



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

Ref:	SC/ NSC	Enq:	D. Moroeng	Tel:(018) 3848095 / 3880849 /0794923570	dmoroeng@nwpg.gov.za	Date:	2022/04/06
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EXAMINATION INSTRUCTION 3 of 2023

TO: DDG
CHIEF DIRECTORS
DISTRICT DIRECTORS
DIRECTORS
DISTRICT ASSESSMENT MANAGERS
DISTRICT CHIEF EDUCATION SPECIALISTS – PROFESSIONAL SUPPORT
SUB DISTRICT MANAGERS
SUB DISTRICT EXAMINATION OFFICIALS
CIRCUIT MANAGERS
SUBJECT ADVISORY SERVICES
PRINCIPALS: ALL SECONDARY SCHOOLS
MANAGERS: ADULT CENTRES / PRIVATE CENTRES / PART TIME CENTRES
TEACHER UNIONS

RE: A. GR. 12 SENIOR CERTIFICATE (SC) /NATIONAL SENIOR CERTIFICATE (NSC) WRITING OF EXAMINATIONS
B. ATTACHMENTS

A. WRITING OF EXAMINATIONS

1. REGISTERED CANDIDATES

Candidates without individual admission letters, indicating the subject and paper to be written and without proper *identification* (ID Document) may not be allowed in the examination centre.

Candidates of SC with tear off slip to be allowed to write, but need to be advised that their writing will be fully investigated before results are released.

No candidate may write a subject other than the ones indicated on the individual time table (admission letter) and on the mark sheet, **unless written permission from the Provincial office can be shown. No names or examination number may be added to the Computerised Mark Sheet**

Manually Generated Mark sheet/Handwritten mark sheets (MGM) must be completed if a candidate's examination number does not appear on the computerised mark sheet. Such candidates' marks will not be captured on the system and marks will not be released unless the candidate can show proof that s/he was given permission by the Director for Examinations to write the subject and proof that s/he did submit the registration form before the closing date.

IF A MGM (HAND WRITTEN MARK SHEET) IS SUBMITTED WITHOUT THE APPROVAL LETTER AND PROOF THAT S/HE DID COMPLETE THE REGISTRATION FORM BEFORE THE CLOSING DATE THE CANDIDATE'S RESULTS WILL NOT BE CAPTURED AND RESULTS WILL NOT BE RELEASED.

The above paragraphs must be read, bearing in mind that all candidates have to be registered and that unregistered candidates may not write the paper.

If it happens that a candidate misplaced or forgot his/her admission letter on the day of the paper the learner must be allowed to write and the problem be addressed after the paper has been written. If the candidate then fails to provide the necessary documents an irregularity must be registered.

Also see the following paragraph from the training manual for chief invigilators and invigilators supplied to during the training (2.1 – 2.15).

2. ORGANISATION AT EXAMINATION CENTRES

2.1 EXAMINATION PROCESS

- 2.1.1 All candidates must be in the examination centres 30 minutes before the official starting time of the paper (08:30 for all morning papers and 13:30 for all afternoon papers).
- 2.1.2 Chief Invigilators of examination centres within a radius of 20 km from the distribution point may not collect morning papers before 07:45 and afternoon question papers not before 12:45. Chief invigilators outside the 20 km radius will be informed by the District Assessment Managers at what time they may collect papers.
- 2.1.3 Chief Invigilators must ensure that candidates' Identity document numbers are checked against the admission letters and the examination numbers.
- 2.1.4 Chief Invigilators may open the sealed envelopes 15 minutes before the official starting time in the presence of the candidates.
- 2.1.5 Candidates are to receive 10 minutes reading time before the official starting time. No candidate is allowed to write during the above-mentioned 10 minutes.
- 2.1.6 Candidates can only start writing at the official starting time.
- 2.1.7 The Chief Invigilators need to ensure that attendance registers are signed by all candidates and a copy of the attendance register has to be submitted to district assessment office for storage.
- 2.1.8 Properly completed attendance registers must be kept for every paper written (stored at the school for one year). Invigilators **must** put "a" for absent or "√" for present. on the **mark sheet**. Where an "a" is on the mark sheet it will show that the candidate was absent for the paper. Nothing else may be written on the official mark sheet at the school. Please do not write **444** or **999** next to the candidate number
- 2.1.9 Candidates are not allowed to have **cell phones** with them or use it as calculators.
- 2.1.10 A **NO CELLPHONE** sign should be displayed at the entrance of the hall or class.
- 2.1.11 The control form for opening of question papers and sealing of scripts must be accurately completed and be kept at the school for one year (form attached).
- 2.1.12 A floor plan **for every paper written** must be generated after the candidates have been seated and should be submitted with the scripts for that day to the distribution point (see template attached as B3)
- 2.1.13 For every session all Chief Invigilators and Invigilators must sign a register and indicate number of candidates who wrote.
- 2.1.14 For papers where the candidates were fewer than expected in P1, it is expected that the Chief Invigilator should reduce the number of invigilators accordingly 1:30

