



**education**

Department: Education  
**GAUTENG PROVINCE**

Enq: Teddy Mokgojoa  
Tel: 011 403 1314

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## MEMORANDUM

**TO :** ALL DIVISIONAL MANAGERS AND SENIOR MANAGERS 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

**FROM :** PREM GOVENDER

**DATE :** 18 JANUARY 2011

**SUBJECT :** REGISTRATION OF EXAMINATION CENTRES FOR NSC

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The attached Examination Instruction serves to inform the heads of institutions and district offices of the conditions and procedures for the registration of examination centres for the 2011 National Senior Certificate.

Accurate and proper registration of examination centres is the crucial starting point in ensuring accurate candidate registration.

Kindly note that any deviation from the conditions and procedures that are set out in this Examination Instruction will be considered as non compliance to policy.

Your co-operation in this matter is appreciated.

Regards

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**Prem Govender**  
**Director: Examinations & Assessment**  
**Date:**



**education**

Department: Education  
**GAUTENG PROVINCE**

*Making education a societal priority*

## **EXAMINATION INSTRUCTION No. 04 of 2011**

- TOPIC :** REGISTRATION OF EXAMINATION CENTRES FOR NSC
- TO :** ALL DIVISIONAL MANAGERS AND SENIOR MANAGERS 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
- ENCLOSURES:** ANNEXURE A: CHECKLIST TO ENSURE EXAMINATION CENTRES COMPLY WITH THE REQUIREMENTS TO CONDUCT THE NSC EXAMINATIONS
- ANNEXURE B: A PRO FORMA SERVICE CONTRACT BETWEEN THE GAUTENG DEPARTMENT OF EDUCATION AND INDEPENDENT OR PRIVATE COLLEGE
- ANNEXURE C: APPLICATION TO REGISTER AS AN EXAMINATION CENTRE
- ENQUIRIES:** Tel : (011) 355 0968  
Fax : (011) 355 0622  
E-mail : Mafeta.Mkhondo@gauteng.gov.za

# REGISTRATION OF EXAMINATION CENTRES

## 1. PURPOSE OF THE EXAMINATION INSTRUCTION

- 1.1 This examination instruction serves to inform head of institutions and district offices of the procedures regarding the registration of examination centres for the 2011 National Senior Certificate Examination (NSC). Please note: This document refers to registration of examination centres are **NOT** to registration of institution offering education.
- 1.2 Regulations determine that all public and independent schools must be audited in order to ensure that they have the appropriate facilities to serve as an examination centre.
- 1.3 Regulations furthermore stipulate that private providers must apply for registration as examination centres for which the completion of a Service Contract with the Provincial Department of Education is a precondition in order for private providers to qualify for registration as examination centres.

## 2. LEGISLATIVE POLICY FRAMEWORK

- 2.1. National Policy on the Conduct, Administration and Management of Assessment of the National Certificate: A Qualification at Level 4 on the National Qualifications Framework (NQF) as published in the Government Gazette No. 27819, Volume 481, 20 July 2005, as amended.
- 2.2. Regulations pertaining to the Conduct, Administration and Management of assessment for the National Senior Certificate, published in the Government Gazette No. 31337, Volume 518 of 29 August 2008.
- 2.3. Any applicable circular regarding the Conduct, Administration and Management of Assessment of the National Senior certificate.

## 3. REGISTRATION

- 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 reviewed on the system as from **January 2011** and re-activated on the system upon completion of the relevant application forms.
- 3.2 **All public schools** are therefore requested to complete a checklist (Annexure A) and the application form (Annexure A) and to submit both documents on or before 18 February 2011 to the IDSO responsible for the centre at the District

Office. **It is the responsibility of the IDSO to verify compliance with regulations.**

- 3.3 **All private providers** need to complete a compliance list ( Annexure A) and a service contract (Annexure B) together with application form (Annexure C) and to submit these documents on or before 18 February 2011 to the IDSO responsible for the District Office.
- 3.4 Only those centres whose application forms have been received on or before the due date will be registered as examination centres.
- 3.5 A registered examination centre **may not** establish a subsidiary or satellite centre.
- 3.6 The maximum number of candidates at an examination centre may not exceed 500 unless approval is granted by the Head of Department.
- 3.7 A centre may only register candidates that are enrolled at that centre as learners. Centres are expressly forbidden to accommodate learners from unregistered institutions.
- 3.8 Centres that are registering as Repeat Centres may only register bona fide repeat candidates for subjects the candidate was resulted for in the previous year(s). If a repeat candidate offers a new subject that will require internal assessment, specific permission to offer this must be obtained from the District Director.

