



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

EXAMINATION INSTRUCTION No. 18 of 2013

- DATE** : 12 JULY 2013
- TOPIC** : **PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL PRACTICAL EXAMINATION: VISUAL ARTS AND DESIGN - NATIONAL SENIOR CERTIFICATE GRADE 12 EXAMINATIONS**
- TO** : **ALL CHIEF DIRECTORS AND DIRECTORS AT HEAD OFFICE AND DISTRICT OFFICES**
: **PRINCIPALS AND STAFF OF ALL ORDINARY SECONDARY SCHOOLS**
: **SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATION NEEDS AND NSC REPEATER CENTRES**
: **MEMBERS OF SCHOOL GOVERNING BODIES**
: **TEACHER ORGANISATIONS AND UNIONS**
: **RELEVANT NON-GOVERNMENTAL ORGANISATIONS**
- ENCLOSURES** : **A: ABSENTEEISM FORM**
: **B: APPLICATION FOR MARKING OF PARTICULAR ARTWORK AT SCHOOL**
: **C: SUBMISSION CHECKLIST**
: **D: SUBMISSION SCHEDULE**
: **E: LEARNER'S FINAL ARTWORK PORTFOLIO COVER SHEET**
: **F: CERTIFICATE OF AUTHENTICITY**
: **G: APPLICATION TO DEVIATE FROM SPECIFIED EXAMINATION DATES OF TIMES**
- ENQUIRIES** : **TEL : 011 355 0070**
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**TO: Chief Directors and Directors at Head Office
and District Offices
Principals and Staff of all Ordinary Secondary
Schools
Schools for Learners with Special Education
Needs and NSC Repeater Centres
Members of School Governing Bodies**

**From: Regina Chabeli
Director: Assessments**

**Subject: Procedures and Guidelines for the conduct of
the final Practical Examination: Visual Arts and
Design – National Senior Certificate Grade 12
Examinations**

Please receive and study the following information pertaining to the Visual Arts and Design subjects.

Instructions for each of these subjects' practical examinations have been compiled from the relevant National Policies and Circulars.

Principals must ensure that all copies of these documents are made available to the relevant teachers, including teachers responsible for subjects taught externally.

It is the responsibility of the school principal to timeously inform all candidates of the relevant practical examinations.

Teachers of the above-mentioned subjects must ensure that they have all the relevant documents for each subject. All documents have been sent to schools and can be accessed on the following websites:

www.education.gov.za / www.education.gpg.gov.za

Thank you

Regina Chabeli
Director: Assessments
Date: 12/07/2012

**PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE FINAL
PRACTICAL EXAMINATION: VISUAL ARTS AND DESIGN - NATIONAL SENIOR
CERTIFICATE GRADE 12 EXAMINATIONS**

VISUAL ARTS AND DESIGN: NOVEMBER 2013

1. Source Book

- 1.1 The 2013 final Practical examination question paper for Design (Design P2 Practical) and Visual Arts (Visual Arts Paper 2 Practical) will each comprise two sections, namely:
Section A: The Source Book /Workbook
Section B: The Artwork / Product
- 1.2 The practical examination question paper for these subjects will be delivered to all schools offering the subjects at the commencement of third term 2013 to allow for learners to access information, complete the sufficient research and collate appropriate material needed for Section A of the question paper. (This applies to both Design and Visual Arts)
- 1.3 Each learner must **sign for his/her own copy** of the examination brief and a record of the distribution must be submitted with the teacher's file to the examination marking venue.
- 1.4 Each learner must **paste a copy** of the brief into the source book that is submitted for marking.
- 1.5 Learners must complete sufficient research and collate all appropriate material for Section A of the examination question paper during term 3 **prior** to commencing Section B. The following must be adhered to:
- All source material must be completed (other than the reflection on the process which should be done under examination conditions at the end of the 18-hour examination) and submitted prior to the commencement of the 18-hour practical examination.
 - The submission of this work must be signed in and this work **may not** be removed from the school once the 18 hour examination commences.
 - Furthermore no source material can be submitted after the 18-hour examination has commenced. Any additional or amendments to the source material has to be done under examination conditions forming part of the 18-hour practical – once this examination has commenced.
 - Section A of the examination must be completed prior to the commencement of Section B of the practical examination.
 - The learner may discuss the examination paper with the art teacher.
- 1.6 The evidence of the preparation (Section A) constitutes half the marks for the practical examination and teachers are to ensure that the learners submit the evidence in their source book together with their final practical product.

