



Province of the  
**EASTERN CAPE**  
DEPARTMENT OF EDUCATION

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## **ASSESSMENT INSTRUCTION 10 OF 2009**

**TO: DEPUTY DIRECTORS – GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
EDUCATION DEVELOPMENT OFFICERS  
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF PUBLIC & INDEPENDENT SCHOOLS  
TEACHER UNIONS / ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 07 JANUARY 2009**

<p><b>SCHOOL ASSESSMENT IRREGULARITY COMMITTEES (SAIC) AND DISTRICT EXAMINATIONS IRREGULARITY COMMITTEES (DEIC)</b></p>
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**THE EXISTENCE AND PROPER FUNCTIONING OF SAIC (SCHOOL ASSESSMENT IRREGULARITY COMMITTEE) AND THE DEIC (DISTRICT EXAMINATIONS IRREGULARITY COMMITTEE) STRUCTURES ON THE HANDLING OF IRREGULARITIES.**

### **1. BACKGROUND:**

- a) The Regulations for the Conduct, Administration and Management of Assessment for the Senior Certificate (Government Gazette No. 28 156, 21 October 2005), and Government Gazette No. 31 337, 29 August 2008 identifies the various structures that deal with irregularities as well as procedures to be followed when handling these irregularities.
- b) The acronyms and terms used in this document are consistent and in compliance with the Regulations for the Conduct, Administration and Management of Assessment for the Senior Certificate (Government Gazette No. 28 156, 21 October 2005) and the latest Government Gazette No. 31 337, 29 August 2008.
- c) The Eastern Cape Department of Education recognises the importance of credible examination and assessment 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.

- d) The Assessment and Examination Directorate seeks to ensure that these two structures, namely, **School Assessment Irregularity Committee** and **District Examination Irregularity Committee** are functioning efficiently and effectively by providing the following information.

## **2. SCHOOL ASSESSMENT IRREGULARITY COMMITTEE (SAIC):**

In terms of Regulation 78 for the Conduct, Administration and Management of Assessment for Senior Certificate, Section 78, each school Principal must establish a School Irregularity Committee.

### **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 ensuring a consistent approach in handling of irregularities.
- (c) Ensure that there is consistency in imposing sanctions on learners and teachers that 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 (Continuous 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**

- i) School Principal who will serve as the chairperson.
- ii) One member from Circuit Office who will monitor compliance with procedures.
- iii) One person from School Management Team (SMT).
- iv) One person from the teaching staff who is not a member of the SMT.
- v) One member of the School Governing Body.
- vi) One District official nominated by the District Manager will serve as the ex-office member of SAIC.
- vii) One representative from each of the recognised teacher unions will be nominated as observers

\* Co-opted members - on a need basis:

- (a) One subject specialist from the level of the school.
- (b) One subject area specialist from District Office.

\* All members of the SAIC will be appointed by the Circuit / District Manager.

### **2.3 DURATION**

Duration of the term of office of SAIC will be three years.

All vacant posts must be filled and approved by the Head of Department of Education or his /her delegate.

## **2.4 MEETINGS**

- (a) There shall be one meeting per month.
- (b) If a need arises, the committee may convene meetings other than those scheduled.

## **2.5 REPORTING PROCEDURES**

- (a) Report all irregularities to District Examination Irregularity Committee (DEIC).
- (b) In cases where an irregularity requires an investigation, the initial reporting must be followed by a detailed report on conclusion of the investigation.
- (c) The report of each meeting shall be submitted to the District Examination Irregularity Committee Chairperson.

## **2.6 SUPPORT TO THE COMMITTEE**

The SAIC shall enjoy the administrative support of DEIC.

## **3. DISTRICT EXAMINATION IRREGULARITY COMMITTEE (DEIC)**

### **3.1 PURPOSE OF THE DEIC**

In ensuring that a consistent approach is implemented in handling irregularities, the DEIC will:

- (a) Develop capacity in relation to the identification, investigation and reporting of assessment irregularities that occur at Centres.
- (b) Establish appropriate systems and structures for handling of irregularities.
- (c) Provide time frames that are in line with those stipulated by Provincial Examination Irregularity Committee (PEIC) for finalisation of assessment irregularities that occur during the different stages of the assessment. Irregularities are finalised prior the release of results.

### **3.2 COMPOSITION OF DEIC**

The Committee will comprise the following persons:

- (a) The District (CES- Curriculum) convener of irregularities will serve as chairperson;
- (b) Two ( 2) representatives from the Assessment and Examinations: the DCES and the SES who will be the secretary of the committee.
- (c) One (1) official from the HRD (LABOUR), nominated by the District Director.
- (d) One official from each of the following Directorates:
  - i. ABET
  - ii. Curriculum
  - iii. IDS & G
  - iv. QMS Section
  - v. Education Support Services
- (e) One representative of the Committee, together with the chairperson will be appointed by the District Director in writing. A representative from teacher organisations will be appointed having observer status only.

