



Education and Sport Development

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

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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT DIRECTORATE: ASSESSMENT

Reference	AET L4	Enquiries:	NB Kesilwe	Tel:(018) 388 0852 Fax: (018) 384 1041-/086 609 1560	nkesilwe@nwpg.gov.za	Date:	2018/05/07
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ASSESSMENT INSTRUCTION NO 08 (GET – AET L4)

TO: CHIEF DIRECTORS
DISTRICT DIRECTORS
DIRECTORS
DISTRICT ASSESSMENT MANAGERS
DISTRICT CHIEF EDUCATION SPECIALISTS – PROFESSIONAL SUPPORT
AET L4 DISTRICT COORDINATORS
AET L4 SUB DISTRICTS OFFICIALS
AET CENTRE MANAGERS
TEACHER UNIONS

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

A. WRITING OF EXAMINATIONS & MARKING OF SCRIPTS

1. REGISTERED CANDIDATES

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 a Learning Area other than the ones indicated on the individual admission letter.

If it happens that a candidate misplaced or forgot his admission letter on the day of the paper 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 afternoon 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 and afternoon. Chief invigilators outside the 20 km radius will be informed by the District Assessment Managers at 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 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. A register with absentees will be kept in 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 with them or use it 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 written** 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 at fax number 018 384 1041 e-mail: nkesilwe@nwpg.gov.za

4. **RECORDING OF EXAMINATION IRREGULARITIES**

Each Centre, primarily the 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*)

All irregularities must be reported telephonically as soon as possible to the chairperson of the Provincial Irregularity committee, Ms OD Gaborone-Director for Assessment, Tel No. 018 388 0830 / mobile phone 082 929 7931 and the Director, Examinations, Mr R.D Moroeng, Tel no. 018 388 0856. A comprehensive report has to be submitted within two (2) days after the incident.

All irregularities must be registered in a register kept at the centre.

Irregularities occurring during any external examination in AET L4 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.

AET L4 TIME TABLE

Please find the time table attached.



☐ Gaborone

Director: Assessment



**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT
 DIRECTORATE: ASSESSMENT**

EXAMINATION PAPER CHECK LIST

Centre Name					
Centre number					
DISTRICT				Sub district	
Date of examination					
Learning Area Description					

BEFORE OPENING ENVELOPES WITH QUESTION PAPERS PLEASE CHECK THE FOLLOWING

- The following control must be done by: The Chief Invigilation and any invigilator
 One of the candidates present writing the specific paper
- Separate forms must be completed for each Learning Area.
- Indicate with “√” if correct.
- Please note – computerised mark sheets should not be used as attendance registers.

		Chief Invigilator	Invigilator	Candidate
1.	Check if all envelopes (e.g. 1 of 2 and 2 of 2) for the specific paper are present and still sealed.			
2.	Check if the learning area, date and time on the label of the envelope correspond with the information on the time table.			
3.	Check if the learning area, date, and time on the label of the envelope correspond with the information on the examination paper visible through the window of the envelope.			
4.	Check the requirements indicated on the examination paper visible through the window of the envelope to ensure examination scripts are not distributed unnecessarily to candidates.			

Checked and controlled by:

	Name in print	Signature	Date
Chief Invigilator:			
Invigilator:			
Candidate:			

Please take note:

- This document must be attached to the attendance register as well as the session’s floor plan and kept at the sub district for a period of at least 1 academic year. (Separate forms must be completed for each learning area) (Centre must also keep a copy of attendance register)
- This document must be readily available for monitoring teams visiting the Sub districts.

NB: COMPLETE THE REVERSE SIDE OF THE FORM WHEN SEALING THE ANSWER SCRIPTS



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT
DIRECTORATE: ASSESSMENT

EXAMINATION SCRIPT CHECK LIST

Centre Name											
Centre number											
DISTRICT								Sub district			
Date of examination											
Learning Area											
Number of sealed see-through envelopes											
Mark sheets' numbers											

BEFORE BATCHING & SEALING OF SCRIPTS PLEASE CHECK THE FOLLOWING:

- No of envelopes
- Mark sheet numbers in the envelopes
- The following must be done by:
 - The Chief Invigilator and Invigilator
 - One of the candidates present writing the specific paper
 - Departmental official receiving the scripts (at handover point)
- Separate forms control must be completed for each Learning Area Indicate a
- Computerised mark sheets must be on top of scripts inside a wrapper, facing the clean side of the transparent envelope. Manually generated (batched with relevant scripts) must face the side with the coat of arms.
- Please note-computerised marks sheets should not be used as attendance registers