2. Practical Examination

Section B of the examination **MUST BE ADMINISTERED UNDER EXAMINATION CONDITIONS**. (No examination work may be taken out of the examination venue. Exceptions may be made where a particular process can

only take place off the school premises e.g. firing etc. In this case the monitoring of the process must be carefully administered and recorded by the teacher and the Chief Invigilator who may not be the Art Teacher.)

The **School Assessment Team** is responsible for the organization and conduct of the practical examinations in Visual Arts and Design at all schools offering these subjects. An invigilation timetable must be provided and at no time during the examination may the art teacher be the only invigilator. This will constitute an irregularity placing the whole centre in question.

All learners' artworks are to be locked away in the school safe overnight. The venue used for the examination may be securely locked with the examination artwork inside. The venue used for the examinations may not be utilised for any other examinations, classes or teaching.

2.1 Timetable

The 18-hour practical examination in 2013 for the two subjects is to take place as follows:

| Design (7-14 October) | | | |
|--|------------|----------------|---------|
| Set allocated times: | | | |
| Thursday | 10 October | 12:00 to 16:00 | 4 hours |
| Friday | 11 October | 12:00 to 16:00 | 4 hours |
| Saturday | 12 October | 08:00 to 12:00 | 4 hours |
| Saturday | 12 October | 13:00 to 16:00 | 3 hours |
| Monday | 14 October | 13:00 to 16:00 | 3 hours |
| Total: 18 Hours (see annexure for application to deviate) | | | |

| Visual Arts (14-21 October) | | | |
|--|------------|----------------|---------|
| Set allocated times: | | | |
| Thursday | 17 October | 12:00 to 16:00 | 4 hours |
| Friday | 18 October | 12:00 to 16:00 | 4 hours |
| Saturday | 19 October | 08:00 to 12:00 | 4 hours |
| Saturday | 19 October | 13:00 to 16:00 | 3 hours |
| Monday | 21 October | 13:00 to 16:00 | 3 hours |
| Total: 18 Hours (see annexure for application to deviate) | | | |

2.2 Requests for Deviation from Examination Times

- a) Applications for a deviation from examination times can be made to the Assessments Directorate: **Fax 011 355 0070 / 086 663 0098.**
- b) A deviation will only be granted **if written application** is made before the end of August 2013. The application must clearly state the reason for the deviation and provide proposed dates and times to replace the scheduled time, no later 31 August 2013.

- c) Internal arrangements must be made at each school to accommodate the technical procedures that specific Art disciplines may require e.g. Ceramics.
- d) Strict supervision must be exercised by the Chief Invigilator. The Visual Arts and Design teacher must be present during the conduct of the respective examinations however **NOT in the capacity as invigilator**.
- e) The Visual Arts and Design teacher must only oversee the use of the equipment and resources as is the case with computer subjects.
- f) The Art teacher may not be left in the venue with the learners without an invigilator present.
- g) A register must be taken at each session and a copy must be submitted with the teacher's file when the final artworks are submitted for marking.
- h) All learners must produce their valid identity documents at each and every examination session.

2.3 Duties of the Chief Invigilator at the school

- a) Appoint invigilators for the examination using the same ratio as stated for other examinations (1:30).
- b) Submit a copy of the invigilation timetable with the other documents to the examination marking centre for departmental records.
- c) Sign a declaration which must be submitted to the marking centre confirming that no examination work was taken home by any of the learners.
- d) Sign a declaration that all learners commenced their final art work under strict examination conditions and no work was brought in to the examination prepared.
- e) Ensure that each learner signs into the examination venue and signs out for each session. The learner must give accurate times of attendance. A copy of this register must be submitted in the teacher's file at the time of marking.
- f) Submit copies of documents to the marking centre indicating the distribution of the brief, the register of each session signed by the learners attending and a register of the submission of all work including PATs.
- g) Must provide written evidence pertaining to absenteeism of any learner for the practical component of the examination. The letter provided must clearly state the reasons for the absenteeism/non-submission of an artwork and include the completed **Absenteeism Form (Annexure A)**.
- h) The examinations directorate must be informed immediately of any learner that is absent for any or all examination sessions for the practical component in order for a decision to be made as to whether the learner is to be afforded an extended opportunity. The decision is purely at the discretion of the Director: Assessments.

