



Education and Sport Development

Department of Education and Sport Development
Departement van Onderwys en Sportontwikkeling
Lefapha la Thuto le Tlhabololo ya Metsameko
NORTH WEST PROVINCE

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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 17 of 2017 (FET – NSC)

**TO: DIRECTORS
CHIEF EDUCATION SPECIALIST (DISTRICTS)
DISTRICT ASSESSMENT MANAGERS
SUB DISTRICT MANAGERS
PRINCIPALS: SECONDARY SCHOOLS**

FROM: ACTING DIRECTOR: EXAMINATIONS

DATE: 10 AUGUST 2017

SUBJECT: NSC GRADE 12 PREPARATORY EXAMINATION INFORMATION

To ensure the smooth running of the preparatory examination the following will be applicable:

1. Question Papers, as on the time table distributed with Assessment Instruction 15 of 2016, will be available daily for collection by schools. (Attached is the time table and must strictly be adhered to).
2. It will be the responsibility of schools to collect the question papers in the morning from the distribution points as arranged by the District Assessment Managers.
3. **No S & T (Transport) may be claimed** from the Department. An agreement was made with the Principals during the roadshows that transport claims should be made at school level.
4. Memoranda will be available for collection, taped to the question papers.
5. Principals must secure all memoranda and may make it only available to the teachers for marking after a paper has been written.
6. Confidentiality agreements must be signed by all principals and the agreements must be kept by the DAMs at the District Offices (**see Annexure A**).
7. Officials placed at the distribution points will only receive the daily allowance from the District and will not be entitled to overtime. They are working only from 06:00 in the morning until all the papers have been collected and preparations for the next day have been completed.
8. Principals/Chief Invigilators should check with the sub district assessment officials about the collection points of Question Papers in their sub district.
9. All officials involved in distribution must arrange to work flexi time. Assessment Directorate did not plan to pay overtime and the Directorate will not pay overtime for Preparatory Examinations.
10. The Directorate thanks all officials that we can rely on the normal co-operation and support for the smooth running of examinations.

The following officials can be contacted if there are any queries or irregularities that are taking place during the preparatory Examinations.

DAMS: Mr. Sibanda (0828247463 / 0145904815 - Bojanala Platinum District
Mr. Labuschagne (0836409766 / 0182998201) - Dr. Kenneth Kaunda District
Mr. Noko (0714742679 / 0539287598) - Dr. Ruth Segomotsi Mompati District
Mr. Nyamane (0720886810 / 0183813653) - Ngaka Modiri Molema District

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 M Kruger at fax number 018 293 0199 e-mail: miemiek@nwpg.gov.za

IRREGULARITIES:

All irregularities have to be reported telephonically as soon as possible to:

- The Coordinator of the Provincial Irregularity committee, Mr. Jacobus Brand, Tel No. 053 9287500, and
- The Acting Director, Examinations, Mr. R.D Moroeng, Tel no. 018 384 8095, as well as
- The Acting Chief Director, Examinations and Assessments, B.J. Nothnagel at telephone no. 018 384 1715.

All irregularities must be registered in an irregularity register, kept at the school.

Irregularities occurring during any external examination in Grade 12 must be reported to the provincial irregularity committee and all investigations will be done by the members of the Provincial Irregularity Committee appointed by the Head of the Department.



R.D MOROENG
Acting Director: EXAMINATIONS



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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

CONFIDENTIALITY AGREEMENT

I _____
(Full Names. PLEASE PRINT)

POSITION (e.g. Principal of Bray High School / Storage Room Manager at Mokeng Nodal point, etc.)

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(Identity Number)

Declare that:

- I accept full responsibility for the collection, security and correct distribution of the question papers and memoranda for Gr. 12 NSC 2017 Preparatory examination.**
- I undertake not to breach this confidentiality in any way whatsoever at whatever time and will make all staff members involved aware of the confidentiality.
- I undertake to immediately report to the North West Education Department through the Chief Directorate of Examinations and Assessment any breach or attempted breach of assessment security that I become aware of. I furthermore undertake to make available to the NWEDSD any knowledge or information and any suggestion promoting the security and integrity of the assessment process.
- I fully understand and accept that should I, without expressed permission, make available to any person confidential information regarding assessment; or should I, by intent or negligence, allow confidential assessment information to be made available to any unauthorised person or should I not report any breach or attempted breach of security, I shall be liable to disciplinary action in terms of section 17(1) of the Employment of Educators' Act, 1998 (Act 76/1998) or Resolution 2 of 1999 of the Public Service Co-ordination Bargaining Council.
- If I am found guilty of misconduct, the serious nature of this misconduct may cause my discharge from service and possible criminal prosecution.

I fully understand these requirements and accept them unconditionally and without reservation.

Signature: _____ Date: _____

Office / Position _____