



Education and Sport Development

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

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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT DIRECTORATE: EXAMINATIONS

Reference	SC	Enquiries:	D. Moroeng dmoroeng@nwpg.gov.za	Tel:(018) 384 8095 / 388 0862 /0836752018	Fax (018) 384 1041	Date:	2018/05/10
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ASSESSMENT INSTRUCTION 09/2018

TO: DDG
CHIEF DIRECTORS
DISTRICT DIRECTORS
DIRECTORS
DISTRICT ASSESSMENT MANAGERS
DISTRICT CHIEF EDUCATION SPECIALISTS – PROFESSIONAL SUPPORT
SUB DISTRICT MANAGERS
SUB DISTRICT EXAMINATION OFFICIALS
CIRCUIT MANAGERS
SUBJECT ADVISORY SERVICES
PRINCIPALS: ALL SECONDARY SCHOOLS
MANAGERS: ADULT CENTRES / PRIVATE CENTRES / PART TIME CENTRES
TEACHER UNIONS

RE: A. GR. 12 SENIOR CERTIFICATE WRITING OF EXAMINATIONS
B. ATTACHMENTS

A. WRITING OF EXAMINATIONS & MARKING OF SCRIPTS

1. REGISTERED CANDIDATES

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

No candidate may write a subject other than the ones indicated on the individual time table (admission letter) and on the mark sheet, **unless written permission from the Provincial office can be shown.**

Manually Generated Mark sheet MGM (Handwritten mark sheets) must be completed if a candidate's examination number does not appear on the computerised mark sheet. These candidates' marks will not be captured on the system and marks will not be released unless the candidate can show proof that s/he was given permission by the Director: Assessment, or Director: Examinations to write the subject and proof that s/he did complete the registration form before the closing date.

IF A MGM (HAND WRITTEN MARK SHEET) IS SUBMITTED WITHOUT THE APPROVAL LETTER AND PROOF THAT S/HE DID COMPLETE THE REGISTRATION FORM BEFORE THE CLOSING DATE THE CANDIDATE'S RESULTS WILL NOT BE CAPTURED AND RELEASED.

NB: Copies of all MGMs have to be made at distribution points and submitted on the same day to Erika Pieterse (0865162724 / PieterseE@nwpg.gov.za)

The above paragraphs must be read, bearing in mind that all candidates have to be registered and that unregistered candidates may not write the paper.

If it happens that a candidate misplaced or forgot his/her 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 supplied to during the training (2.1 – 2.15).

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 (08:30 for all morning papers and 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 morning papers before 07:45 and afternoon question papers not before 12:45. 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 must ensure that candidates' Identity numbers are checked against the admission letters and the examination numbers.
- 2.4 Chief Invigilators may open the sealed envelopes 15 minutes before the official starting time in the presence of the candidates.
- 2.5 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.
- 2.6 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.
- 2.7 **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 Mahikeng on the **same day** for attention: Ms Erika Pieterse fax number **086 516 2724** or e-mailed to **PieterseE@nwpg.gov.za**. **ONLY THE PAGES OF THE ATTENDANCE REGISTER (no fax cover pages please) 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 Mahikeng. A register with absentees will be kept in Mahikeng.
- 2.8 Properly completed attendance registers must be kept for every paper written (stored at the school for one year).
- 2.9 Invigilators **must** put "a" for absent or "√" for present on the **mark sheet**. Where an "a" is on the mark sheet it will show that the candidate was absent for the paper. Nothing else may be written on the official mark sheet at the school.
- 2.10 Candidates are not allowed to have **cell phones** with them or use it as calculators.
- 2.11 A **NO CELLPHONE** sign should be displayed at the entrance of the hall or class.
- 2.12 The control form for opening of question papers and sealing of scripts must be completed accurately and be kept at the school for one year (form attached).
- 2.13 A floor plan **for every paper written** must be generated after the candidates

have been seated and should be submitted with the scripts, for that day, to the distribution point.

- 2.14 For Geography: **Note that Paper 1 (Theory) is written in the morning and Paper 2 (Map work) is written in the afternoon.**
- 2.15 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 M Kruger at e-mail: miemiek@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*).

