EXAMINATION INSTRUCTION  
No. 06 of 2013

DATE : 21 JANUARY 2013

TOPIC : REGISTRATION OF EXAMINATION CENTRES FOR 2014

TO : ALL CHIEF DIRECTORS AND DIRECTORS AT HEAD OFFICE AND DISTRICT OFFICES
    : PRINCIPALS AND STAFF OF ALL ORDINARY SECONDARY SCHOOLS
    : PRINCIPALS AND DIRECTORS OF INDEPENDENT SCHOOLS
    : SCHOOLS FOR LEARNERS WITH SPECIAL EDUCATION NEEDS AND ABET CENTRES
    : MEMBERS OF SCHOOL GOVERNING BODIES
    : TEACHER ORGANISATIONS AND UNIONS
    : RELEVANT NON-GOVERNMENTAL ORGANISATIONS

ANNEXURES:

A: APPLICATION TO REGISTER AS AN EXAMINATION CENTRE
B: INSPECTION TOOL FOR A CENTRE REQUIRING THE STATUS OF AN EXAMINATION CENTRE
C: SERVICE CONTRACT
D: SAMPLE OF THE FILE ARRANGEMENT
E: PROOF OF REGISTRATION
F: MANAGEMENT PLAN

ENQUIRIES:

TEL: 011 355 0958
FAX: 011 355 0601 E-MAIL: Mafeta.Mkhond@gauteng.gov.za
MEMORANDUM

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 ABET CENTRES
    : MEMBERS OF SCHOOL GOVERNING BODIES
    : TEACHER ORGANISATIONS AND UNIONS
    : RELEVANT NON-GOVERNMENTAL ORGANISATIONS
    : PRINCIPALS AND DIRECTORS OF INDEPENDENT SCHOOLS

FROM : RENE VERMAAK
       ACTING DIRECTOR: EXAMINATIONS AND ASSESSMENT

DATE : 21 JANUARY 2013

SUBJECT : REGISTRATION OF EXAMINATION CENTRES FOR 2014

________________________________________________________________________

This Examination Instruction serves to inform head of institutions, district offices and other stakeholders of the procedures regarding the registration of examination centres.

Non compliance will be regarded as a serious deviation from policy.

Your co-operation in this matter is appreciated

Regards

________________________________________
RENE VERMAAK
ACTING DIRECTOR: EXAMINATIONS AND ASSESSMENT
REGISTRATION OF EXAMINATION CENTRES FOR 2014

1. PURPOSE OF THE EXAMINATION INSTRUCTION

- To inform district directors, heads of institutions and other stakeholders of the procedures regarding the registration of examination centres for 2014.

- To ensure that all public schools, AET centres and independent schools are audited to ensure that they comply with the minimum requirements in order to be registered as an examination centre.

2. LEGISLATIVE POLICY FRAMEWORK


2.10. National Curriculum Statements (NCS) Grades R – 9 and 10 -12 (General).

3. **REGISTRATION PROCESS**

3.1 In order to ensure that ALL the examination centres comply with the minimum criteria for registration, the status of **ALL the existing examination centres will be cancelled on the system as from October 2013** and be reloaded onto the system upon approval by the Director: Examinations and Assessment.

3.2 **All Public schools** are therefore requested to complete a checklist (Annexure A) and the application form (Annexure C) and to submit both documents before the commencement of audit as per Management Plan, to the District Director at the District Office. The audit of institution of learning will take place during the first three school terms of 2013.

3.3 An official from the District will visit the centre and complete Annexure B with a view of verifying that the centre meets all the minimum standards for registration as an examination centre.

3.4 Upon receipt of Annexure B, the District Director will either recommend or not recommend that the centre be registered as an examination centre.

3.5 Application forms of examination centres that have been recommended by the District Director will be submitted to the Director: Examinations and Assessment for approval. Recommended Independent Schools/Centres will be required to come to the head office in order to sign a Service Contract with the Director – Examinations and Assessment in October 2013.

3.6 All forms signed by the Director: Examinations and Assessment will then be sent to Juta Street to the Deputy Director System Admin for uploading onto the system.

