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## GOVERNMENT NOTICES

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### DEPARTMENT OF EDUCATION

No. 564

6 July 2007

#### NATIONAL EDUCATION POLICY ACT, 1996 (ACT NO. 27 OF 1996)

**NATIONAL POLICY REGARDING FURTHER EDUCATION AND  
TRAINING PROGRAMMES: APPROVAL OF THE DOCUMENT:  
*NATIONAL POLICY ON THE CONDUCT, ADMINISTRATION AND  
MANAGEMENT OF THE NATIONAL SENIOR CERTIFICATE: A  
QUALIFICATION AT LEVEL 4 ON THE NATIONAL QUALIFICATIONS  
FRAMEWORK (NQF)***

I, Grace Naledi Mandisa Pandor, Minister of Education, hereby, in terms of *Sections 3(4)(l) and 7 of the National Education Policy Act, 1996 (Act No. 27 of 1996)*, approve the document, *National policy on the conduct, administration and management of the National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF)* as set out in the Schedule, as national education policy.

**GNM PANDOR, MP**

**MINISTER OF EDUCATION**

**DATE:**

**THE SOUTH AFRICAN SCHOOLS ACT, 1996 (ACT NO. 84 OF 1996) AS  
AMENDED**

**NATIONAL POLICY REGARDING FURTHER EDUCATION AND  
TRAINING PROGRAMMES: APPROVAL OF THE DOCUMENT:  
*NATIONAL POLICY ON THE CONDUCT, ADMINISTRATION AND  
MANAGEMENT OF THE NATIONAL SENIOR CERTIFICATE: A  
QUALIFICATION AT LEVEL 4 ON THE NATIONAL QUALIFICATIONS  
FRAMEWORK (NQF)***

I, Grace Naledi Mandisa Pandor, Minister of Education, hereby, in terms of *section 6(A)* of the *South African Schools Act, 1996 (Act. No. 84 of 1996)*, approve the document, *National policy on the conduct, administration and management of the National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF)* as set out in the Schedule, as national education policy.

The policy as contained in the policy document, *National policy on the conduct, administration and management of the National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF)*, Annexure A, reflects:

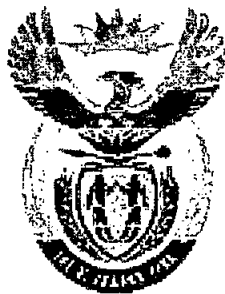
- (a) The minimum outcomes and standards; and
- (b) The processes and procedures for the assessment of learner achievement.

The policy document, *National policy on the conduct, administration and management of the National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF)* is applicable to both public and independent schools.

**GNM PANDOR, MP**  
**MINISTER OF EDUCATION**  
**DATE:**

## **ANNEXURE A**

## **SCHEDULE**



# education

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Department:  
Education  
**REPUBLIC OF SOUTH AFRICA**

**NATIONAL POLICY ON THE CONDUCT,  
ADMINISTRATION AND MANAGEMENT OF THE  
NATIONAL SENIOR CERTIFICATE: A  
QUALIFICATION AT LEVEL 4 ON THE  
NATIONAL QUALIFICATIONS FRAMEWORK  
(NQF)**

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## DEFINITIONS

Any definition that is contained in the *General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)* will be applicable to this policy document and will have the same meaning, unless specifically indicated in this text.

**Administrative errors****or omissions**

means irregularities that are of a technical nature, where the candidate or an examination official unintentionally fails to follow the prescribed administrative procedure. The candidate may be disadvantaged by this error or omission.

**Assessment irregularity**

means any event, act or omission, and any alleged event, act or omission, which may undermine or threaten to undermine the integrity, credibility, security, or the fairness of the examination and assessment process.

**Behavioural Offence**

means misbehaving, creating a disturbance or wilfully disobeying legitimate instructions, which may have an adverse effect on the examination process or the outcome of the examinations.

**Candidate**

means a learner who has entered for the final National Senior Certificate examination in Grade 12.

**Chief Examiner**

is the person who manages the process of setting the examination question papers and takes responsibility for the quality and standard of the examination question paper.



- Chief Executive Officer** means the Chief Executive Officer contemplated in section 11 of the *General and Further Education and Training Quality Assurance Act, 2001 (No. 58 of 2001)*.
- Chief Invigilator** is the Principal of a registered examination centre or another person specifically appointed in that capacity who is accountable and responsible for the administration of the examination of the National Senior Certificate and other related assessment matters, at the examination centre.
- Chief Marker** is a person responsible for the marking of an external examination paper written under the auspices of an examination body accredited by Umalusi.
- Department of Education:** means the national department responsible for education.
- Deputy Chief Examiner** is the person assisting the Chief Examiner with the setting, translating, editing and final proof-reading of a national external examination paper, as well as developing memoranda and other assessment material as may be required.
- Deputy Chief Marker** is a person who assists the Chief Marker with the final marking of an external examination paper.
- Examination:** means the National Senior Certificate examination conducted at the end of the year.
- Examination Body** is the body accredited by Umalusi, the Council for General and Further Education and Training Quality Assurance as a body responsible for conducting the National Senior

Certificate examination. This body could be the Department of Education or any other body accredited by Umalusi for this purpose.