2.4 Submission of practical work for marking

- a) Only the final practical product and its source workbook are to be submitted for marking at the specified centres in November. **(See Annexure D for details)**
- b) Please ensure that **all pages/ documents submitted** have the examination number of the candidate and the examination centre number on each page.

Visual Art- 2013
 Centre Number
 District
 Candidate's Examination Number

Design- 2013
 Centre Number
 District
 Candidate's Examination Number

- c) A certificate of authenticity must be inserted as the final page of every learner's source material (**Refer to Annexure F**).
- d) All schools are to ensure that all candidates' works are collected from the marking centre and kept safely until the end of March 2014. Due to space issues in schools the artworks can be returned to the candidates when they receive their final results provided there is no query on the candidates' results.
- e) Artwork that is not collected (by the school from the marking centre) during the specified times will be destroyed.
- f) Schools are to respect the host schools where marking is to take place. It is not the responsibility of the host school to keep the learners' works safe if delivered prior to or not collected in time by the school.
- g) Candidates are to be advised that work that has been submitted for marking may be retained at the school until March of the following year should there be any query on the learners' results.
- h) The Teacher's File must be submitted and should include the following:
 - i) Register of all the learners
 - ii) Copy of each learner's ID
 - iii) The Absenteeism Form for each learner with any component missing (PAT, Retrospective, Source, Final Product/Art work)
 - iv) Copy of PAT/ Retrospective Mark Sheet
 - v) Copy of SBA Mark Sheets
 - vi) Copies of all relevant registers of submissions of work and distribution of briefs
 - vii) Copy of deviation of times request and the amended timetable
 - viii) Relevant Declarations pertaining to administering of the examination
 - ix) Submission Checklist (**Annexure C**)

This information should be submitted in a plastic folder that will be kept by the Centre Manager at the marking venue. (Teachers should not submit their files with their notes and lesson plans)

2.5 Application for marking at the School

- 2.5.1 Applications for marking at the school must be sent to the Assessments Directorate: **Fax no 011 355 0590 / 086 663 0098**. The application for marking at the school must be received before 18 October 2013. Late applications will not be considered (**See Annexure B**).
- 2.5.2 Where art works/products for the November examination are too big or too fragile to be taken into the marking centre for marking, an application for marking at the school must be made to the Directorate: Examinations by faxing the written application to Antoinette Dliwayo, fax number 011 355 0590/ 086 663 0098 before 18 October 2013. Late applications cannot be accommodated.
- 2.5.3 The GDE will make the arrangements for marking at the school. Due to budget restraints this marking will be done by District officials of the department who will be appointed as markers. Specific markers and moderators should not be contacted by the schools. No marking will be done at the schools before the official marking commences in November.

2.6 Schools of Learners with Special Educational Needs

Learners' portfolios submitted should be clearly marked "LSEN SCHOOL"
The teachers' portfolios must be clearly marked with the name of the school, centre number, subject name and "LSEN SCHOOL".

2.7 Marking

Markers will be appointed as for the other Grade 12 Subjects (See Examination Instruction no 17 of 2013).

2.8 Mark Sheets

A copy of the School-Based Assessment Mark sheet and a copy of the PAT/ Retrospective Mark sheet must be submitted with the relevant copies of registers signed by the learners at the marking centres.

3. PAT Exhibition

3.1 The PAT Exhibition for Design: (Mark /50)

- a) Any 3 artworks with relevant source work from Grades 11 or 12 will form the exhibition.
- b) This will not be sent to be marked with the final practical artwork. The teacher moderator assigned to the school should be invited to moderate and to sign off the mark sheet. This will be the final moderation phase.
- c) The exhibition of year work is to take place in the latter part of the third term but before mid October when the final practical examinations commence.
- d) If a school does not have available space for an exhibition of the learners' work, it is acceptable for the learners' works to be moderated in the classroom.
- e) The exhibition should consist of the following:
 - i) Source Books / Workbooks
 - ii) Completed PAT works
- f) The 3 artworks will each be marked out of 50 (Source book 25 and product 25) adding up to a mark out of 150. This mark must then be converted to a mark out of 50 and entered onto the PAT mark sheet (Examination Instruction 14 of 2013).