3.7 A centre number will then be generated and communicated with the school/centre through the Director: Examinations and Assessment.

3.8 Documents must be submitted in a neat and clearly demarcated file. (See annexure D.)
APPLICATION TO REGISTER AS AN EXAMINATION CENTRE – 2014 EXAMINATIONS

PLEASE COMPLETE APPLICATION FORM AND SUBMIT TO THE DISTRICT OFFICE AS PER MANAGEMENT PLAN

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Application</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Re-Application</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. BASIC SCHOOL DETAILS

NAME OF SCHOOL: ________________________________________________________________

PHYSICAL ADDRESS:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

2. CONTACT NUMBERS:

Telephone: ________________________________

Cell No.: ________________________________

Fax: __________________________________

E-mail: ________________________________

3. CONTACT DETAILS OF THE PRINCIPAL/CENTRE MANAGER/DIRECTOR

Telephone: ________________________________
Cell No. : __________________________________________
Fax : ____________________________
E-mail : __________________________________________

Tick in the appropriate box (-es) for the examination centre registration applying for:
NATED Report 550    NSC    AET LEVEL 4    NSC REPEAT

NAME OF INSTITUTION                  DISTRICT                  DATE

Kindly complete the checklist by making a cross in the applicable blocks. Please ensure that the necessary documentation as requested is attached.

1. Is the centre registered as an institution?
   YES   NO
   Please provide the registration number of the centre: _________________

2. Does the centre have adequate space to accommodate the number of candidates currently enrolled for all grades.
   YES   NO

3. Please indicate the number of candidates the examination centre will host during the *NATED Report 550 May/June Senior Certificate and/or National Senior Certificate and/or ABET Level 4.
   SC    NSC    AET L 4    NSC REPEAT

4. Please indicate the number of “desk spaces” available e.g. five classrooms at 35 learners per class=175
   Desk spaces: ______________________________
   ______________________________
   ______________________________

5. a. Please indicate whether the school has appropriate furniture to seat candidates.
   YES   NO
Please indicate the actual number of furniture in the school.

Number of single desks : ________________
Number of double desks : ________________
Number of chairs : ________________

5. b. Where the facilities are shared by full-time or part-time learners during the day or evening, will the furniture be sufficient without disturbing the rest of the learners during the examinations?

5. c. Please indicate whether the centre has the necessary equipment and infrastructure to offer subjects where specialized equipment is needed.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

Please list the subject for which the equipment is available e.g. Computer Application Technology, Information Technology, Engineering Graphics and Design etc:

_____________________________________________

Please note that if the centre does not have the necessary equipment, then learners may not be accepted for these subjects at this examination centre.

6. Does the examination centre have adequate facilities to safeguard examination material?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

Indicate:

Strong room
Safe
Other

If other, specify : ______________________________

7. Does the centre have adequate ventilation and lighting?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

8. Please check compliance in relation to fire hydrants, access doors etc. Private institutions must provide a copy of the local health and fire services clearance certificate.

Certificate available: | YES | NO |

9. Does the examination centre have adequate toilet facilities available?

| YES | NO |
Number of female toilets : ______________________
Number of male toilets : ______________________

10. Is there clean running water in the premises?

   YES  NO

11. Is the venue quiet and safe enough for an examination centre?

   YES  NO

12. Does the venue qualify to be classified as an institution in terms of general norms and standards?

   YES  NO

13. Are there suitable invigilators available for the *NATED 550 May/June Senior Certificate and/or ABET Level 4 Examinations?

   YES  NO

14. If educators are used, are they all registered with SACE?

   YES  NO

15. Proof of SACE certificate provided.

   YES  NO

16. Has a chief invigilator been appointed for the *NATED* Report 550 May/June Senior Certificate and /or ABET Level 4 Examination?

