



## 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

Ref	A7/23	Enquiries:	R.D Moroeng	Tel:(018) 384 8095 Cell no: 0794923570	<a href="mailto:dmoroeng@nwpg.gov.za">dmoroeng@nwpg.gov.za</a>	Date:	2023/08/25
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#### EXAMINATION INSTRUCTION 7 of 2023 (FET – NSC)

**TO:** DDGs  
CHIEF DIRECTORS  
DISTRICT DIRECTORS  
DIRECTORS  
DISTRICT EXAMINATIONS AND ASSESSMENT MANAGERS  
SUB DISTRICT MANAGERS  
SUB DISTRICT ASSESSMENT OFFICIALS  
CIRCUIT MANAGERS  
SUBJECT ADVISORS  
PRINCIPALS: ALL SECONDARY SCHOOLS  
MANAGERS: PRIVATE CENTRES / PART TIME CENTRES

**FROM:** DIRECTOR: EXAMINATIONS

**DATE:** 25 AUGUST 2023

**SUBJECT:** NSC GRADE 12 PREPARATORY EXAMINATION INFORMATION

To ensure the smooth running of the Preparatory Examination the following will be applicable:

1. Question Papers, as on the time table distributed with Assessment Instruction 5 of 2023, will be available daily for collection by schools. (Attached is the time table and must strictly be adhered to).
2. It will be the responsibility of schools to collect the question papers in the morning from the distribution points as arranged by the District Examination and Assessment Managers (DEAM).
3. If on a day, there is a morning and afternoon, school Principals will receive both papers for the sessions in the morning.
4. Marking Guidelines will be packed separately and will also be available through the curriculum coordinators.
5. Principals must secure all Marking Guidelines and may only make it available to the teachers for marking after a paper has been written.
6. Confidentiality agreements must be signed by all principals and the agreements must be kept by the DEAMs at the District Offices (**see Annexure A**).
7. Strong room officials will open the facilities from 06:30 in the morning until all the papers have been collected and preparations for the next day have been completed.
8. The Chief Directorate extends a word of appreciation all officials who we can rely on for the normal operation and support for the smooth running of examinations.



For any queries/ incidents or irregularities that are taking place during the Preparatory Examinations please contact the following officials in your district.

DISTRICT	CONTACT PERSON	PHONE NO.	CELL PHONE NO.	E-MAIL ADDRESS
1. Bojanala	Ms HS Thabeng Mr V Moagi Dr. W. Moime	014 590 4815 014 590 4813	072 685 4234 073 192 3105 082 200 3895	<a href="mailto:hsthabeng@nwpg.gov.za">hsthabeng@nwpg.gov.za</a> <a href="mailto:moagiv@nwpg.gov.za">moagiv@nwpg.gov.za</a> <a href="mailto:wmoime@nwpg.gov.za">wmoime@nwpg.gov.za</a>
2. Dr Ruth Segomotsi Mompati	Ms M Motseokae Mr. J.S. Brand	053 928 7596 053 928 7598	071 474 2679 079 515 6309	<a href="mailto:mmotseokae@nwpg.gov.za">mmotseokae@nwpg.gov.za</a> <a href="mailto:jbrand@nwpg.gov.za">jbrand@nwpg.gov.za</a>
3. Ngaka Modiri Molema	Mr N. Khumalo Mr. K.P. Nyamane	018 381 4565 018 381 4565	063 667 6699 082 902 4816	<a href="mailto:nckhumalo@nwpg.gov.za">nckhumalo@nwpg.gov.za</a> <a href="mailto:knnyamane@nwpg.gov.za">knnyamane@nwpg.gov.za</a>
4. Dr Kenneth Kaunda	Mr. T Moruane Mr. A. Seobi	018 299 8201 018 299 8223	083 640 9766 082 884 6498	<a href="mailto:tmoruane@nwpg.gov.za">tmoruane@nwpg.gov.za</a> <a href="mailto:kseobi@nwpg.gov.za">kseobi@nwpg.gov.za</a>

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 at e-mail: [mvanbiljon@nwpg.gov.za](mailto:mvanbiljon@nwpg.gov.za)

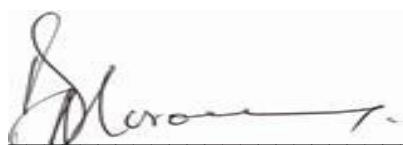
### **IRREGULARITIES:**

All irregularities have to be reported telephonically as soon as possible to:

- The Coordinator of the Provincial Irregularity committee, Mr. Nelson Maubane, Tel No. **018 384 1715**, or **066 471 1968/082 406 6754** and
- The CES, Examinations, Mr. PAG Gill, Tel no. **018 384 3160** or **079 491 8558**, as well as
- The Director, Examinations, Mr. R.D Moroeng,
- Tel no. **018 384 8095** or **079 492 3570**

**All irregularities must be registered in an irregularity register, kept at the school.**

Irregularities occurring during any external examination in Grade 12 must be reported to the Provincial Examination Irregularity Committee (PEIC) and the members of the PEIC will do all investigations appointed by the Head of the Examinations.



**RD MOROENG**  
**DIRECTOR: EXAMINATIONS**



**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT**

**CONFIDENTIALITY AGREEMENT**

I \_\_\_\_\_  
(Full Names. PLEASE PRINT)

POSITION (e.g. Principal of Bray High School / Storage Room Manager at Mokeng Nodal point, etc.)

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(Identity Number)

**Declare that:**

1. **I accept full responsibility for the collection, security and correct distribution of the question papers and memoranda for Gr. 12 NSC 2020 Preparatory examination.**
2. I undertake not to breach this confidentiality in any way whatsoever at whatever time and will make all staff members involved aware of the confidentiality.
3. I undertake to immediately report to the North West Education Department through the Chief Directorate of Examinations and Assessment any breach or attempted breach of assessment security that I become aware of, I furthermore undertake to make available to the NWED any knowledge or information and any suggestion promoting the security and integrity of the assessment process.
4. I fully understand and accept that:
  - a. should I, without expressed permission, make available to any person confidential information regarding assessment,
  - b. or by intent or negligence, allow confidential assessment information to be made available to any unauthorised person or
  - c. should I not report any breach or attempted breach of security,
  - d. I shall be liable to disciplinary action in terms of section 17(1) of the Employment of Educators' Act, 1998 (Act 76/1998) or Resolution 2 of 1999 of the Public Service Co-ordination Bargaining Council.
5. If I am found guilty of misconduct, the serious nature of this misconduct may cause my discharge from service and possible criminal prosecution.

I fully understand these requirements and accept them unconditionally and without reservation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office / Position \_\_\_\_\_