## Annexure A

### CHECKLIST TO ENSURE EXAMINATION CENTRES COMPLY WITH THE REQUIREMENTS TO CONDUCT THE NSC EXAMINATIONS

**NOTE: CHECKLIST TO BE COMPLETED BY THE IDSO RESPONSIBLE FOR THE CENTRE OR PERSON DELEGATED BY THE DIRECTOR TO FULFILL THE FUNCTIONS**

Tick in the appropriate box(es) for the examination centre registration applying for:

NSC Gr. 10  NSC Gr. 11  NSC Gr. 12

\_\_\_\_\_  
**NAME OF INSTITUTION**

\_\_\_\_\_  
**DISTRICT**

\_\_\_\_\_  
**DATE**

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

1. Is the centre registered with GDE as an institution offering NSC Gr. 10 - 12? Please verify with EMIS.

Yes	No
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Please provide the EMIS registration number of the institution: \_\_\_\_\_

Additional for Independent Institutions: Is the institution registered with Council for Quality Assurance in General and Further Education and Training (Umalusi) as a service provider offering the NSC G. 10 - 12?

Yes	No
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Please provide the Umalusi registration number of the institution: \_\_\_\_\_

2. Does the centre have adequate space to accommodate the number of candidates the centre intends to register?

Yes	No
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Please indicate the number of candidates the centre will host during the National Senior Certificate (NSC 2011). In the case of F/T learners this must correspond with the institution's 10<sup>th</sup> school day enrolment and for P/T and RP please indicate the maximum number the centre will accommodate.

	Full Time	Part Time	Repeat Candidate
Grade 10			
Grade 11			
Grade 12			

- 3.a. Please indicate whether the school has sufficient and appropriate furniture to accommodate the number of candidate indicated above in an examination environment? (IDSO to verify)

Yes	No
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- 3.b. Where the facilities are shared by full-time and part-time learners during the day or evening, will the furniture be sufficient without disturbing the rest of the learners during the examinations?

Yes	No
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- 3.c. Please indicate whether the centre has the necessary equipment and infrastructure to offer subjects where specialized equipment is needed (e.g. CATN & INFT)

Yes	No
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Please list the subjects for which equipment is available e.g. Computer Applications Technology., Information Technology, Engineering Graphics Design etc:

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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.

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

Yes	No
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Indicate

Strong Room	Yes	No
Safe	Yes	No
Other	Yes	No

If other, specify: \_\_\_\_\_

5. Do the exam rooms that will be utilized have adequate ventilation and lighting?

Yes	No
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6. 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.

Certificates available:

Yes	No
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7. Does the centre have adequate toilet facilities available?

Yes	No
-----	----

8. Is there clean running water in the premises?

Yes	No
-----	----

9. Is the venue quiet and safe enough to be used as an examination centre?

Yes	No
-----	----

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

Yes	No
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11. Are suitable invigilators available for the Examinations?

Yes	No
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12. Are all educators employed at the institution registered with SACE?

Yes	No
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13. Proof of SACE certification provided.

Yes	No
-----	----

14. Has a chief invigilator been appointed for the Examinations?

Yes	No
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Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Contact number: \_\_\_\_\_

15. Does the centre have an exam manual, invigilation guidelines and all relevant examination documentation of the previous year?