   YES  NO

Name : ________________________________
Designation : _________________________

In private institution where a permanent invigilator has been appointed, the name and particulars of the invigilator needs to be submitted as requested on the attached form.
17. Does the existing examination centre have the examination manual and all relevant documentation of the previous year?

| YES | NO |

__________________________________________                  __________________
PRINCIPAL/CENTRE MANAGER/DIRECTOR                  SIGNATURE

SCHOOL STAMP
## INSPECTION TOOL FOR A CENTRE REQUIRING THE STATUS OF AN EXAMINATION CENTRE

Name of Examination Centre: 

GDE Registration Number: 

Name of Principal/Centre Manager: 

District: 

<table>
<thead>
<tr>
<th>Minimum Standard</th>
<th>Y</th>
<th>N</th>
<th>Areas of good practice</th>
<th>Areas of concern</th>
<th>Intervention strategy</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Registered as an education institution</td>
<td></td>
<td></td>
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<tr>
<td>- Suitable venue to accommodate all candidates – sufficient space and appropriate furniture</td>
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<tr>
<td>- Adequate general security</td>
<td></td>
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<tr>
<td>- Adequate facility for the storage of examination material – strong room, safe, other (specify)</td>
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<tr>
<td>- Clearance certificate – in terms of the applicable municipality by-laws – from the local fire and health services (Attach Copy of Certificates)</td>
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<tr>
<td>- Adequate and appropriate ventilation and lighting</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>- Access to sufficient water and acceptable and adequate toilet facilities</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum Standard</td>
<td>Y</td>
<td>N</td>
<td>Areas of good practice</td>
<td>Areas of concern</td>
<td>Intervention strategy</td>
<td>Time frame</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------------</td>
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<tr>
<td>• Availability of the necessary equipment and facilities required for the proper assessment of all learners with special needs who are registered at the centre</td>
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<tr>
<td>• Suitably qualified teaching staff or members of the community who can be trained as invigilators</td>
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<tr>
<td>• The necessary equipment and infrastructure to offer practical subjects, e.g. CAT/IT, etc.</td>
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<tr>
<td>• Exam manual, invigilation guidelines, and all relevant examination documentation of the previous year</td>
<td></td>
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<tr>
<td>• Suitable and secure arrangements for the transportation of examination material between the centre and nodal point/district office</td>
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<tr>
<td>• No examination answer books – used, unused and spoilt – left over from previous years</td>
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<td>• Evidence that the conduct of the examination has been properly planned</td>
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<tr>
<td>• Assessment plan for the current year</td>
<td></td>
<td></td>
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<tr>
<td>• Grade 11 of the previous year’s mark schedule signed by DAT (Include Copies)</td>
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</tr>
<tr>
<td>• Repeat candidates have submitted statements of results (Include Copies)</td>
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<td></td>
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</tr>
<tr>
<td>• Grade 11 reports for new entrance in Grade 12 verified with previous school (Include Copies)</td>
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<td></td>
</tr>
</tbody>
</table>
The centre has met the minimum requirements for registration as an examination centre:

YES [ ] NO [ ]

_________________________ ______________________________
DISTRICT OFFICIAL SIGNATURE

________
DATE

_________________________ ______________________________
PROVINCIAL OFFICIAL SIGNATURE

________
DATE

I ________________________________, District Director,

RECOMMEND [ ] NOT RECOMMEND [ ] that the centre be

REGISTERED [ ] as an examination centre for the year _________

I ________________________________, Director: Examinations and assessment

_________________________ ______________________________
DIRECTOR: EXAMINATIONS SIGNATURE

APPROVED [ ] NOT APPROVED [ ] that the centre be

REGISTERED [ ] as an examination centre for the year _________
SERVICE CONTRACT ENTERED
INTO BY AND BETWEEN
GAUTENG DEPARTMENT OF EDUCATION
AND
(Name of Independent School)
IN RESPECT OF
REGISTRATION AS AN EXAMINATION CENTRE
FOR THE NATIONAL SENIOR CERTIFICATE / SENIOR CERTIFICATE EXAMINATION
FOR THE YEAR ________

This is only valid for the year of examination (inclusive of the supplementary examination).
1. The conclusion of this contract confirms that the independent examination centre has met the following minimum preliminary requirements for registration as an examination centre:

1.1 sufficient space and appropriate furniture for the seating of candidates;

1.2 adequate general security;

1.3 a lock-up facility for the storage of examination material;

1.4 clearance – in terms of the applicable municipal by-laws – from the local fire and health services;

1.5 provision of proper lighting;

1.6 access to sufficient water and acceptable and adequate toilet facilities;

1.7 teaching staff, suitably qualified and in sufficient numbers, to be trained and utilised as invigilators; and

1.8 evidence of the centre’s ability to meet any and all costs relating to electricity, water, taxes and/or rental for the premises for the duration of the examination.