### **3.3 OBSERVERS AND THEIR ROLE**

Teacher Organisations shall enjoy observer status. By virtue of being observers, such members will participate in discussions, but shall not participate in any decision-making processes.

### **3.4 DECISION-MAKING POWERS**

The DEIC shall investigate examination irregularities in the district. Where advice and guidance is needed, this can be sought from Provincial Examination Irregularity 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 years or such a term as determined by the District Director. In an event a serving member is replaced for whatever reason, the newly appointed member shall serve on the Committee for the remaining period that the previous member would have served on the committee.

### **3.6 MEETINGS**

There shall be:

- a) 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.
- b) one (1) meeting after completion of marking processes to review the sanctions given after such an examination.

If a need arises, the committee may convene meetings other than those scheduled. These may include a sitting before SBA report is finalised.

The convener will determine the appropriate dates and in consultation can convene a meeting with appropriate notice of five working days except in cases of emergency. Dates scheduled for meetings of the DEIC will be included in the District Calendar and also in the Directorate Calendar, which will be circulated to all members.

### **3.7 MEMBERSHIP PRESENTATIONS AND CREDENTIALS**

All members must present their appointment letter and the appropriate identity that will be provided by the District Director when executing their duties.

### **3.8 REPORTING PROCEDURES**

The report of each meeting shall be submitted to the District Director, the Assessment and Examinations Director and Provincial Examination Irregularity Committee (PEIC). At the end of each examination cycle, a final report shall be submitted to the National Examination Irregularity Committee (NEIC).

### **3.9 SUPPORT TO THE COMMITTEE**

The DEIC shall enjoy the administrative support of the PEIC.

#### **4. REPORTING OF IRREGULARITIES**

Reporting of examination irregularities is categorised into two components. The first component relates to reporting of the irregularity from the venue of identification, to the relevant officials at the assessment body, and the second component relates to the reporting of the irregularity to the external role players, by the Head of the assessment body.

##### **a. INTERNAL REPORTING**

All alleged irregularities must be reported immediately to the next level of responsibility in the assessment process, which in turn, must report it to the Chairperson of the PEIC and the Head of Examinations, or the independent assessment body. This reporting may be done verbally, but must be followed with a written report within 12 hours.

##### **b. EXTERNAL REPORTING**

- i) All assessment bodies must report all examination irregularities to Umalusi, the Director-General and the Head of independent assessment body within 48 hours of the identification of such irregularities. This may be done telephonically, but it must be followed with a written report within 48 hours.
- ii) The Director-General, the Head of independent assessment body and Umalusi will provide the format of the report. Reporting the irregularity can differ, depending on the nature of the irregularity.

#### **5. SANCTIONS**

- (a) The relevant Irregularity Committee may recommend the imposition of the sanction contemplated in these regulations.
- (b) Mandatory minimum periods of sanction may be imposed by the Provincial Examination Irregularity Committee (PEIC) or the National Examination Irregularity Committee (NEIC), upon finding the offender guilty of an irregularity. The reason for the stipulation of mandatory minimum periods of sanction is primarily to ensure that irregularities are handled in a uniform manner across all provincial departments of education. Secondly, it is to combat and reduce the frequency of irregularities.
- (c) There may be cases where the PEIC or the NEIC is of the opinion that, considering the specific circumstances of the case, the imposition of one of the minimum periods of sanction would be very harsh and unjust. The Committee may, however be freed from the obligation of imposing the minimum period of sanction should there be "substantial" and compelling circumstances", which justify the imposition of a lesser punishment than the prescribed one.

#### **6. APPEALS**

Refer to Government Gazette, No. 31337 dated 29 August 2008, page 158. The Regulations for the Conduct, Administration and Management of Assessment for the National Senior Certificate.

**Two Questionnaires are attached for a response :**

**Annexure A : SAIC - For EACH SCHOOL SMT**

Each school is required to consult the SMT and respond.  
Submit to the DCES Assessment and Examinations in the District Office  
on or before the **27 February 2009** who will forward this to Mrs B. Gobe  
at Head Office.

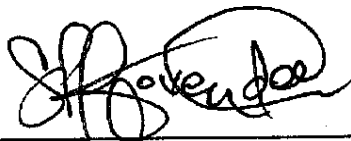
**Annexure B : DEIC - For EACH DISTRICT**

Each District is required to respond together as a team  
(District Director, CES Curriculum, DCES Curriculum, CES Mango, EDOS and  
DCES Exams).

Submit to Mrs B. Gobe at Head Office on or before the **13 February 2009**.

**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 that  
Irregularity Committees are fully functional.



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**S.P. GOVENDER**  
**CHIEF DIRECTOR: CURRICULUM MANAGEMENT**



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\* REPUBLIC OF SOUTH AFRICA \* Enquiries: B. Gobe Tel: +27 043 6047721 Fax: 043 604 7734\*  
\* Website: [ecprov.gov.za](http://ecprov.gov.za)  
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## **ANNEXURE A – ASSESSMENT INSTRUCTION 10 OF 2009**

**TO : PRINCIPAL AND SMT**

**FROM: DIRECTOR ASSESSMENT AND EXAMINATIONS**

**SUBJECT: QUESTIONNAIRE**

**Questionnaire for the existence and functionality of Schools Assessment Irregularities Committee (SAIC).**

Kindly complete blank spaces in the response column.