Example

SUBJECT	Expected Candidates	Actual Candidates	No of Invigilators on 1:25 ratio
History P1	89	27	4
History P2	89	28	1

- 2.1.15 For Geography: **Note that Paper 1 (Theory) is written in the morning and Paper 2 (Map work) is written in the afternoon.**
- 2.1.16 For Accounting and Business Studies: Two papers will be written, please communicate with the candidates.
- 2.1.17 All answer scripts must be submitted within a reasonable time after the paper has been finalised. Thirty (30) minutes will be allowed to finalise the administration at the venues and then reasonable driving time will be allowed for submission. Scripts arriving after the estimated time without a valid explanation will not be accepted, and this will have an impact on candidates not receiving their results.



3. COMMENTS ON QUESTION PAPERS

Any comment about question papers must reach the Provincial Examination Office within two days after the paper has been written and comments must be in writing. Attention Ms M van Biljon @ e-mail: Mvanbiljon@nwpg.gov.za

4. RECORDING OF EXAMINATION IRREGULARITIES

The Chief Invigilator of each centre, has a responsibility of ensuring that candidates and officials observe all examination rules and regulations as laid down according to the National Gazette: Conduct, Administration and Management of Assessment in the Senior Certificate (No. 5927 of 16 September 2003), as well as the National Regulations Gazette, Gazette no 31337, dated 29 August 2008. (*The Conducting, Administration and Management of Assessment for the National Senior Certificate*).

All irregularities must be reported telephonically as soon as possible to the Coordinator of the Provincial Irregularity committee, **Mr P Gill – CES – Conduct of Examinations Mobile No: 079 491 8558** and the Director, Examinations, Mr R.D Moroeng, Tel no. **018 3848095** or mobile no **079 492 3570**.

A comprehensive report has to be submitted within two (2) days after the incident.

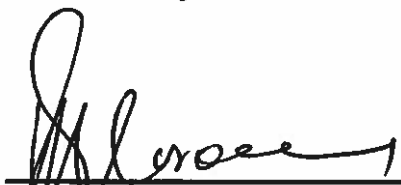
All irregularities must be registered in a register kept at the school/centre.

Irregularities occurring during any writing of the external examination in Grade 12 have to be reported to the provincial irregularity committee and all investigations will be done by the members of the Provincial Irregularity committee appointed by the Head of the Department.

B. ATTACHEMENTS:

- B1. ATTENDANCE REGISTER FOR CANDIDATES NOT ON THE MARKSHEET
- B2. MANUALLY GENERATED MARK SHEET (MGM) FOR WRITTEN PAPERS
- B3. CHECKLIST FOR RETURN OF EXAMINATION MATERIAL
- B4. FORM FOR OPENING OF PAPERS AND SEALING OF SCRIPTS
- B5. DAILY REGISTER OF THE CHIEF INVIGILATOR AND INVIGILATORS
- B6. GRADE 12 2023 JUNE SC/NSC TIME TABLE
- B7. IRREGULARITY TEMPLATE
- B8. SEATING PLAN
- B9. DAILY REPORT

Kind Regards



MR R.D. MOROENG
ACTING CHIEF DIRECTOR: EXAMINATIONS AND ASSESSMENT





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MANUALLY GENERATED MARK SHEET
(For WRITTEN papers)