3.2 The Retrospective Exhibition for Visual Arts (Mark/150)

- a) Any 4 artworks with relevant source work from Grades 11 or 12 will form the exhibition.
- b) The exhibition pieces forming the year work will not be sent in to be marked with the final practical artwork. The teacher moderator assigned to the school should be invited to moderate and to sign off the mark sheet. This forms the third phase of moderation.
- c) The exhibition of year work is to take place in the latter part of the third term and before the end of October.
- d) If a school does not have available space for an exhibition of the learners' work, it is acceptable for the learners' work to be moderated in the classroom.

- e) The Exhibition should consist of the following:
 - i) Sourcebook/s
 - ii) Completed PAT works – a minimum of four works (can include Grade 11 work)
- f) The PAT Mark sheet for Visual Arts will be out of 150. Each art work (minimum of 4) and source material presented will be marked out of 50 and the total mark (/200) of the PATs presented should then be converted to a mark out of 150.

4. GUIDELINES FOR VISUAL ARTS: For the PAT and the Final Practical

4.1 SECTION A: SOURCE BOOK/WORKBOOK

The sourcebook forms an important part of this process by providing insight into the way the learner forms ideas, as well as the various alternatives investigated and other processes leading to the final work. The source book should include the following:

- a) All the ideas and solutions that have been investigated
- b) All source material. These include:
 - i) Drawings from life, all preparatory compositional sketches, drawings and notes based on learners own sources, personalised to create original compositions
 - ii) Photos (Learners should take their own photos where relevant)
 - iii) Images from magazines and newspapers
 - iv) Poems, lyrics, found objects, etc.
- c) Written explanations and notes on the approach in handling the subject/topic

4.2 SECTION B: THE ART WORK

The learner is required to produce **ONE or more** artworks in the practical discipline of their choice for each PAT and then also the final external examination work. It may be in the form of a diptych, triptych or a series of works.

- a) There are **no restrictions with regard to size**, but it must be manageable (at the discretion of the teacher)
- b) Remember the importance of elements and principles of art such as line, shape, colour, texture, space, rhythm, balance, harmony, proportion and composition.
- c) There are no specific prescriptions regarding the style of the work. It can be naturalistic, expressionistic, decorative, etc.
- d) The learner may incorporate other media to create mixed media work in any of the practical disciplines.
- e) Work must be presented according to the requirements of the art teacher, e.g. mounting, a portfolio of work or an exhibition, etc.

4.3 PRACTICAL EXAMINATION (50 marks)

The final practical examination for Grade 12 represents the culmination of art studies completed this year. Creativity, originality and skill must be displayed. The art work must be fresh and original, and represent personal experience.

4.4 PHOTOGRAPHY GUIDELINES

NOTE: Learners selecting photography as their chosen discipline must adhere to the following guidelines:

TRADITIONAL PHOTOGRAPHY

- a) Produce a set of at least **FIVE different** wet [traditional] photographs.
- b) Black and white or colour
- c) Development of both the film and negatives must be done by the candidate at school under supervision of the educator.
- d) All contact, test strips and record of the process must be placed in the examination book.
- e) Final prints must be separately mounted on black, white or grey cardboard and either pasted into the work book or submitted in a folder if it is too large for the source book.
- f) The final print size must be 20 cm x 25 cm, or larger.

Assessment will take into account:

- i) Interpretation and communication of concept
- ii) Composition of pictorial elements
- iii) Technique and print quality

DIGITAL

- a) Produce a set of at least **FIVE different** original digital prints.
These may only be reworked on/adapted at school.
- b) Digital size must be at least A4 in size and printed either on photographic paper or canvas, etc.
- c) Digital images to be placed on a disc and inserted into the front of the source book.
- d) If the learner submits a disk or video-recording of the programme, the title, learner's name, examination number and name of the centre must appear on the disk and at the beginning of the programme.
- e) The sourcebook supporting information must be submitted with the final piece and should include the following:
 - i) The programme used, i.e. Adobe Photoshop 7, etc, the running time and the limitations of the programme/s.
 - ii) Information as to whether the images were scanned and the source of the scan, as well as the selection of given images and their sources, if morphed from the original image.
 - iii) The learner must state the tools used in manipulating the images i.e. adjustments made, filters used (distort, noise, render, sketch), etc.
 - iv) The learner must state whether sources are from a given image or hand drawn or a combination of both.

