



education

Lefapha la Thuto la Bokone Bophirima
Noord-Wes Onderwys Departement
North West Education Department
NORTH WEST PROVINCE

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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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Date: 02/09/2019

ASSESSMENT INSTRUCTION NO 12 OF 2019

TO: DDGS
ACTING DISTRICT COORDINATION CHIEF DIRECTOR
DISTRICT DIRECTORS DISTRICT DIRECTORS
CESS PROFESSIONAL SUPPORT
SUB DISTRICT MANAGERS
CIRCUIT MANAGERS
SUB-DISTRICT CURRICULUM COORDINATORS
DISTRICT ASSESSMENT MANAGERS

ATTENTION: **SUB DISTRICT CURRICULUM COORDINATOS**

FROM: MS DE MOHUBE
ACTING DDG: CURRICULUM MANAGEMENT AND DELIVERY SERVICES

DATE: 09 SEPTEMBER 2019

SUBJECT: **MONITORING OF 2019 NSC EXAMINATIONS**

Examinations for the end of the year is starting next month. All preparations are to be made to ensure that all processes run according to regulations pertaining to the conduct of examinations.

Monitoring is one of the mechanisms we can use to minimise and even eradicate irregularities that are usually detected during examinations. Monitoring of the examination rooms is done to enhance the dignity of examination and also to provide support to centres during this important time.

Kindly note the following:

- All centres to be monitored before the exam session ends.
- Officials to visit centres not in pairs, so that a bigger scope of monitoring can be covered.
- All monitoring instruments are to be kept after the report has been compiled at sub-district level.
- All templates to be populated should not be changed, if they are in Word, they must be submitted as such.
- Monitoring reports to be sent on weekly basis.
- CAT and IT monitors will be trained separately.

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- For CAT and IT practical, a monitor has to stay for the duration of the paper.
 - For all independent schools there will be roving monitors who will be selected by the District Examination and Assessment Managers.
 - To avoid irregularities all officials placed on the monitoring plan must honour their schedule, in case there is an irregularity at the particular centre they were placed at, they will take responsibility to the irregularity that took place at that centre.
 - Monitors are to stay at the centre for the duration of the writing of the paper for that day.
 - Monitors will receive appointment letters which they will produce during their visits.
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Thank you for your usual commitment afforded to this process.

Ms DE Mohube
Acting DDG: Curriculum Management and Delivery Services



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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

**SUB-DISTRICT MONITORING PLAN FOR NATIONAL SENIOR CERTIFICATE (NSC)
NOVEMBER EXAMINATIONS 2019**

SUB DISTRICT: _____

INSTRUCTIONS:

1. Please submit this plan in **Word, not Excel**.
2. Kindly have a **line or row per school** and **per monitor as well**, as indicated in the example below.
3. Indicate monitors **per exam session**, i.e. monitors for **morning** session and monitors for **afternoon** session, **separately**.
4. Where possible, each school must be monitored by one monitor.
5. Please ensure that each centre in your sub-district is monitored once or more times before the end of the exam session.

Date	Subject	Time	School	Monitors
Wednesday 16 October	Computer Applications Tech P1 (3hrs) Practical	09:00		
Thursday 17 October	Information Technology P1 (3hrs) Practical	09:00		
WEEK 1				
Wednesday 23/10	English HL P1 (2hrs) English FAL P1 (2hrs) English SAL P1 (2½hrs)	09:00		
	German HL P1 (2hrs) German SAL P1 (2hrs)	14:00		
Thursday 24/10	isiXhosa, HL P1 (2hrs) isiXhosa, FAL P1 (2hrs) isiXhosa, SAL P1 (2½hrs) South African Sign Language HL P1 (2hrs)	09:00		
	Electrical Technology (3hrs)	14:00		
Friday 25/10	Mathematics P1 (3hrs) Mathematical Literacy P1 (3hrs) Technical Mathematics P1 (3hrs)	09:00		
	German HL P2 (2½hrs) German SAL P2 (2hrs)	14:00		
WEEK 2				
Monday 28/10	Mathematics P2 (3hrs) Mathematical Literacy P2 (3hrs) Technical Mathematics P2 (3hrs)	09:00		
	Religion Studies P1 (2hrs)	14:00		
Tuesday 29/10	History P1 (3hrs)	09:00		
	Sesotho, Setswana, HL P1 (2hrs)	14:00		