Exam Centre Number / Eksamensentrum nommer:			
Examination / Eksamen		Max Marks / Maks Punte	
Paper/ Vraestel	Date/Datum:	Time / Tyd:	
Subject / Vak		Subject Code/ Vakkode	

	Candidate number/ Kandidaatnommer	√ / A	Mark/ Punt			Moderated		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Scripts Received by/ Antwoordskrifte ontvang deur	Invigilator/ Toesighouer	Receiver/ Ontvanger	
Number of Scripts/ Aantal skrifte			
Name (Print) Naam (drukskrif)			
Signature/ Handtekening			
	Marker/ Nasiener	Chief Marker/ Hoofnasiener	Examination Assistant/ Eksamenassistent
Name (Print) Naam (drukskrif)			
Signature/ Handtekening			
Date Signed/ Datum geteken			



Attendance Register / Bywoningregister
For Non-Registered Candidates only

Exam Centre Number / Eksamensentrum nommer:			
Examination / Eksamen		Max Marks / Maks Punte	
Paper/ Vraestel	Date/Datum:	Time / Tyd:	
Subject / Vak		Subject Code/ Vakkode	

NB: Chief Invigilator and Invigilator should ensure that all Candidate that do not appear on the Electronic Generated Marksheet sign this register. The Strong Room Manager will immediately send to H/O

	Candidate number/ Kandidaatnommer Identity number / identiteitsnommer	Surname, Initials / Van, Voorletters	Signature / Handtekening In or during writing	Signature / Handtekening when returning script
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Number of Scripts Received by Invigilator/ Getal Antwoordskrifte ontvang deur Toesighouer : _____ NAMES MUST BE PRINTED/ NAME MOET IN DRUKSKRIF WEES Name and signature of Invigilator/ Naam en handtekening van Toesighouer : _____



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e-mail: sgedu@nwpg.gov.za

CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

CHECKLIST FOR RETURN OF EXAMINATION MATERIAL

(Chief invigilator must ensure that the following forms are completed and signed before returning the answer scripts of the session to the distribution point at the conclusion of each examination session.)

SCHOOL:	
EXAMINATION CENTRE NO:	
SUBJECT & PAPER:	
COLLECTION POINT:	
NAME OF CHIEF INVIGILATOR:	
CONTACT NO:	

Doc No.	DOCUMENT	Submitted (√)	Not submitted (√)	Received by: SRM Sign
1	Candidate Attendance Register			
2	Opening + Closing procedure (Checklist front & back)			
3	Seating Plan (for the particular subject and paper)			
4	Answer book Register			
5	Invigilator Daily Attendance Register			
6	Relief Invigilator Register			
7	Daily report			
8	Comments on Question paper (NSC)			
9	Irregularity report			
IRR	If an Irregularity was detected - attach also the following to the Irregularity report:			
Irr.1	Copy of the Mark sheet (Candidate marked IRR in red)			
Irr.2	Copy of the Attendance register (Candidate marked IRR in red)			
Irr.3	Copy of the front page of the Script (Indicated Date, Time and marked IRR on top in red)			
Irr.4	Candidate's SIGNED OFF acceptance letter of Irregularity. Candidate should clearly state his Home address, Postal Address and Contact number			
Irr.5	Invigilator's report on Irregularity			
Irr.6	Chief Invigilator's Report on the irregularity			
Irr.7	Evidence (Crib note/cell phone etc.)			



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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

QUESTION PAPER CHECK LIST

Centre no. Centre name

District name SD name

Subject Grade Paper no.

Examination Date Time

E.g. NSC / SC / AET

BEFORE OPENING BOXES WITH QUESTION PAPERS PLEASE CHECK THE FOLLOWING!!

- The following control must be done by:
 - The Chief Invigilator and any other Invigilator
 - One of the candidates present writing the specific paper.
- Separate forms must be completed for each subject/grade/paper.
- Indicate with a "✓" if correct.
- Please note - computerised mark sheets should not be used as attendance registers.

