Province of the
EASTERN CAPE
EDUCATION

Iphondo leMpuma Kapa: Isebe leMfundo
Provinsie van Oos Kaap: Department van Onderwys
Provense ya Kapa Botjhabela: Letapha la Thuto

CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT
Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605
REPUBLIC OF SOUTH AFRICA:
Enquiries: **Ms T Mabengu. Tel: 083 214 5643. Email:** thandiswa.mabengu@ecdoe.gov.za
Website: www.eceducation.gov.za

ASSESSMENT INSTRUCTION NO 28 OF 2026

TO:` **DEPUTY DIRECTORS-GENERAL**
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALIST DISTRICT
CIRCUIT MANAGERS
DEPUTY CHIEF EDUCATION SPECIALISTS
SENIOR EDUCATION SPECIALISTS
HEAD OF EXAMINATIONS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADE 12)
TEACHER UNIONS/ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: **26 MAY 2026**

CRITERIA FOR CATEGORISATION OF EXAMINATION CENTRES OFFERING NATIONAL SENIOR CERTIFICATE (NSC) AND AUDIT OF THESE EXAMINATION CENTRES

1. Audit of the Examination Centres

1.1 This Assessment Instruction serves to ensure that the districts are ready for the administration of the 2026 National Senior Certificate examination. Focusing on two crucial aspects:

(i) Ensuring the conduct of a credible, irregularity-free 2026 National Senior Certificate Examination and readiness of the public and independent examination centres to administer the examinations.

(ii) Audit and categorisation of the examination centres to ensure support and accurate deployment of monitors in three categories of examination centres: High Risk (HRC), Medium Risk (MRC) and Low Risk (LRC) examination centres.

All Public examination 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 each year. This will allow the districts to complete the audit of all the public centres over a three (3) year period. All high-risk examination centres must be audited yearly.

1.2 The Eastern Cape Provincial Education Department (PED) has declared 2024 – 2026 a three-year cycle audit period that commenced in 2024 and will end in 2026.

1.3 All independent centres, new public centres that will offer NSC Grade 12 for the first time, examination centres where irregularities were detected from 2023 to 2025, examination 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 2026 NSC examination. Visits to these centres must be made yearly.

2. Categorisation of examination centres

2.1 Criteria for categorisation of examination centres offering National Senior Certificate Examinations:

CATEGORY	CRITERIA	ACTION
1. High Risk Centre (HRC)	(a) High frequency of irregularity relating to candidates. (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). (c) Very poor management of examinations.	Examinations to be administered by the Provincial Education Department or the District Office, the District or Province places an Independent Chief Invigilator.

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CATEGORY	CRITERIA	ACTION
	(d) The school is generally dysfunctional. (e) There is lingering doubt relating to the credibility of the centre. (f) All examination centres that cater for the repeat candidates. (g) All independent centres. (h) Examination Centres with educators who are implicated in providing answers to candidates.	
2. Medium Risk Centre (MRC)	(a) There have been reports of irregularities implicating individual candidates. (b) Whistle-blowing of irregular conduct has been reported. (c) Any element of doubt. (d) Moderately poor administration of the examination. (e) Correctional Services Centres. (f) Examination centres administering the NSC examination for the first time. (g) Examination Centres with	The school administers the exams, but the province places a Monitoring Invigilator/Resident Monitor at the centre. (on a rotation basis, ensuring that each session of writing is monitored)

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CATEGORY	CRITERIA	ACTION
	more than three hundred (300) candidates who are going to sit for the 2026 October/ November NSC Grade 12 examinations.	
3. Low Risk Centre (LRC)	(a) All public centres except those that do not fall under High or Medium Risk. (b) No irregularities were reported at this centre. (c) The administration of the examination is of an acceptable standard. (d) The examination is conducted in compliance with policy provisions.	The school administers the examination, but a Roving Monitor is assigned to a group of schools.

Risk level category	Public centres	Independent centres (all independent centres on HRC	Total
Low risk			
Moderate risk			
High risk			
Total			

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3. All districts are requested to ensure that all examination centres are audited and categorised according to their risk levels as indicated above.

DEPUTY DIRECTOR GENERAL: CURRICULUM MANAGEMENT AND DELIVERY
MR TJZ MTYIDA

02. 06. 2026
DATE

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Date of audit visit		
Name of auditor		
Contact number of the auditor	Office	
	Cell	

AUDIT OF THE EXAMINATION CENTRES

Monitoring and verification of the examination centres

(a) The school or district must complete the instrument for each National Senior Certificate (NSC) examination Centre. The Audit Instruments is attached as **Annexure A.**

(b) The Department of Basic Education (DBE) will first perform a desk-top audit of the examination centre reports and thereafter assign Part-Time Monitors from **17 August to 04 September 2026** to do the verification of selected examination centres at the district offices. All instruments of the centres audited must be completed and made available to the monitors at the district offices.

(c) 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

(d) Each district will complete a provided template (Annexure B) and provide the Provincial Education Department with a complete composite list of all examination centres (the Excel spreadsheet template is attached as Annexure B). The information must be emailed to Monwabisi.fuba@ecdoe.gov.za and cc Thandiswa.mabengu@ecdoe.gov.za

Annexure A

A. DETAILS ABOUT THE EXAMINATION CENTRE

Name of Examination Centre		
EMIS/Centre Number		
Physical Address of Examination Centre		
Telephone Number		
Facsimile		
E-mail address		
Name of Chief Invigilator		
Who appointed the Chief Invigilator?	**PED**	**DISTRICT**
Telephone number of the Chief Invigilator		
Status of the Centre	**Public**	**Independent**
Was the centre used as an examination centre in the October/November 2024 examination?	**Yes**	**No**
Was the centre also used as an examination centre for the May/June 2025 examination?	**Yes**	**No**
If the centre was an examination centre for the October/November 2024 examination, was any irregularities of a serious nature found at this centre during the May/June 2025 examination?	**Yes** Indicate the type of irregularity	**No**
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 (Indicate with an X)	School Hall	
	Classrooms	
	Church	
	Community Centre	
	Science Laboratory	
	Computer Laboratory/Rooms	
	School Library	
Valid Health and Safety Certificate verified	**YES**	**NO**