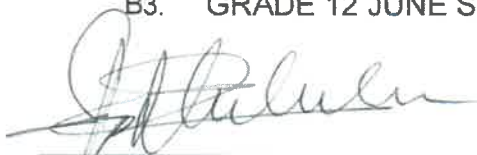
All irregularities must be reported telephonically as soon as possible to the chairperson of the Provincial Irregularity committee, Mr J Brand, Tel No. **053 9287500**/ mobile phone **0795156309** and the Director: Examinations, Mr R.D Moroeng, Tel no. **018 3880862** or **018 3848095**.

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 school/centre.**

Irregularities occurring during any writing of the external examination in Grade 12 have to 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.

B. ATTACHEMENTS:

- B1. MANUALLY GENERATED MARK SHEET (MGM) FOR WRITTEN PAPERS
- B2. FORM FOR OPENING OF PAPERS AND SEALING OF SCRIPTS
- B3. GRADE 12 JUNE SENIOR CERTIFICATE TIME TABLE



DE MOHUBE

Chief Director: Examinations and Assessment

MANUALLY GENERATED MARK SHEET
 (For WRITTEN papers)

Exam Centre Number / Eksamensentrum nommer: <input style="width:150px;" type="text"/>	
Examination / Eksamen: <input style="width:300px;" type="text"/>	Max Marks / Maks Punte: <input style="width:80px;" type="text"/>
Paper/ Vraestel: <input style="width:80px;" type="text"/>	Date/Datum: <input style="width:150px;" type="text"/>
Subject / Vak: <input style="width:400px;" type="text"/>	Time / Tyd: <input style="width:80px;" type="text"/>
	Subject Code/ Vakkode: <input style="width:80px;" type="text"/>

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	Candidate number/ Kandidaatnommer	√ / A	Mark/ Punt			Moderated		

Scripts Received by/ Antwoordskrifte ontvang deur		Invigilator/ Toesighouer	Receiver/ Ontvanger
Number of Scripts/ Aantal skrifte			
Name (Print) Naam (drukskrif)			
Signature/ Handtekening			
	Marker/ Nasiener	Chief Marker/ Hoofnasiener	Examination Assistant/ Eksamenassistent
Name (Print) Naam (drukskrif)			
Signature/ Handtekening			
Date Signed/ Datum geteken			



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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT DIRECTORATE: EXAMINATIONS

EXAMINATION PAPER CHECK LIST

Centre no. Centre name

District name AO name

Subject Grade Paper no.

Examination Date Time
E.g. NSC / SC / AET

BEFORE OPENING ENVELOPES WITH QUESTION PAPERS PLEASE CHECK THE FOLLOWING!!

- The following control must be done by: The Chief Invigilator and any other Invigilator
One of the candidates present writing the specific paper.
- Separate forms must be completed for each subject/grade/paper.
- Indicate with a "✓" 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 subject, grade, paper number, date and time on the label of the envelope correspond with the information on the time-table.			
3.	Check if the subject, grade, paper number and duration 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 unnecessary to candidates.			
5.	Examination Instructions were read to the candidates, indicating the do and don'ts of examination			

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 and kept at the storage for a period of at least 1 academic year. Separate forms must be completed for each subject/grade/paper. (Schools must also keep a copy of the attendance register)
- This document must be readily available for monitoring teams visiting Sub Districts.

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



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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT DIRECTORATE: EXAMINATIONS

EXAMINATION SCRIPT CHECK LIST

Centre no. Centre name

District name SD name

Subject Grade Paper no.

Examination Date Time

E.g. NSC / SC / AET

BEFORE BATCHING & SEALING OF SCRIPTS PLEASE COMPLETE THE FOLLOWING

No. of envelopes:

Mark sheet no.:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Plastic envelope no.:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mark sheet no.:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Plastic envelope no.:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- The following control must be done by: The Chief Invigilator and any other Invigilator
 One of the candidates present writing the specific paper.
 Departmental official receiving the scripts (at handover point)
- Separate forms must be completed for each subject/grade/paper. Indicate with a "✓" if correct.
- Computerised mark sheets must be on top of scripts inside a wrapper, facing the "clean" side of the transparent envelope. Hand written mark sheets (batched with relevant scripts) must face the side with the coat of arms.
- Please note - computerised mark sheets should not be used as attendance registers.**

		Chief Invigilator	Invigilator	Candidate	Departmental official
1.	Check if all the information on the wrappers has been completed correctly and corresponds with the number of scripts in the wrapper.				
2.	Check if the numbers of scripts in the wrappers corresponds with the attendance registers and the number of "✓" (present candidates) indicated on the mark sheets.				
3.	Check if all batches of scripts (with the 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 storage room for a period of at least 1 academic year. Separate forms must be completed for each subject/paper. (Schools must also keep a copy of the attendance register).
- This document must be readily available for monitoring teams visiting sub Districts.