Yes	No
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**CHECKLIST TO BE COMPLETED BY THE IDSO RESPONSIBLE FOR THE CENTRE OR PERSON DELEGATED BY THE DIRECTOR TO FULFILL THE FUNCTION.**

**CHECKLIST COMPLETED BY (print name):**

**Full names:** \_\_\_\_\_

**Rank:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**Annexure B**

**A PRO FORMA SERVICE CONTRACT**

**BETWEEN THE**

**GAUTENG DEPARTMENT OF EDUCATION**

**AND**

**INDEPENDENT SCHOOL OR PRIVATE COLLEGE**

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**IN RESPECT OF REGISTRATION AS**

**ASSESSMENT CENTRE**

**FOR THE NATIONAL SENIOR CERTIFICATE EXAMINATION**

**FOR**

**2011/2012**

1. This service contract is entered into with (indicate the name of school),  
\_\_\_\_\_,  
hereafter referred to as INDEPENDENT SCHOOL OR PRIVATE EDUCATION COLLEGE in respect of registration as an assessment centre for the conduct of the National Senior Certificate Examinations under the administration of the Gauteng Department of Education.
2. The service contract, although entered into independently of registration with the Council for Quality Assurance in General and Further Education and Training (Umalusi), is dependent upon the provision of proof of accreditation as Provider of Education and Training with the Council for Quality Assurance in General and Further Education and Training (Umalusi). Independent Schools are required in addition to submit proof of registration as an institution with the Gauteng Department of Education.
3. The conclusion of this service contract is a precondition to qualify the Independent School or Private College for registration as an assessment centre with the Gauteng Department of Education.
4. The service contract and accompanying registration as assessment centre with the Gauteng Department of Education is only valid for the year of examination (inclusive of the supplementary examination) as stated, and will be renewable on a yearly basis thereafter if the assessment centre still complies with the regulations.
5. The owners and management of the Independent School or Private College will enter into this service contract with the Department of Education in respect of registration of as an assessment centres. Where the owner/management of the



- Independent or Private College is the same legal person, this will be clearly indicated.
6. The conclusion of this service contract confirms that the Independent School or Private College has met, to the satisfaction of the Gauteng Department of Education, the following minimum preliminary requirements for registration as assessment centre:
    - 6.1 Provide suitable venues to accommodate all the candidates, that is, sufficient space and appropriate furniture for the seating of candidates; This requirement should be reflected on the seating plan that will be drawn up for the seating of candidates during the entire examination session;
    - 6.2 Appointment of chief invigilators and invigilators as set out in Government Gazette No. 31337 and remunerate these appointees as set out in the Department of Education Circular E27 of 2008;
    - 6.3 Completion of the declaration of secrecy with the Gauteng Department of Education by officials that will be involved with the, conduct, administration and management of the examinations;
    - 6.5 Adhere to the administration of examination documents that will be provided by the Gauteng Department of Education;
    - 6.6 Provide adequate general security of the venue;
    - 6.7 Availability of a strong room/ lock-up facility for the safe-keeping of assessment material;
    - 6.8 Compliance of the venue with the local health and fire services by-laws. This means, clearance from local fire and health service under the applicable municipal by-laws;
    - 6.9 Provision of proper and sufficient lighting;
    - 6.10 Access to sufficient water and acceptable and adequate toilet facilities;
    - 6.11 Provide clear evidence of an ability to meet any and all costs relating to electricity, water, taxes and/or rental for the premises for the duration of the examinations;
    - 6.12 Availability of the necessary equipment and facilities required for the proper assessment of all learners with special needs who are registered with a particular centre.
  7. The Department of Education retains the right to re-evaluate the Independent School or Private College in respect of any or all of the above criteria at any time.
  8. The Department of Education retains the right to monitor the conduct of the National Senior Certificate examination and related assessment processes at the Independent School or Private College at any time without forewarning.
  9. The Independent School or Private College, in concluding this service contract, commits itself to unquestionably abide by all regulations in respect of the conduct, administration and management of the National Senior Certificate examination and related assessment processes and procedures as contained in the applicable national and provincial regulations.
  10. The Gauteng Department of Education retains the right to request the Independent School or Private College to conduct and participate in any other reasonable administration matters as may be deemed necessary.
  11. Where, in the opinion of the Provincial Head of Department, as a result of a preliminary investigation, developments at the Independent School or Private College may adversely affect the interests of candidates or the integrity of the examination or related assessment processes, the Department of Education

