



Education and Sport Development

Department of Education and Sport Development
Departement van Onderwys en Sport Ontwikkeling
Lefapha la Thuto le Tihabololo ya Metshameko

NORTH WEST PROVINCE

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GENERAL AND FURTHER EDUCATION TRAINING SERVICES ASSESSMENT, CERTIFICATION AND ACCREDITATION

Reference	AET L4	Enquiries:	NB Kesilwe	Tel:(018) 388 0852 Fax: (018) 384 1041-/086 609 1560	nkesilwe@nwpg.gov.za	Date:	201/03/30
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ASSESSMENT INSTRUCTION 11 OF 2017 (GET – AET)

TO: DISTRICT DIRECTORS
DISTRICT ASSESSMENT MANAGERS
AET L4 CENTRE MANAGERS
AET L4 EDUCATORS
AET L4 DISTRICT COORDINATORS
AET L4 AREA OFFICE SPECIALISTS
TEACHER UNIONS

RE: A. AET L4 WRITING OF EXAMINATION JUNE 2017
B. AET L4 TIME TABLE
C. CHECKLIST FOR OPENING PAPERS (ATTACHMENT)

A. WRITING OF EXAMINATIONS & MARKING OF SCRIPTS

1. CANDIDATES QUALIFYING TO WRITE

Candidates without individual admission letters, indicating the Learning Area to be written AND *proper identification* (ID Document) may not be allowed in the examination centre.

No candidate may write Learning Areas other than the ones indicated on the individual admission letter.

If it happens that a candidate misplaced or forgot his/her admission letter on the day the Learning Area is written, the learner must be allowed to write and the problem be addressed after the paper has been written. If the candidate then fails to provide the necessary documents an irregularity must be registered.

Also see the following paragraph from the training manual for chief invigilators and invigilators.

2. ORGANISATION AT EXAMINATION CENTRES

- 2.1 All candidates must be in the examination centres 30 minutes before the official starting time of the paper (13:30 for all papers).
- 2.2 Chief Invigilators of examination centres within a radius of 20 km from the distribution point may not collect papers before 12:45 in the afternoon. Chief invigilators outside the 20 km radius will be informed by the District Assessment Managers about what time they may collect papers.

- 2.3 Chief Invigilators may open the sealed envelopes 15 minutes before the official starting time in the presence of the candidates.
- 2.4 Candidates are to receive 10 minutes reading time before the official starting time. No candidate is allowed to write during the above-mentioned 10 minutes. Candidates can only start writing at 14:00, the official starting time.
- 2.5 The Chief Invigilators need to ensure that attendance registers are signed by all candidates and a copy of the attendance register has to be submitted to District Assessment Office for storage.
- 2.6 **If any candidate** is absent the **attendance register** where the absent candidate appears on (only the pages with absent candidates) must be faxed to examination office in Mafikeng on the same day for attention: Ms Brenda Kesilwe at fax number **018 384 1041** or **086 609 1560**. **ONLY THE PAGES OF THE ATTENDANCE REGISTER WHERE THE INFORMATION OF THE ABSENT CANDIDATE APPEARS MUST BE FAXED. NO OTHER FORMS WILL BE ACCEPTED.**
The reason why the candidate is absent must be indicated on the attendance register before it is faxed to Mafikeng.
- 2.7 Properly completed attendance registers must be kept for every paper written (stored at the centre for one year).
- 2.8 Invigilators must put "a" for absent or "√" for present on the **mark sheet**. Where an "a" is on the mark sheet the Chief Invigilator must complete the mark column by adding 999. Nothing else may be written on the official mark sheet at the school.
- 2.9 Candidates are not allowed to have cell phones in their possession or use them as calculators.
- 2.10 The control form for opening of question papers and sealing of scripts must be completed accurately and be kept at the centre for one year (form attached).
- 2.11 A floor plan **for every Learning Area** and attendance register must be submitted with the scripts to the distribution point.
- 2.12 All answer scripts must be submitted within a reasonable time after the paper has been finalised. Thirty (30) minutes will be allowed to finalise the administration at the venues and then reasonable driving time will be allowed for submission. Scripts arriving after the estimated time without a valid explanation will not be accepted, and this will have an impact on candidates not receiving their results.

3. COMMENTS ON QUESTION PAPERS

Any comment about question papers must reach the Provincial Examination Office within two days after the paper has been written and comments must be in writing. Attention Ms NB Kesilwe/ Ms OD Gaborone at fax number 018 384 1041 e-mail: nkesilwe@nwpg.gov.za/ogaborone@nwpg.gov.za.

4. RECORDING OF EXAMINATION IRREGULARITIES

Each Chief Invigilator, has a responsibility of ensuring that candidates and officials observe all examination rules and regulations as laid down according to the North West Extraordinary Provincial Gazette on the Conduct, Administration and Management of Assessment in the Senior Certificate (No. 5927 of 16 September 2003), as well as the National Regulations Gazette, Gazette no 31337, dated 29 August 2008. (*The Conducting, Administration and Management of Assessment for the National Senior Certificate*)