<b>QUESTION</b>	<b>RESPONSE</b>
<b>1. Existence of SAIC</b>	
• Has SAIC been established in your school?	
• If not finalized when do you envisage completing the process of the formulation of the above structure?	
• Have you formulated the constitution of SAIC in your school?	
• Who are the committee members? Give names and designation?	
<b>2. Functionality of SAIC</b>	
• Is SAIC functioning in your school?	
• Do you understand the roles and functions of SAIC?	
• Do you need training on the roles and functions of SAIC?	
• What types of irregularities do you normally handle, if any?	
<b>3. Policies and Regulations</b>	
• Do you know the policy and regulations governing irregularities?	
• Mention the names of relevant policies and regulations	
• Do you consult the policy and regulation when dealing with irregularities?	
• Do you understand the implications of deviating from	

the policy and regulations when handling irregularities?	
<ul style="list-style-type: none"> <li>Do you know the policy and regulations governing irregularities?</li> </ul>	
<b>4. Mechanism of reporting examination irregularities</b>	
<ul style="list-style-type: none"> <li>Have you been trained on handling, documenting and reporting irregularities?</li> </ul>	
<ul style="list-style-type: none"> <li>Does your centre know who to contact for examination irregularities?</li> </ul>	
<ul style="list-style-type: none"> <li>Do you realize the urgency of reporting irregularities?</li> </ul>	
<ul style="list-style-type: none"> <li>Are the implications of harboring irregularities known in your school?</li> </ul>	
<b>5. Declaration on running of examinations</b>	
<ul style="list-style-type: none"> <li>Are you familiar with the standard procedure of a written statement of declaration on the smooth running of examinations done on the last day of the examination?</li> </ul>	
<ul style="list-style-type: none"> <li>Is this procedure done in your school?</li> </ul>	
<b>6. Challenges</b>	
<ul style="list-style-type: none"> <li>What are the challenges facing your school?</li> </ul>	
<ul style="list-style-type: none"> <li>What are recommended solutions? Are there any contingency plans?</li> </ul>	

Name of School : \_\_\_\_\_

Name of Principal : \_\_\_\_\_

- SMT Members :
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
  6. \_\_\_\_\_
  7. \_\_\_\_\_
  8. \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

SCHOOL STAMP





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### **ANNEXURE B – ASSESSMENT INSTRUCTION 10 OF 2009**

**TO :** DISTRICT DIRECTOR  
CES CURRICULUM  
CES MANGO  
DCES EXAMS  
DCES CURRICULUM  
EDOS

**FROM:** Director : Assessment and Examinations

**SUBJECT:** Questionnaire

**Questionnaire for the existence and functionality of District Examination Irregularities Committee (DEIC)**

Kindly complete blank spaces in the response column.

<b>QUESTION</b>	<b>RESPONSE</b>
<b>1. Existence of DEIC</b>	
<ul style="list-style-type: none"> <li>• Has DEIC been established in your District?</li> </ul>	
<ul style="list-style-type: none"> <li>• If not finalized when you do you envisage completing the process of the formulation of the above structure?</li> </ul>	
<ul style="list-style-type: none"> <li>• Have you formulated the constitution of DEIC in your district?</li> </ul>	
<ul style="list-style-type: none"> <li>• Who are the committee members? Give names and designation?</li> </ul>	

<b>2. Functionality of DEIC</b>	
<ul style="list-style-type: none"> <li>• Is DEIC functioning in your district?</li> </ul>	
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<ul style="list-style-type: none"> <li>• What types of irregularities do you normally handle?</li> </ul>	
<b>3. Policies and Regulations</b>	
<ul style="list-style-type: none"> <li>• Do you know the policy and regulations governing irregularities?</li> </ul>	
<ul style="list-style-type: none"> <li>• Mention the names of relevant policies and regulations</li> </ul>	
<ul style="list-style-type: none"> <li>• Do you consult the policy and regulation when dealing with irregularities?</li> </ul>	
<ul style="list-style-type: none"> <li>• Do you understand the implications of deviating from the policy and regulations when handling irregularities?</li> </ul>	
<b>4. Mechanism of reporting examination irregularities</b>	
<ul style="list-style-type: none"> <li>• Have you been trained on handling, documenting and reporting irregularities?</li> </ul>	
<ul style="list-style-type: none"> <li>• Does your district know who to contact for examination irregularities?</li> </ul>	
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Name of District : \_\_\_\_\_

Name of District Director : \_\_\_\_\_

Signature of District Director : \_\_\_\_\_

Date : \_\_\_\_\_