SENIOR CERTIFICATE EXAMINATIONS TIMETABLE 2018

WEEK 1	09:00	14:00
Tuesday 22 May		Information Technology P2 Theory (3hrs)
Wednesday 23 May		Computer Applications Tech P2 Theory (3hrs)
Thursday 24 May		English HL and FAL P1 (2hrs) SAL P1 (2½hrs)
Friday 25 May		Mathematics P1 (3hrs) Mathematical Literacy P1 (3hrs)
WEEK 2	09:00	14:00
Monday 28 May		Mathematics P2 (3hrs) Mathematical Literacy P2 (3hrs)
Tuesday 29 May		Accounting (3hrs)
Wednesday 30 May		Sepedi, Sesotho, Setswana, Xitsonga, Tshivenda HL and FAL P1 (2hrs), SAL P1 (2½hrs)
Thursday 31 May	Dance Studies (3hrs) Electrical Technology (3hrs)	Computer Applications Tech P1 Practical (3hrs)
Friday 1 June	Visual Arts (3hrs) Maritime Economics (3hrs)	Life Sciences P1 (2½hrs)
WEEK 3	09:00	14:00
Monday 4 June	Engineering Graphics and Design P1 (3hrs)	Life Sciences P2 (2½hrs)
Tuesday 5 June		isiZulu, isiXhosa, Siswati, isiNdebele HL and FAL P1 (2hrs) SAL P1 (2½hrs)
Wednesday 6 June	Dramatic Arts (3hrs) Nautical Sciences P1 (3hrs)	English HL P2 (2½hrs) FAL P2 (2hrs) SAL P2 (2hrs)
Thursday 7 June	Engineering Graphics and Design P2 (3hrs)	Sepedi, Sesotho, Setswana, Xitsonga, Tshivenda HL P2 (2½hrs) FAL P2 (2hrs) SAL P2 (2hrs)
Friday 8 June	Tourism (3hrs)	History P1 (3hrs)
WEEK 4	09:00	14:00
Monday 11 June	Mechanical Technology (3hrs)	History P2 (3hrs)
Tuesday 12 June	Consumer Studies (3hrs) Hospitality Studies (3hrs)	Afrikaans HL and FAL P1 (2hrs) SAL P1 (2½hrs)
Wednesday 13 June	Civil Technology (3hrs)	Information Technology P1 Practical (3hrs) Religion Studies P1 (2hrs)
Thursday 14 June	Design (3hrs) Equine Studies (3hrs)	Physical Sciences (Physics) P1 (3hrs)
Friday 15 June	RELIGIOUS HOLIDAY	
		(Eid-ul-Fitr)
WEEK 5	09:00	14:00
Monday 18 June	Music P1 Theory (3hrs) Sport and Exercise Science (3hrs)	Physical Sciences (Chemistry) P2 (3hrs)
Tuesday 19 June	Music P2 Comprehension (1½hrs)	Economics P1 (2hrs)
Wednesday 20 June	Agricultural Technology (3hrs) Nautical Science P2 (3hrs)	Afrikaans HL P2 (2½hrs) FAL P2 (2hrs) SAL P2 (2hrs)
Thursday 21 June	Agricultural Management Practices (3hrs)	isiZulu, isiXhosa, Siswati, isiNdebele HL P2 (2½hrs) FAL (2hrs) SAL P2 (2hrs)
Friday 22 June	SCHOOLS CLOSE	
		Agricultural Sciences P1 (2½hrs)
WEEK 6	09:00	14:00
Monday 25 June	Business Studies (3hrs)	Agricultural Sciences P2 (2½hrs)
Tuesday 26 June	Sepedi, Sesotho, Setswana, Xitsonga, Tshivenda HL and FAL P3 (2½hrs)	Economics P2 (2hrs)
Wednesday 27 June	Geography (Theory) P1 (3hrs)	Geography P2 (Map work) (1½hrs)
Thursday 28 June	isiZulu, isiXhosa, Siswati, isiNdebele HL and FAL P3 (2½hrs)	English HL and FAL P3 (2½hrs)
Friday 29 June	Afrikaans HL and FAL P3 (2½hrs)	Religion Studies P2 (2hrs)