



education

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

Inset Building, Dr Albert Luthuli Drive, Mmabatho,
Private Bag X2044, Mmabatho 2735
Tel.: (018) 384-8085 / Fax: (018) 384-1041
e-mail: dmoroeng@nwpg.gov.za
or
90 Thabo Mbeki Drive, Potchefstroom,
Private Bag X1225, Potchefstroom 2520
Tel.: (018) 297-5211 / Fax: (018) 293-0199

**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT
DIRECTORATE: EXAMINATIONS**

Reference	EI 21	Enquiries:	D. Moroeng	Tel:(018) 384 8095 / 388 0862 dmoroeng@nwpg.gov.za	Fax (018) 3841041	Date:	2019/10/02
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EXAMINATION INSTRUCTION 21 of 2019 [FET]


**TO: DDGs
CHIEF DIRECTORS
DISTRICT DIRECTORS
DIRECTORS
DISTRICT ASSESSMENT MANAGERS
CHIEF EDUCATION SPECIALISTS – PROFESSIONAL SUPPORT
SUB DISTRICT MANAGERS
SUB DISTRICT EXAMINATION OFFICIALS
CIRCUIT MANAGERS
SUBJECT ADVISORS
PRINCIPALS: ALL SECONDARY SCHOOLS
TEACHER UNIONS**

**SUBJECT: COMMITMENT AGREEMENT RELATING TO THE 2019 NATIONAL
SENIOR CERTIFICATE (NSC) EXAMINATION**

Please receive the attached **Examination Instruction No 26 of 2019** from Department of Basic Education (DBE).

Also attached is annexure, A which is the commitment Agreement of Candidates and parents/guardian, this will assist the candidates to understand the commitment and possible sanctions that can be imposed if the candidate has contravened the regulations.

Please note **No. 5 (a – d)** on the Examination Instruction based on the total number of candidates per Examination Centre, the do and don't of candidates and Invigilators.

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DE Mohube
Chief Director: Examinations & Assessment



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Private Bag X895, Pretoria, 0001. Sol Plaatje House, 222 Struben Street, Pretoria, 0002, South Africa
Tel: (012) 357 3000, Fax: (012) 323 0601, www.education.gov.za

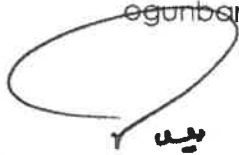
TO: HEADS OF EXAMINATIONS

EXAMINATION INSTRUCTION NO.26 OF 2019

COMMITMENT AGREEMENT RELATING TO THE 2019 NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATION

1. The National Senior Certificate Examination is administered and conducted in terms of the *Regulations on the Conduct, Administration and Management of Assessment* for the National Senior Certificate examination, across all provinces in the country.
2. The National Senior Certificate (NSC) examinations will commence on the 23rd October and conclude on the 28th November 2019.
3. All schools will be participating in the Pledge Signing Ceremony on 11 October 2019, to conscientise learners against committing irregularities. In addition to the, Pledge Signing, learners and parents are required to sign a Commitment Agreement, which provides a detailed list of the key rules and regulations relating to the NSC examination.
4. All learners and their parents/guardian must sign the Commitment Agreement, prior to the commencement of the examination (**Annexure A**).
5. Heads of Examinations (HOEs), District Managers, School Principals and Chief Invigilators are also reminded of the following important aspects that were not adhered to in a few examinations centres in 2018.
 - (a) The total number of candidates at an examination centre may not exceed **500** for any one examination session; unless prior approval has been obtained from the Director-General or his nominee.

- (b) A candidate cannot be denied the opportunity to write the examination because of non-payment of school fees or any other matter relating to school discipline.
 - (c) Candidates are not allowed to bring their cellphones in the examination room;
 - (d) Provincial Education Departments (PEDs) to ensure that the invigilator reads the instructions to candidates at the start of each examination session.
6. For any enquiries, please contact the Director: Examination and Assessments in Schools; Ms P Ogunbanjo, Tel: (012) 357 3909; Fax (012) 328 6878 or e-mail: ogunbanjo.p@dbe.gov.za.



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CHIEF DIRECTOR: NATIONAL ASSESSMENT AND PUBLIC EXAMINATIONS

DATE: 2-10-19

ANNEXURE A

- (c) Parents and guardians must check and ensure the following:
 - (i) Dates and times when each paper is written.
 - (ii) Arrival at the examination centre in good time (at least 30 minutes before commencement time).
 - (iii) Ensure that the admission letter and the Identity Document are with them and they have all the necessary stationery for the paper.
 - (iv) Candidates are expected to be in their school uniform when writing the examination.