Assessment will take into account:

- i) Interpretation and communication of the theme-
(Reflect a high degree of originality and strong creative qualities)
- ii) Learner's ability to handle the selected programme competently/appropriately
- iii) Quality of design: the learner is able to compose and establish relationships.

LEARNERS MAY COMBINE BOTH TRADITIONAL AND DIGITAL PHOTOGRAPHY IN THEIR FINAL EXAMINATION.

5. GUIDELINES FOR DESIGN: For the PAT and the Final Practical

5.1 SECTION A: SOURCE BOOK/WORKBOOK

The Source book is very important as it shows the preparation and planning of the Art work. The preparation forms half of the final marks (50 marks) and the actual art work the other 50 marks.

- a) This must be developed to provide evidence of the preparatory work undertaken prior to the production.
- b) The preparatory work should include planning, preliminary sketches, research or any other written tasks required to be carried out before the product is produced.
- c) Learners must show with sketches and annotated images, all their planning and preparation work for each practical/performance task.
- d) Learners must show in writing, all their planning and preparation work for each practical task, indicating:
 - i) what was selected as a subject for the art work.
 - ii) why it was selected.
 - iii) what amount of planning was done.
 - iv) how the learner prepared for the practical work.
 - v) difficulties experienced and how they were overcome.
 - vi) what was enjoyable/exciting/positive about the practical work.
 - vii) what was learned in the making of the art work.
- e) The source book should include the following:
 - i) Evidence of research, generative ideas/developmental concepts (Thumbnail sketches) (1 x A3 or 2 x A4)
 - ii) All the ideas and solutions that have been investigated
 - iii) Evidence of Tonal drawing(s) related to the final concept (1 x A3 or 2 x A4)
 - iv) Evidence of experimentation with reference to the design brief (1 x A3 or 2 x A4)

5.2 SECTION B: THE ART WORK

The learner is required to produce **ONE or more** artworks in the practical discipline of their choice for each PAT and then also the final external examination work.

5.3 PRACTICAL EXAMINATION (100 marks)

The final practical examination for Grade 12 represents the culmination of art studies completed this year. Creativity, originality and skill must be displayed. The art work must be fresh and original and represent personal experience.

6. SUBMISSION OF FINISHED ARTWORK: (Design and Visual Art)

The final practical work must be submitted to the appointed host school for marking. Refer to **Annexure C** for details.

- a) Clear index and page references are compulsory.
- b) If a learner is absent, with a valid doctor's certificate, it is the responsibility of the school/teacher to notify the Assessments Directorate. Based on the reason given for the learner being absent the GDE will decide if the learner is to be provided an extended opportunity to complete the given tasks at the school under controlled circumstances before the end of October 2013.
- c) The teachers are responsible for ensuring that all the candidates' works are returned to the school for safe keeping until the end of March of the following term/year.
- d) The teacher must attach to the register the copies of the identity documents of the learners.



GAUTENG PROVINCE
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Directorate: Assessments
Fax no: (011) 355 0590 or 086 663 0098

ABSENTEEISM FORM
GRADE 12 – 2013 PRACTICAL ASSESSMENT

District: _____ Date: _____

School's Name: _____

Principal's Name: _____ Contact no.: _____

Principal's Signature _____

Please read before completing:

- All learners that are registered for **ANY OF THE ART** subjects must have a mark for the Practical component.
- No candidate may be resulted if there is any aspect outstanding.
- Please complete a separate form for each candidate

This form must be completed by the principal giving the reason(s) why the candidate is not present for the external assessment of the practical component. On receiving this document, the Department will decide whether to afford the learner an alternative date for an assessment.

| | |
|-------------------|---------------------|
| Candidate's name: | Examination Number: |
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|----------|
| Subject: |
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| State reasons: |
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Please attach any relevant documents, e.g. doctor's certificate.

**School
Stamp**



GAUTENG PROVINCE
EDUCATION
REPUBLIC OF SOUTH AFRICA

Directorate: Assessments
Fax no: (011) 355 0590 or 086 663

GRADE 12- VISUAL ARTS/ DESIGN
APPLICATION FOR MARKING OF PARTICULAR ARTWORK AT
SCHOOL

District: _____ Date: _____

School's Name: _____

Principal's Name: _____ Contact no.: _____

Principal's Signature _____

This form must be completed by the principal giving the specific details of the artwork to be marked. On receiving this document, the Department will negotiate a suitable date for the article to be assessed.