- reserves and retains the right to take control of the conduct, administration and management of the assessment centre with immediate effect.
12. Where the above clause is applied, a proper investigation should be conducted. The results of such an investigation will guide the Head of Department in deciding, in accordance with national/provincial regulations, on the future of the Independent School or Private College as assessment centre.
  13. The examination and related assessment irregularities will be dealt with in accordance with prescribed procedures as contained in the applicable national or provincial regulations. All involved in assessment in general and the examination in particular are, in respect of this, under the direct jurisdiction of the relevant provincial department of education as assessment body. Failure to co-operate by any person not in the employ of the Department of Education will result in sanctioning as prescribed by the national or provincial regulations.
  14. Failure to abide by any of the regulations or other reasonable requests in respect of the conduct, administration and management of the \*NATED Report 550 May/June Senior Certificate or/and the \*National Senior Certificate examination and related assessment processes and procedures as contained in the national or provincial regulations may result in the de- registration of the Independent School or Private College as an assessment centre by the Department of Education.
  15. The de-registration of a Independent School or Private College as assessment centre with the Department of Education will take place in accordance with national or provincial regulations.

**INDEPENDENT OR PRIVATE COLLEGE:**

INITIALS & SURNAME	CAPACITY	DATE
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Signed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 2011.

WITNESS 1 \_\_\_\_\_

WITNESS 2 \_\_\_\_\_

**DEPARTMENT OF EDUCATION:**

INITIALS & SURNAME	CAPACITY	DATE
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WITNESS 1 \_\_\_\_\_

WITNESS 2 \_\_\_\_\_

## Annexure C

### APPLICATION TO REGISTER AS AN EXAMINATION CENTRE

#### General Instructions

- Section A to be completed by the Institution
- Section B to be completed and verified by the District
- Section C to be completed by Director: Examinations and Assessment

### Section A: PARTICULARS OF CENTRE

DISTRICT										
EMIS NUMBER	7									
CENTRE NUMBER	8									
ENGLISH DESCRIPTION OF CENTRE:										
AFRIKAANS DESCRIPTION OF CENTRE:										
STREET ADDRESS: _____										
_____ CODE _____										
POSTAL ADDRESS: _____										
_____ CODE _____										
TELEPHONE NUMBER: _____										
FAX NUMBER: _____										
E-MAIL ADDRESS: _____										
NAME OF PRINCIPAL: _____										
SIGNATURE OF PRINCIPAL: _____ DATE: _____										

## **SECTION B:**

1. REGISTRATION TYPE (mark with X)

	Gr. 10	Gr. 11	Gr. 12
Full Time			
Part Time			
Repeat Centre			

2. CENTRE TYPE

PUBLIC SCHOOL

CLASSIFIED AS LSEN

YES

NO

INDEPENDENT SCHOOL

3. LOWEST NSC LEARNING GRADE:

HIGHEST NSC LEARNING GRADE:

4. PREVIOUSLY DISADVANTAGED:  YES  NO

5. LANGUAGE OF TEACHING AND LEARNING (LOLT)

AFRIKAANS

ENGLISH

BOTH

6. QUINTILE  (SCALE OF 1-5)

7. DATE OF INSPECTION OF FACILITIES

Y	Y	Y	Y	M	M	D	D

8. RECOMMENDED FOR REGISTRATION AS EXAM CENTRE AS INDICATED IN PARAGRAPH 1

NAME OF DISTRICT DIRECTOR: \_\_\_\_\_

SIGNATURE OF DISTRICT DIRECTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

**SECTION C:**

APPROVAL GRANTED

NOT GRANTED

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DIRECTOR: EXAMINATIONS & ASSESSMENT

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DATE

**TO BE FORWARDED TO EXAMINATION ADMINISTRATION UNIT FOR  
ACTIVATION THROUGH THE SYSTEMS ADMINISTRATOR**