	Sesotho, Setswana, P1 (2hrs) Sesotho, Setswana SAL P1 (2½hrs)			
Wednesday 30/10	Accounting (3hrs)	09:00		
	German HL P3 (2½hrs)	14:00		
Thursday 31/10	Afrikaans HL P1 (2hrs) Afrikaans FAL P1 (2hrs) Afrikaans SAL P1 (2½hrs)	09:00		
	Economics P1 (2hrs)	14:00		
Friday 01/11	Physical Sciences (Physics) P1 (3hrs) Technical Sciences P1 (3hrs)	09:00		
WEEK 3				
Monday 04/11	Physical Sciences (Chemistry) P2 (3hrs) Technical Sciences P2 (3hrs)	09:00		
Tuesday 05/11	Geography (Theory) P1 (3hrs)	09:00		
	Geography (Map work) P2 (1½hrs)	14:00		
Wednesday 06/11	English HL P2 (2½hrs) English FAL (2hrs) English SAL P2 (2hrs)	09:00		
	Mechanical Technology (3hrs)	14:00		
Thursday 07/11	Business Studies (3hrs)	09:00		
Friday 08/11	Life Sciences P1 (2½hrs)	14:00		
	Religion Studies P2 (2hrs)	14:00		
WEEK 4				
Monday 11/11	Life Sciences P2 (2½hrs)	09:00		
	Engineering Graphics and Design P1 (3hrs)	14:00		
Tuesday 12/11	Sesotho, Setswana, HL P2 (2½hrs) Sesotho, Setswana FAL P2 (2hrs) Sesotho, Setswana SAL P1 (2hrs)	09:00		
	Consumer Studies (3hrs) Hospitality Studies (3hrs)	14:00		
Wednesday 13/11	Afrikaans HL P2 (2½hrs) Afrikaans FAL (2hrs) Afrikaans SAL P2 (2hrs)	09:00		
	Maritime Economics (3hrs)	14:00		
Thursday 14/11	Economics P2 (2hrs)	09:00		
	isiXhosa, HL P2 (2½hrs) isiXhosa, FAL P2 (2hrs) isiXhosa, SAL P2 (2hrs)	14:00		
Friday 15/11	Agricultural Sciences P1 (2½hrs) Nautical Science P1 (3hrs)	09:00		
	Computer Applications Tech P2 (Theory) (3hrs)	14:00		
WEEK 5				
Monday 18/11	Agricultural Sciences P2 (2½hrs) Nautical Science P2 (3hrs)	09:00		
	Engineering Graphics and Design P2 (3hrs)	14:00		
Tuesday 19/11	isiXhosa, HL P3 (2½hrs) isiXhosa, FAL P2 (2½hrs) isiXhosa, SAL P2 (2hrs) South African Sign Language HL P3 (2½hrs)	09:00		
	Sesotho, Setswana, HL P3 (2½hrs) Sesotho, Setswana, FAL P3 (2½hrs)	14:00		
Wednesday 20/11	Tourism (3hrs)	09:00		
	Civil Technology (3hrs)	14:00		
Thursday 21/11	Dramatic Arts (3hrs)	09:00		
	Visual Arts (3hrs)	14:00		
Friday 22/11	Afrikaans HL P3 (2½hrs) Afrikaans FAL P3 (2½hrs)	09:00		

	Information Technology P2 (Theory) (3hrs)	14:00		
WEEK 6				
Monday 25/11	Agricultural Management Practices (3hrs)	09:00		
	History P2 (3hrs)	14:00		
Tuesday 26/11	English HL P3 (2½hrs) English FAL P3 (2½hrs)	09:00		
	Dance Studies (3hrs)	14:00		
Wednesday 27/11	Music P1 Theory (3hrs) Sport and Exercise Science (3hrs)	09:00		
	Music P2 Comprehension (1½hrs) Equine Studies (3hrs)	14:00		
Thursday 28/11	Agricultural Technology (3hrs)	09:00		
	Design (3hrs)	14:00		