<b>Examination Centre</b>	A centre registered by a provincial education department in terms of <i>Section 18</i> of the <i>General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)</i> for the purpose of administering the National Senior Certificate examination.
<b>Examination irregularity</b>	means any event, act or omission, and any alleged event, act or omission, which may undermine or threaten to undermine the integrity, credibility, security, or the fairness of the examination process.
<b>Examination Process</b>	includes the total process of examination that commences with the registration of candidates, the setting of the examination question papers, moderation, the security and integrity of such examination, the marking and processing of results and the certification thereof.
<b>Examination Sitting</b>	is either a main examination sitting or a supplementary examination sitting.
<b>Full-time candidate</b>	is a learner who has enrolled for tuition and who offers a National Senior Certificate in a full-time capacity at a public or independent school or any other registered institution and who presents seven (7) subjects in terms of the National Senior Certificate requirements. Such a candidate must fulfill all internal assessment requirements, including oral and practical requirements where applicable.

<b>Grade</b>	means that part of an educational programme, which a learner may complete in one school year, or any other education programme, which the Member of the Executive Council (MEC) may deem to be equivalent thereto.
<b>Head of Department</b>	refers to the Head of a provincial education department.
<b>Independent school</b>	means a school defined in terms of <i>section 1</i> of the <i>South African Schools Act, 1996 (No. 84 of 1996)</i> .
<b>Internal Assessment</b>	means any assessment conducted by a school or institution, the outcomes of which count towards the achievement of the National Senior Certificate. Internal Assessment thus refers to School-Based Assessment or Site-Based Assessment.
<b>Investigation</b>	encompasses all activities relating to the collection of evidence in respect of a reported irregularity. This may include interviews or submission of written reports from various examination officials, candidates or any other person that may assist in providing information on the reported irregularity. All investigations must be conducted under the auspices of the Provincial Examinations Irregularities Committee (PEIC) and reported to the Head of Department.
<b>Invigilator</b>	is a person appointed and responsible for the conduct of an examination or related examination activity at the examination centre. Invigilators are teachers, deputy principals or reputable members of the community.

<b>Learner</b>	refers to any person, including part-time learners, receiving education at a public or independent school or learning institution.
<b>Learner evidence of performance</b>	means the collection of the learner's work that is used to compile his or her internal assessment mark.
<b>Marker</b>	is a person who is appointed to mark an external examination question paper.
<b>Marking Centre Manager</b>	is an official appointed to be responsible for the management and administration of a marking centre.
<b>MEC</b>	the member of the Provincial Executive Council responsible for Education.
<b>Moderator</b>	a person that is responsible for ensuring that the examination question paper complies with the standards and requirements set out in the Subject Statements and Subject Assessment Guidelines.
<b>NEIC</b>	means the National Examinations Irregularities Committee established by the Minister of Education to coordinate the handling of irregularities identified during assessment.
<b>National Senior Certificate</b>	A qualification at Level 4 on the National Qualifications Framework (NQF) that will be awarded in 2008 for the first time to Grade 12 candidates who comply with the national policy requirements set out in the policy document, <i>The</i>

*National Senior Certificate: A qualification at Level 4 on the National Qualifications Framework (NQF).*

**Part-time candidate**

a learner who has enrolled at an institution that does not offer tuition on full-time basis. A part-time candidate may enrol for any number of subjects in one examination sitting. Part-time candidates must comply with the internal and external assessment requirements of the National Senior Certificate including evidence of practical work where applicable.

**PEIC**

is the Provincial Examinations Irregularities Committee established by the provincial education department to investigate, conduct hearings regarding internal and external assessment irregularities and make recommendations to the Head of Department.

**Personnel**

**Administration**

**Measures (PAM)**

is the policy document which outlines and governs the remuneration and other service conditions of teachers employed in terms of the *Employment of Educators' Act, 1998 (Act No. 76 of 1998)*.

**Provincial education  
department**

means the department responsible for education in a province.

**SACE**

The South African Council for Educators is, in terms of the *Employment of Educators' Act, 1998 (Act No. 76 of 1998)*, a statutory body.

<b>SAIC</b>	is the School Assessment Irregularities Committee established by the school to deal with all irregularities identified during assessment.
<b>Senior Marker</b>	means a person who assists the Chief Marker in the marking process and takes responsibility for a group of markers at the marking centre.
<b>Service Contract</b>	is a binding and legal agreement between a provincial education department and an examination centre in respect of the administration, running and management of the National Senior Certificate examination.
<b>Subject Assessment Guidelines</b>	Guideline documents that specify the internal and external assessment requirements for each of the listed subjects in the <i>National Curriculum Statement (NCS) Grades 10-12 (General)</i> .
<b>Teacher portfolio</b>	means the full and final record of all the tasks that must be presented by the learner in his or her internal assessment mark for a particular subject, for assessment in the National Senior Certificate. The teacher portfolio will also include marking guidelines and assessment rubrics.
<b>Umalusi</b>	the Council for General and Further Education and Training Quality Assurance established in terms of the <i>General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)</i> .