2. The Head of Department retains the right to re-evaluate the independent centre at any time in respect of any or all of the above-mentioned criteria.

3. Gauteng Department of Education retains the right to monitor the conducting of the National Senior Certificate/Senior Certificate examination and related assessment processes at the independent centre at any time, without prior warning. This includes the appointment of a chief invigilator at the assessment centre for the duration of the National Senior Certificate/Senior Certificate examination.

4. The independent centre, in concluding this service contract, commits itself to abide unquestionably by all regulations in respect of the conducting, administration and management of the National Senior Certificate/Senior Certificate examination and related assessment processes, as well as procedures contained in the applicable national and provincial regulations.

5. Where, in the opinion of the Head of Department, and as a result of a preliminary investigation, developments at the independent centre may adversely affect the interests of candidates or the integrity of the examination or related assessment processes, Gauteng Department of Education reserves and retains the right to take control of the conducting, administration and management of the examination centre with immediate effect.
6. Failure to abide by any of the regulations or other reasonable requests in respect of the conducting, administration and management of the National Senior Certificate/Senior Certificate examination and related examination processes, as well as procedures contained in the national or provincial regulations, may result in the deregistration of the independent centre as an examination centre by Gauteng Department of Education.

7. All examination centres are required to operate on premises that were approved for this purpose by the Head of Department. Where relocation does occur, the new premises must again be inspected by the relevant provincial education department for evaluation as an examination centre.

8. No examination centre may consider relocation within or less than sixty (60) days before the commencement of the final National Senior Certificate/Senior Certificate examination.

9. Where relocation of an independent centre is unavoidable, due to external factors (e.g. a natural disaster), the following procedure must be strictly adhered to:

   9.1 The Head of Department must immediately be informed in, writing, of the enforced relocation.

   9.2 Learners and their parent(s) or guardian(s) must be informed.

   9.3 The independent centre is obliged to ensure the presence of proper notices at the old centre, clearly indicating, inter alia, the location of the new venue, the name of a contact person and a telephone number for the contact person.

   9.4 The independent centre will ensure the publication of such information in the printed/electronic media.

10. **Procedure to follow when a centre relocates to new premises**

    10.1 Should any centre relocate to new premises, their registration as an examination centre lapses immediately and they will be forced to seek registration at the new premises from the Gauteng Department of Education.

    10.2 In exceptional circumstances, and provided that the centre has an unblemished record as far as irregularities and administration are concerned, the Head of Department may allow the centre to continue to operate for the current final exit examination year only, during which time the centre must apply for, and be granted examination centre status in respect of the new premises. Should such permission be refused, or for any other reason not granted, the registration of the centre shall lapse forthwith.
10.3 Should this process run over the year-end, no new candidates may be registered until a decision has been taken on the registration of the centre.

10.4 The onus is on the head of the institution (centre manager/principal) to inform the Head of Department timeously of the intention to relocate.

10.5 The Head of Department shall inform the chief invigilator, in writing, of the course to be followed.

10.6 If the application for the registration of the centre is unsuccessful, the Head of Department shall inform the head of the institution (centre manager/principal) that the registration of the centre has elapsed.

10.7 The Head of the institution shall have the right to respond to the decision and furnish reasons as to why the centre should not be deregistered.

10.8 The Head of Department shall consider such representation before making a final decision. This decision must be conveyed, in writing, to the Head of the institution. This decision is final.