		Chief Invigilator	Invigilator	Candidate
1.	Check if all boxes (e.g. 1 of 2 and 2 of 2) for the specific paper are present and still sealed.			
2.	Check if the subject, grade, paper number, date and time on the label of the boxes correspond with the information on the time-table.			
3.	CONTENT: Check if the subject, grade, paper number and duration on the Question papers inside the envelope/s correspond with the information on the time-table (Do not open envelopes yet!!)			
4.	Check the requirements indicated on the examination paper visible through the envelope to ensure examination scripts are not distributed unnecessary to candidates.			
5.	Examination Instructions were read to the candidates, indicating the do and don'ts of examination			

Checked and controlled by:

	Name in print	Signature	Date
Chief Invigilator:			
Invigilator:			
Candidate:			

Please take note:

- This document must be attached to the attendance register and kept at the district for a period of at least one (1) academic year.
- Separate forms must be completed for each subject/grade/paper. (Centre's must also keep a copy of the attendance register)
- This document must be readily available for monitoring teams visiting sub district Offices.

NB! COMPLETE THE REVERSE SIDE OF THE FORM WHEN SEALING THE ANSWER SCRIPTS



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CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

EXAMINATION SCRIPT CHECK LIST

Centre no. Centre name

District name SD name

Subject Grade Paper no.

Examination Date Time
E.g. NSC / SC

BEFORE BATCHING & SEALING OF SCRIPTS PLEASE COMPLETE THE FOLLOWING

No. of envelopes:

Mark sheet no.:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No of Scripts:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mark sheet no.:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No of Scripts:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- The following control must be done by: 1. The Chief Invigilator and any other Invigilator
2. One of the candidates present writing the specific paper.
3. Departmental official receiving the scripts (at handover

point)

- Separate forms must be completed for each subject/grade/paper. Indicate with a "✓" if correct.
- Computerised mark sheets must be on top of scripts inside a wrapper, facing the "clean" side of the transparent envelope. Manually Generated Mark sheets (batched with relevant scripts) must face the side with the coat of arms.
- Please note - computerised mark sheets should not be used as attendance registers.**

		Chief Invigilator	Invigilator	Candidate	Departmental official
1.	Check if all the information on the wrappers has been completed correctly and corresponds with the number of scripts in the wrapper.				
2.	Check if the numbers of scripts in the wrappers corresponds with the attendance registers and the number of "✓" (present candidates) indicated on the mark sheets.				
3.	Check if all batches of scripts (with the corresponding mark sheets) are sealed in separate (see-through) envelopes and that the information on wrappers (and mark sheets) is visible and readable.				
4.	Check if batches are controlled and re-sealed at handover point by Departmental Official in the presence of the Chief Invigilator.				

Checked and controlled by:

	Name in print	Signature	Date
Chief Invigilator:			
Invigilator:			
Candidate:			
Departmental Official			

Please take note:

- This document must be attached to the attendance register and kept at the district for a period of at least 1 academic year. Separate forms must be completed for each subject/paper. (Schools must also keep a copy of the attendance register).
- This document must be readily available for monitoring teams visiting sub Districts.



basic education

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Basic Education
REPUBLIC OF SOUTH AFRICA