Subject:

| Candidate's name | Examination Number | State reasons |
|------------------|--------------------|---------------|
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**School
Stamp**



SUBMISSION CHECKLIST

Name of school:

Name of teacher:

Teachers' File submitted:

Contact Details:

Number of learners' works submitted:

Number of learners' works not submitted:

| No. | Name of learner | Examination Number | ID Number | Practical source book | Product/ Artwork | SBA | PAT | Work outstanding |
|-----|-----------------|--------------------|-----------|-----------------------|------------------|-----|-----|------------------|
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Enquiries: Catherine Gibbons
 Provincial Subject Coordinator
 Tel 011 355 0633
 Fax 0865673727
 Cell: 082 2666 258

SUBMISSION SCHEDULE

Delivery and Collection of Learners Final Examination Work for Design and Visual Arts 2013

| | |
|--|--|
| <p>Schools in the following districts :</p> <p>D1 Gauteng North D2 Gauteng West D3 Tshwane North D4 Tshwane South D5 Gauteng East D6 Ekurhuleni North D15 Tshwane West</p> | <p>Schools in the following districts :</p> <p>D7 Sedibeng East D8 Sedibeng West D9 Johannesburg East D10 Johannesburg North D11 Johannesburg South D12 Johannesburg West D14 Johannesburg Central D16 Ekurhuleni South</p> |
| <p>Deliver to :</p> <p>Pretoria High School for Girls Address: 949 Park Street, Arcadia, Pretoria Tel number: 012 430 7341</p> | <p>Deliver to :</p> <p>Queens High Address: Cnr Queens and Albertina Sisulu, Bruma Johannesburg Tel number: 011 616 4122</p> |
| <p>Delivery of Learners' work:</p> <p>Monday 4 November 2013 Time: 09:00-12:00</p> | <p>Delivery of Learners' work:</p> <p>Monday 11 November 2013 Time: 09:00-12:00</p> |
| <p>Collection of Learners' work:</p> <p>Friday 8 November 2013 Time: 09:00-12:00</p> | <p>Collection of Learners' work:</p> <p>Thursday 14 November 2013 Time: 09:00-12:00</p> |



LEARNER'S FINAL ARTWORK PORTFOLIO COVER SHEET

| | |
|---------------------------------------|--|
| SUBJECT | |
| SUBJECT CODE | |
| CENTRE NUMBER | |
| CANDIDATE'S EXAMINATION NUMBER | |
| DISTRICT NAME | |
| DISTRICT NUMBER | |
| SIGNATURE OF TEACHER | |
| CONTACT NUMBER OF TEACHER | |



GAUTENG PROVINCE
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CERTIFICATE OF AUTHENTICITY

| DECLARATION | | | | | | | | | | | | | |
|--|------------------|--|--|--|--|--|-------------|--|--|--|--|--|--|
| This work was done under supervision of the school under examination conditions. This is to certify that all work submitted is the original and own work of the candidate without the help of any other person. | | | | | | | | | | | | | |
| Examination number | | | | | | | | | | | | | |
| Centre number | | | | | | | | | | | | | |
| Name of district | | | | | | | | | | | | | |
| Region | | | | | | | | | | | | | |
| | Signature | | | | | | Date | | | | | | |
| Candidate | | | | | | | | | | | | | |
| Principal | | | | | | | | | | | | | |
| Chief Invigilator | | | | | | | | | | | | | |



GAUTENG PROVINCE
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APPLICATION TO DEVIATE FROM SPECIFIED EXAMINATION DATES OR TIMES

| | |
|----------------------------------|--|
| SUBJECT | |
| NAME OF SCHOOL | |
| DISTRICT NAME | |
| DISTRICT NUMBER | |
| SIGNATURE OF TEACHER | |
| CONTACT NUMBER OF TEACHER | |

Reasons for deviation:

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| Deviation dates and times | | | |
|---------------------------|------|------|-------------|
| DAY | DATE | TIME | TOTAL HOURS |
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PRINCIPAL'S SIGNATURE

DATE

**School
Stamp**