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B. STAFF CAPACITY TO CONDUCT NSC/SC 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	INADEQUTE	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 NSC/SC examination			
8.	First Aid Kit stocked and accessible			
9.	Access to emergency services and the South African Police Service			
10.	This centre has been used in previous DBE examinations	YES	NO	

D. STAFF CAPACITY TO CONDUCT NSC/SC EXAMINATION

(Indicate with an X)

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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:

E. AUDIT OF VENUES AT EXAMINATION CENTRE (Indicate with an X)

ASPECT	ADEQUATE	INADEQUTE	OTHER COMMENT
11. Space in venue/s to be used			
12. Furniture required for all candidates who will write examination			
13. Lighting/Electricity			
14. Ventilation			
15. Health and safety (fire) precautions in place			
16. Ablution facilities for candidates who will write			
17. Availability of water supply for duration of NSC/SC examination			
18. First Aid Kit stocked and accessible			
19. Access to emergency services and the South African Police Service			
20. This centre has been used in previous DBE examinations	YES	NO	

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F. 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 (i.e. Access Cards and Visitors' Registers)		
8. Biometric system		

G. 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 NSC/SC examination question papers/scripts/answer books	YES	NO

H. 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		

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I. 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 2016	Office 2019	Office 2021 (365)	Notepad (++)
			IT	Delphi 2010 (including later versions)		MS Access 2010 (and upwards)	
COMPUTER ROOM/S HAS/HAVE THE FOLLOWING:							
a) Computers in working order							
b) Mouse for each PC							
c) Server							
d) Antivirus							
e) Air conditioners in working order (State date of last service)							
f) Fire extinguisher							
g) State date of last service							
h) Staff trained to use fire extinguishers							
i) Permission requested to write 2 sessions due to shortages in PCs							

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J. RISK MITIGATION

(Indicate with an X)

ASPECT	YES	NO
1. Were irregularities/poor administration experienced at this examination centre in ANY previous examination?		
2. Evidence verified that this examination centre has built in preventive measures to ensure that any form of malpractice (mass copying, crib notes, imposter candidates, possible assistance from invigilators) is prevented during the 2025 NSC/SC examination.		
3. List measures in place or provide any relevant information: a) b) c) d)		
4. In case of an independent centre, is the centre fully compliant in terms of being declared a centre of teaching and learning by Umalusi? Provide relevant documentary evidence that the centre is accredited by Umalusi.		
5. Irregularity reporting systems are in place for the 2025 SC/NSC examination.		
6. Measures are in place to deal with cases of unregistered candidates. If "Yes" explain the type of measures to be adopted with regards to unregistered candidates.		
7. Measures are in place to deal with impact of social protests on the writing of the examination.		
8. Measures are in place to deal with load shedding		
9. Load shedding schedule is known and a copy available at examination centre		
10. How will the centre deal with candidates that do not produce an authentic identification on the day of writing?		

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I. INDEPENDENT CENTRES

If this is an independent centre, please respond to the following questions:

1.	When was the school registered?		
2.	Is the school provisionally accredited or fully accredited by Umalusi?		
3.	If the school is provisionally accredited, when does the provisional accreditation expire?		
4.	If the school is fully accredited indicate the date of accreditation and the expiry date.	**Date of accreditation**	**Expiry date**
5.	Provide the Accreditation Number.		

J. RISK PROFILE OF EXAMINATION CENTRE

1.1 (Indicate with an X)

HIGH	MODERATE	LOW

1.2 Type and measures of risks identified:

Indicate the type of risk and measures in place if the following risks indicated	
High Risk	Type of risks identified: Explain the measures in place to deal with the risks:
Moderate Risk	Type of risks identified: Explain the measures in place to deal with the risks:
Low Risk	Type of risks identified: Explain the measures in place to deal with the risks:

K. RECOMMENDATION

(Indicate with an X)

Centre audited satisfies minimum standards to conduct the 2025 NSC/SC examination and is recommended by the auditor.	
YES	**NO**
It is recommended that the following aspects be monitored closely at this centre during the NSC/SC examination:	

L. FOLLOW-UP VISIT REQUIRED BY AUDITOR

(Indicate with an X)

YES	NO	DATE

NAME OF AUDITOR: .....

SIGNATURE OF AUDITOR: ..... DATE: .....

NAME OF THE PRINCIPAL/CHIEF INVIGILATOR: .....

SIGNATURE OF THE PRINCIPAL/CHIEF INVIGILATOR.....DATE: .....

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Annexure B: consolidated template for the categorization of examination centres that each district must provide. Public Examination centres must be composed of Ordinary Schools, Correctional Services Centre schools and Designated (Part Time Centres). The spreadsheet must be an Excel spreadsheet. Note the following:

1. The Arial Narrow font must be used (Font size 11)
2. The fields of the template must not be changed
3. The name of the Principal or Chief Invigilator must be written like **Ms T Mabengu or Mr T Mabengu, not just a surname without the title and initial.**

Name of the district	Name of Examination Centres	Type of the Examination centre: Public/ Independent	Physical Address of the Examination Centre	Classification: Low; Medium;High Risk	Principal / Chief Invigilator	Contact Number	Number of NSC Grade 12 learners	Level of Approval: Approved/Not Approved / Fully Approved