**MAY/JUNE
SENIOR CERTIFICATE (SC)/NATIONAL SENIOR CERTIFICATE (NSC)
EXAMINATIONS TIMETABLE 2023**

WEEK 1	09:00	14:00
Wednesday 03 May	Hindi, Gujarati, Tamil, Telegu, Urdu HL P1 (2hrs), FAL P1 (2hrs), SAL P1 (2hrs) Arabic, French, Hebrew, Italian, Mandarin, Modern Greek, Serbian, Spanish SAL P1 (2hrs) Latin SAL P1 (3hrs)	English HL P1 (2hrs)* English FAL P1 (2hrs)* English SAL P1 (2hrs)
Thursday 04 May	Portuguese, German HL P1 (2hrs) Portuguese, German FAL P1 (2hrs) Portuguese, German SAL P1 (2hrs)	Computer Applications Tech P2 Theory (3hrs)*
Friday 05 May	Hindi, Gujarati, Tamil, Telegu, Urdu HL P2 (2½hrs), FAL P2 (2hrs), SAL P2 (2hrs) Arabic, French, Hebrew, Italian, Mandarin, Modern Greek, Serbian, Spanish SAL P2 (2hrs) Latin SAL P2 (1½hrs)	Mathematics P1 (3hrs)* Mathematical Literacy P1 (3hrs)* Technical Mathematics P1 (3hrs)
WEEK 2	09:00	14:00
Monday 8 May	Portuguese, German HL P2 (2½hrs) Portuguese, German FAL P2 (2hrs) Portuguese, German SAL P2 (2hrs)	Mathematics P2 (3hrs)* Mathematical Literacy P2 (3hrs) * Technical Mathematics P2 (3hrs)
Tuesday 9 May	Hindi, Gujarati, Tamil, Telegu, Urdu HL P3 (2½hrs), FAL P3 (2½hrs) Portuguese, German HL P3 (2½hrs) Portuguese, German FAL P3 (2½hrs)	Religion Studies P1 (2hrs)* Information Technology P2 Theory (3hrs)*
Wednesday 10 May	Sport and Exercise Science (3hrs)	Accounting P1 (2hrs)*
Thursday 11 May	Engineering Graphics and Design P1 (3hrs)	Afrikaans HL P1 (2hrs)* Afrikaans FAL P1 (2hrs)* Afrikaans SAL P1 (2hrs)
Friday 12 May	Design (3hrs)	Physical Sciences (Physics) P1 (3hrs)* Technical Sciences P1 (3hrs)
WEEK 3	09:00	14:00
Monday 15 May	Dance Studies (3hrs)	Physical Sciences (Chemistry) P2 (3hrs)* Technical Sciences P2 (1½hrs)
Tuesday 16 May	Computer Applications Tech P1 (3hrs) Practical*	Geography (Climate and Weather, Geomorphology and Mapwork) P1 (3hrs)*
Wednesday 17 May	Engineering Graphics and Design P2 (3hrs)	Accounting P2 (2hrs)*
Thursday 18 May	South African Sign Language HL P1 (2hrs)	isiZulu, isiXhosa, Siswati, isiNdebele HL P1 (2hrs)*, FAL P1 (2hrs)*, SAL P1 (2hrs) Sepedi, Sesotho, Setswana, Xitsonga, Tshivenda HL P1 (2hrs)*, FAL P1 (2hrs)*, SAL P1 (2hrs)
Friday 19 May	Marine Sciences P1 (2½hrs)	Life Sciences P1 (2½hrs)*
WEEK 4	09:00	14:00
Monday 22 May	Information Technology P1 (3hrs) Practical*	Life Sciences P2 (2½hrs)*
Tuesday 23 May	Dramatic Arts (3hrs)	Afrikaans HL P2 (2½hrs)* Afrikaans FAL P2 (2½hrs)* Afrikaans SAL P2 (1½hrs)
Wednesday 24 May	Maritime Economics (3hrs) Equine Studies (3hrs)	Geography (Rural and Urban Settlement, Economic Geography of SA and Mapwork) P2 (3hrs)*
Thursday 25 May	Consumer Studies (3hrs) Hospitality Studies (3hrs)	Economics P1 (2hrs)*

