTEROON QUESTION PAPER

I,

(Full Names. PLEASE PRINT)

Identity number)

(Persal Number)

CHIEF INVIGILATOR OF

SCHOOL

declare that:

1. The afternoon question _____ paper/s(subject) given to me by the district exams official in the morning was/ were not tampered with.
2. The afternoon paper/s were stored in a secured storage place. The place where keys for the secured storage area are located is only known by me or a delegated person, whose delegation is in writing.
3. The afternoon question paper/s were taken by me out of the secured storage to the examination venue before the commencement of the writing of the examinations.
4. Further, I understand that any act of misconduct on my part constitute a gross irregularity that might lead to my dismissal if I'm found guilty.
5. I fully understand and accept the above conditions unconditionally.

NAME & SURNAME

SIGNATURE & DATE