4. The candidates must note the following:

- (a) Candidates are bound in all matters relating to the examination to obey the instructions of the invigilator and the chief invigilator
- (b) Candidates are expected to respond to the questions in the question paper, on their own, without the assistance of their peers or educators. In cases where assistance is offered by an educator or invigilator, or a learner, it is the responsibility of the candidate to bring this to the attention of the chief invigilator. Failure to report such assistance, will result in the candidate being implicated.
- (c) It is therefore the responsibility of the candidate to report any information or rumour regarding examination irregularities to the invigilator/chief invigilator. Failure to do so will be considered to be collusion for which the candidate will be held accountable.
- (d) In cases where a candidate is forwarded, via email, sms, whatsapp or through any other electronic means, with a question paper, or part/s of a question paper and fails to report such an incident to the invigilator/chief invigilator, he/she will be regarded as being complicit.
- (e) Once in the examination room, the candidate, must ensure the following:
 - (i) No notes or any other material that is not allowed in the examination room is in his/her person. Being found in possession of any notes or material in the examination room is regarded as an act of misconduct.
 - (ii) No cell phones, or any other device is brought into the examination room. Any such device found in your possession, also constitutes an act of misconduct.
- (f) It is the responsibility of the candidate to check that they receive the paper and/or subject for which they are registered.
- (g) No examination answer book (or part of an answer book/answer sheet), whether used or unused, may be removed from the examination room. Should this occur, it will be considered an irregularity and the candidate will receive **NO** credit for the examination.

- (h) Should a candidate write the wrong subject or wrong language level (in the case of a language paper), this will be considered to be a technical irregularity and will lead to the candidate's results being blocked/ cancelled / delayed.
 - (i) Candidates are strongly advised not to use different styles of handwriting in their answer books, as the resulting investigation of this will delay the release of their results.
 - (j) The conduct of the candidate before, during and after the question paper is written is important. Disruptive and unruly behaviour will not be tolerated and the candidate could be barred from writing the examination.
 - (k) In the event a candidate is implicated in an examination irregularity, the parent/guardian and candidate must avail himself/ herself for a hearing as failure to do so will lead to further delays in the results of the candidate being released
 - (l) Only progressed learners are allowed to follow the multiple examination opportunity (MEO), option. Failure to comply with this rule, will lead to the candidates not being resulted.
5. The key types of irregularities that may occur during the examination are listed on the last page.
 6. In the event that a candidate is found to have contravened any of the rules and regulations as specified above, the Department of Basic Education reserves the right to nullify the candidate's results and they could be barred from writing all examinations for a period of **one to three years** (as stipulated in the *Regulations in Gazette No. 31337 of August 2008*). Criminal prosecution could be imposed should it be found that a learner is involved in the leakage of any examination question paper or related act.
 7. Disciplinary action will also be taken against officials who are involved in irregularities at their examination centres.

DECLARATION BY PARENT/GUARDIAN

I, _____ parent/guardian of _____
state that I have read and understood the rules and regulations pertaining to the conduct of the National Senior Examination and the consequences should my child/ward contravene any of the regulations.

(Signature)

Date

DECLARATION BY LEARNER

I, _____, _____
(Full Name of Learner) Examination Number

state that I have read and understood the rules and regulations pertaining to the conduct of the National Senior Examination and the consequences should I contravene any of the regulations.

(Signature)

Date

Commissioned By School Principal (Ex Officio)

I, _____ of

(Name of Principal)

School

Attest that the above mentioned declaration has been signed in my presence on:

_____ at

(Date)

(Name of School)

(Signature)

Date:

School Stamp

Commitment agreement should be kept until after the writing of supplementary examinations. A copy should be handed over to candidate, while an original is kept at the school.

TYPES OF IRREGULARITIES THAT MAY OCCUR	
NO	NATURE OF IRREGULARITY
1	Late coming (candidates will not be allowed to write if they arrive more than an hour after the commencement time and no extra time will be given to candidates who arrive late)
2	Unauthorised material brought into examination room (crib notes, cell phones, other electronic devices etc.)
3	Copying (from another person/any other source)
4	Allowing other Candidates to copy from you
5	Imposters (any other person writing on behalf of candidate/s)
6	Removing pages from the answer book or damaging the answer book (all rough work to be done in the answer book in pencil and put a line across and write "rough work")
7	Writing the incorrect examination number on answer book
8	Accepting answers from invigilators or any other official
9	Failure to submit the answer script and loose answer sheets to the invigilator at the end of the examination session
10	Drunk or under the influence of any illegal substance & disorderly behaviour by candidate
11	Any form of intimidation
12	Getting the question paper from another source prior to the stipulated writing date and time and distributing the question paper in hardcopy or electronically using social media (e.g. WhatsApp etc.)
13	Writing the examination outside the examination venue
14	Failure to check with the invigilator the correctness of the paper (number of pages, number of questions, duration of paper, errata-if any)
15	Any act or behaviour on the part of the candidate or any other person that will allow him/her to gain an unfair advantage during the writing of the examination
16	Failure to report any knowledge or possession of a leaked paper or by gaining direct or indirect access to a leaked paper