Friday 26 May	Non Examination Day	
WEEK 5	09:00	14:00
Monday 29 May	Marine Sciences P2 (2½hrs)	History P1 (3hrs)*
Tuesday 30 May	Agricultural Management Practices (3hrs)	English HL P2 (2½hrs)* English FAL (2½hrs)* English SAL P2 (1½hrs)
Wednesday 31 May	Visual Arts (3hrs)	Business Studies P1 (2hrs)*
Thursday 01 June	South African Sign Language HL P2 (2½hrs)	isiZulu, isiXhosa, Siswati, isiNdebele HL P2 (2½hrs)*, FAL P2 (2½hrs)*, SAL P2 (1.5hrs) Sepedi, Sesotho, Setswana, Xitsonga, Tshivenda HL P2 (2½hrs)*, FAL P2 (2½hrs)*, SAL P2 (1½hrs)
Friday 02 June	Electrical Technology (3hrs)	Economics P2 (2hrs)*
WEEK 6	09:00	14:00
Monday 5 June	Tourism (3hrs)	Business Studies P2 (2hrs)*
Tuesday 6 June	Civil Technology (3hrs)	History P2 (3hrs)*
Wednesday 7 June	South African Sign Language HL P3 (3hrs)	isiZulu, isiXhosa, Siswati, isiNdebele HL P3 (3hrs)*, FAL P3 (2½hrs)*, SAL P3 (2½hrs) Sepedi, Sesotho, Setswana, Xitsonga, Tshivenda HL P3 (3hrs)*, FAL P3 (2½hrs)*, SAL P3 (2½hrs)
Thursday 8 June	Agricultural Technology (3hrs)	Agricultural Sciences P1 (2½hrs)* Nautical Science P1 (3hrs)
Friday 9 June	Music P1 Theory (3hrs) Mechanical Technology (3hrs)	English HL P3 (3hrs)* English FAL P3 (2½hrs)* English SAL P3 (2½hrs)
WEEK 7	09:00	14:00
Monday 12 June	Music P2 Comprehension (1½hrs)	Afrikaans HL P3 (3hrs)* Afrikaans FAL P3 (2½hrs)* Afrikaans SAL P3 (2½hrs)
Tuesday 13 June		Religion Studies P2 (2hrs)*
Wednesday 14 June	CAT rewrite (3hrs) Practical* IT rewrite ((3hrs) Practical*	Agricultural Sciences P2 (2½hrs)* Nautical Science P2 (3hrs)
Thursday 15 June		
Friday 16 June	YOUTH DAY	
Friday 23 June	SCHOOLS CLOSE	SCHOOLS CLOSE

PLEASE NOTE: Senior Certificate candidates can only sit for subjects marked with an asterisk (*).

Enquiries: Dr. R. Poliah – Chief Directorate: National Assessment and Public Examinations; 012-357 3900



education

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REPUBLIC OF SOUTH AFRICA

IRREGULARITY REPORT: SERIOUS IRREGULARITIES

Centre number									
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Mark sheet number	
--------------------------	--

Subject code	Subject description		Paper no.	
---------------------	----------------------------	--	------------------	--

Guidelines on steps to be followed:

1. Identify the kind of irregularity from the list provided.
2. Indicate the irregularity by writing "IRR" boldly in the margin as well as on the outside cover of the candidate's script.
3. State as briefly as possible in or on the script WHY an irregularity is alleged/suspected.
4. The whole script must be batched/marked in the usual way regardless of the suspected irregularity.
5. The candidate may in no way be penalized by the invigilator/c i/marker.
6. Write "IRR" in the margin next to the affected candidate's number on the mark sheet.
7. Chief invigilator, invigilator and a witness record observations in allocated space on page 2 and 3 of this document.
8. Chief invigilator makes a copy of this report and file a record safely at the centre.
9. The report must accompany the script to the marking venue, with an attached copy of the mark sheet to the irregularity officer.

BOAD		AEO	
1.1	Crib notes	1.1	Candidate/s marked absent whilst present and vice versa
1.2	Possible assistance from fellow candidates or invigilator (alleged copying)	1.2	Examination number not on the mark sheet or no mark sheet/ manually generated mark sheet
1.3	Leaked/stolen of question paper	1.3	Candidate/s wrote incorrect subject level
1.4	Possession of unauthorised material	1.4	Technical problem with scripts (tom rough work pages, missing pages)
1.5	Possession of the cell phone during the writing of the examination.	1.5	Computer related problems (power outages, data lost and could not be retrieved, logged off prior to the instruction of the invigilator, failed to save the work)
1.6	Group copying, invigilator assisting a significant number of learners	1.6	Unregistered candidates
1.7	Alleged tampering with the question paper	1.7	Late arrival at the examination venue
1.8	Missing scripts (Answer books)	1.8	Missing pages on question paper
1.9	Imposter candidate	1.9	Shortage of question papers
1.10	One candidate with two answer scripts	1.10	Late arrival at the marking centre
1.11	Question paper removed from the examination room.	1.11	Late delivery of question papers
1.12	Different handwriting on an answer script	1.12	Late start of examination session Indicate the correct reason for the late start i.e. Protest action, Forces of nature e.g. floods, vehicle stuck in mud, excessive rain, accidents etc.
1.13	An answer script removed from the examination room and submitted at a later stage	1.13	Late submission of answer book, not in compliance with the norm time
1.14	Opening of question paper not scheduled for the session/ Candidates given question paper not scheduled for the session or incorrect question papers given to candidates	1.14	Inappropriate packing of scripts in a satchel or box e.g. Mathematical Literacy instead of Mathematics
1.15	Other (list clearly what these are)	1.15	Shortage of answer book wrappers, provincial examination plastic seals etc
		1.16	Printing error on question paper, illegible question paper, missing question
		1.17	Candidates writing examination at the centre they are not registered at
		1.18	Duplicate candidate
		1.19	Unauthorised Subject changes
		1.20	Failure to produce Identity Document
		1.21	Incorrect examination number or no examination number
		1.22	Other (list clearly what these are)