Chief Invigilator	Invigilator	Candidate	Departmental Official

1.	Check if all information on wrappers has been completed correctly and correspondence with number of scripts in the wrapper.			
2.	Check if the number of scripts indicated in the wrappers corresponds with the attendance register and number of (present candidates) indicated on the mark sheets.			
3.	Check if all batches of scripts (with corresponding mark sheets) are sealed in separate (see-through) envelopes and that the information on wrappers (and mark sheets) is visible and readable.			
4.	Check if batches are controlled and re-sealed at handover point by Departmental Official in the presence of the Chief Invigilator			

Checked and controlled by:

	Name in print	Signature	Date
Chief Invigilator:			
Invigilator:			
Candidate:			
Departmental Official			

Please take note:

- This document must be attached to the attendance register and kept at the Sub district for a period of at least 1 academic year. (Separate forms to be completed for each learning area) Centres must also keep a copy of he attendance register**
- This document must be readily available for monitoring teams visiting the Sub districts.**



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

NORTH WEST DEPARTMENT OF EDUCATION & SPORT DEVELOPMENT

MANNUALY GENERATED MARK SHEET (MGM)
(For WRITTEN papers)

Centre name : Centre number:

Learning Area name

Learning Area code Date: Time

	Examination number	Mark				
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Total number of marks on this page

Marker name:
 (in print)

Examination Assistant name:
 (in print)



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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

AET L4 TIME TABLE - 201806

CODE	ENGLISH LEARNING AREA NAME	DAY	DATE	TIME	DURATION
INCT4	INFORM. & COMMUNICATION TECHNOLOGY	Monday	2018/05/21	14:00	3
LCND4	ISINDEBELE L4	Tuesday	2018/05/22	14:00	3
LCO4	SESO THO L4	Tuesday	2018/05/22	14:00	3
LCSP4	SEPEDI L4	Tuesday	2018/05/22	14:00	3
LCSW4	SISWATI L4	Tuesday	2018/05/22	14:00	3
LCTS4	SETSWANA L4	Tuesday	2018/05/22	14:00	3
LCVE4	TSHIVENDA L4	Tuesday	2018/05/22	14:00	3
LCXH4	ISIXHOSA L4	Tuesday	2018/05/22	14:00	3
LCXI4	XITSONGA L4	Tuesday	2018/05/22	14:00	3
LCZU4	ISIZULU L4	Tuesday	2018/05/22	14:00	3
LIFO4	LIFE ORIENTATION L4	Wednesday	2018/05/23	14:00	3
ARTC4	ARTS AND CULTURE L4	Thursday	2018/05/24	14:00	3
LCEN4	ENGLISH L4	Friday	2018/05/25	14:00	3
TECH4	TECHNOLOGY L4	Monday	2018/05/28	14:00	3
LCAF4	AFRIKAANS L4	Tuesday	2018/05/29	14:00	3
MLMS4	MATHEMATICAL LITERACY L4	Wednesday	2018/05/30	14:00	3
MIMSC4	MATHS & MATHS SCIENCES L4	Wednesday	2018/05/30	14:00	3
SMME4	SMALL MEDIUM & MICRO ENTERPRISES L4	Thursday	2018/05/31	14:00	3
TRVT4	TRAVEL AND TOURISM L4	Friday	2018/06/01	14:00	3
HSSC4	HUMAN AND SOCIAL SCIENCES L4	Monday	2018/06/04	14:00	3
EMSC4	ECONOMICS & MANAGEMENT SCIENCES L4	Tuesday	2018/06/05	14:00	3
AAAT4	APPLIED AGRIC & AGRIC TECHNOLOGY L4	Wednesday	2018/06/06	14:00	3
ANHC4	ANCILLARY HEALTH CARE L4	Thursday	2018/06/07	14:00	3
ECDV4	EARLY CHILDHOOD DEVELOPMENT L4	Friday	2018/06/08	14:00	3
WHRT4	WHOLESALE AND RETAIL L4	Monday	2018/06/11	14:00	3
NATS4	NATURAL SCIENCES L4	Tuesday	2018/06/12	14:00	3