_________________________________  __________________
PRINCIPAL/CENTRE MANAGER/DIRECTOR  SIGNATURE

__________________________
DATE

_________________________________  __________________
DIRECTOR: EXAMINATION AND ASSESSMENT  SIGNATURE

__________________________
DATE

ANNEXURE D
**SAMPLE OF THE FILE ARRANGEMENT**

**CONTENT PAGE**

<table>
<thead>
<tr>
<th>No.</th>
<th>Content</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Annexure A – Application to register as an examination centre – 2014</td>
<td>A</td>
</tr>
<tr>
<td>2</td>
<td>Annexure B – Completed Inspection Tool for a Centre Requiring the Status of an Examination Centre</td>
<td>B</td>
</tr>
<tr>
<td>3</td>
<td>(Independent Schools/Centres) Annexure C – Service Contract</td>
<td>C</td>
</tr>
<tr>
<td>4</td>
<td>Candidates’ Application Forms Sorted Alphabetically and Numbered Sequentially</td>
<td>D</td>
</tr>
<tr>
<td>5</td>
<td>List of Candidates who had Submitted Forms</td>
<td>E</td>
</tr>
<tr>
<td>6</td>
<td>Declaration by the Principal/Centre Manager</td>
<td>F</td>
</tr>
</tbody>
</table>

**NB:** The file dividers will be as the sample above
Proof of registration the SC/NSC/AET Level 4 20___ examination

Name: ________________________________

Original stamp from the centre

SCHOOL STAMP
ANNEXURE F

MANAGEMENT PLAN

FIRST PHASE MANAGEMENT PLAN: AUDIT OF INDEPENDENT SCHOOLS

<table>
<thead>
<tr>
<th>TERMS</th>
<th>DISTRICT OFFICES</th>
<th>TARGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Term</td>
<td>Sedibeng East, Sedibeng West, Ekurhuleni South and Johannesburg South</td>
<td>Independent Schools</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 January 2013</td>
<td>Submission of completed Annexure A to the District Director</td>
<td>Principals of all public schools, AET Centre Managers and Independent schools’ Centre Managers</td>
</tr>
<tr>
<td>28 January to 20 March 2013</td>
<td>District officials visit centres for verification</td>
<td>District Officials and Provincial Officials</td>
</tr>
<tr>
<td>26 March 2013</td>
<td>Submission of recommended applications to Head Office</td>
<td>District Office: Examination Sections</td>
</tr>
</tbody>
</table>

SECOND PHASE MANAGEMENT PLAN: AUDIT OF INDEPENDENT SCHOOL

<table>
<thead>
<tr>
<th>TERMS</th>
<th>DISTRICT OFFICES</th>
<th>TARGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Term</td>
<td>Ekurhuleni South, Gauteng North, Tshwane West, Tshwane South and Johannesburg Central</td>
<td>Independent Schools</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 March 2013</td>
<td>Submission of completed Annexure A to the District Director</td>
<td>Principals of all public schools, AET Centre Managers and Independent schools’ Centre Managers</td>
</tr>
<tr>
<td>09 April to 21 June 2013</td>
<td>District officials visit centres for verification</td>
<td>District Officials and Provincial Officials</td>
</tr>
<tr>
<td>30 June 2013</td>
<td>Submission of recommended applications to Head Office</td>
<td>District Office: Examination Sections</td>
</tr>
<tr>
<td>TERMS</td>
<td>DISTRICT OFFICES</td>
<td>TARGET</td>
</tr>
<tr>
<td>--------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Third Term</td>
<td>Johannesburg West, Johannesburg East, Gauteng West, Gauteng East, Ekurhuleni North and Johannesburg North</td>
<td>Independent Schools</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 June 2013</td>
<td>Submission of completed Annexure A to the District Director</td>
<td>Principals of all public schools, AET Centre Managers and Independent schools’ Centre Managers</td>
</tr>
<tr>
<td>15 July to 20 September 2013</td>
<td>District officials visit centres for verification</td>
<td>District Officials and Provincial Officials</td>
</tr>
<tr>
<td>30 September 2013</td>
<td>Submission of recommended applications to Head Office</td>
<td>District Office: Examination Sections</td>
</tr>
</tbody>
</table>