EXAMINATION NUMBERS OF AFFECTED CANDIDATES																			
EXAMINATION NUMBER										EXAMINATION NUMBER									
1										11									
2										12									
3										13									
4										14									
5										15									
6										16									
7										17									
8										18									
9										19									
10										20									

Candidate examination number must be the same as in the mark sheet and should be inserted in the correct space on this form REPORT ON IRREGULARITY TO BE COMPLETED AT THE CENTRE:

CANDIDATE DETAILS	CANDIDATE EXAMINATION NUMBER			
	CANDIDATE ID NUMBER			
	CONTACT NUMBER			
	ALTERNATIVE CONTACT NO SPECIALLY IF CANDIDATE WAS FOUND WITH A CELLPHONE			
DESCRIPTION OF THE IRREGULARITY BY CANDIDATE <i>(CANDIDATE TO COMPLETE)</i>				
NAME IN PRINT		SIGNATURE		DATE

INVIGILATOR DETAILS	NAME			
	CONTACT NUMBER			
REPORT FROM INVIGILATOR <i>(INVIGILATOR TO COMPLETE)</i>				
NAME IN PRINT		SIGNATURE		DATE

WITNESS DETAILS (Not compulsory)	CANDIDATE EXAMINATION NUMBER	
	CANDIDATE ID NUMBER	
	CONTACT NUMBER	
CHIEF INVIGILATOR DETAILS	NAME	
	CONTACT NUMBER	
REPORT FROM CHIEF INVIGILATOR (CHIEF INVIGILATOR TO COMPLETE)		
NAME IN PRINT		SIGNATURE
		DATE

OBSERVATIONS FROM PROVINCIAL IRREGULARITY OFFICIAL			
RECOMMENDATION/S			
NAME IN PRINT		SIGNATURE	DATE

FINAL RECOMMENDATION FROM PEIC CHAIRPERSON	Refer for further investigation to PEIC		Resolve administratively		No irregularity (cleared)	
NAME IN PRINT		SIGNATURE		DATE		



education

Department:
Education
North West Provincial Government
REPUBLIC OF SOUTH AFRICA

Garona Building, Mmabatho
First Floor, East Wing,
Private Bag X2044,
Mmabatho 2735
Tel.: (018) 388-3429/33
e-mail: sgedu@nwpg.gov.za

CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

DAILY REPORT ON THE CONDUCT OF THE MAY/JUNE ____ and OCTOBER/NOVEMBER/DECEMBER ____
EXAMINATION

DISTRICT	
LOCAL EDUCATION OFFICE	
CENTRE NAME	
CENTRE NO	
DATE	
SUBJECT/S WRITTEN	

Examination Session	Morning		Afternoon	
Did the examination begin on time	Yes		No	
If not, Please explain				
Did any Monitor visit the centre	Yes		No	
If Yes				
Name of the Monitor		Contact No:		
Any Challenges				

IRREGULARITIES DETECTED

Subject/s affected	Paper	No of Candidates Affected	Nature (AEO or BOAD)	Description	Action taken

Report Compiled by (I):

Signature: Cell no:

Report Confirmed by (CI):

Signature: Cell No:

Irregularity reported to: (1) CES: Mr. P Gill (079 491 8558) (Yes/No)
(2) Dist. IRR Coordinator: