



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

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TO: CAMPUS MANAGERS / CHIEF INVIGILATORS
EXAMINATION OFFICERS
INVIGILATORS
PRINCIPALS OF PUBLIC AND PRIVATE TVET COLLEGES
SOUTH AFRICAN COLLEGE PRINCIPALS' ORGANISATION (SACPO)
UMALUSI

MEMORANDUM 33 OF 2015: DEVIATION FROM OFFICIAL STARTING TIMES

This Memorandum replaces *Examination Instruction 13 of 2003* and *Memorandum 18 of 2010*.

Chief Invigilators overseeing the conduct of examinations in Technical Vocational Education and Training (TVET) Colleges, private colleges and Correctional Services facilities may not deviate from the starting times printed on the examinations timetable, other than under the conditions outlined below. In the event of deviations from the stipulated starting time, the invigilator must allow only the specified time for each examination paper, except where particular candidates have been granted extra time by concession as approved by the Chief Directorate: National Examinations and Assessment.

1. Procedure for dealing with timetable clashes involving two examination sessions:

- a. Where a college has candidates involved in a timetable clash, i.e. where the candidates are required to write two examinations at the same time, the Head of the Institution must notify the Chief Directorate: National Examinations and Assessment of the clash and provide the examination centre number of the campus and the subjects and papers involved. This should be done at least 30 days before the commencement of the examination timetable.
- b. The subject with *more candidates* must be *written first* and at the set time according to the examinations timetable-
 - (i) At the end of the first examination, the affected candidates must immediately be separated from the other candidates and granted an opportunity to rest for 30 minutes, but be kept under the close supervision of an invigilator during this period.
 - (ii) During the rest period the candidates must under no circumstances be granted access to any kind of telephone or be allowed to make contact with any other candidates or subject lecturers, irrespective of whether the other candidates or subject lecturers have nothing to do with the second subject being written.

2. Procedure for dealing with computer-related subjects requiring consecutive sessions

- a. Where a college requires that the examination in a computer-related subject be conducted in more than one session, i.e. where there are too many candidates to sit for the examination in one session at the time published on the examination timetable, the Head of the Institution should request approval in writing from the Chief Directorate: National Examinations and Assessment to conduct the examination in consecutive sessions. This should be done at least 30 days before the commencement of the examinations. A **maximum of three sessions** is permitted per computer-related subject during the conduct of the examination timetable and all three sessions are required to take place on the same day as scheduled on the timetable for that examination cycle. *The only exception to this is the NC (V) Life Orientation Paper 2.*
- b. In the event of a computer related subject having to be conducted in two consecutive sessions-
- (i) The first session must start at the time scheduled on the examination timetable, i.e. 09:00.
 - (ii) The responsible subject lecturer must divide the candidates registered to write the subject into two groups and inform the candidates of which session they will be writing in at least 7 days before the paper is written.
 - (iii) Group 1 will complete the examination in the first session and Group 2 in the second session.
 - (iv) The candidates in Group 2 must report to the designated waiting room/area at the centre and be accounted for at least 10 minutes before the first hour of the scheduled examination concludes at 10:00.
 - (v) Any candidate who arrives after 10:00 for the second session must not be allowed to write the examination as they could have come into contact with students who have already completed the question paper before entering the examination room.
 - (vi) The Group 2 candidates must be kept under constant supervision to ensure that they do not interact with any candidates who wrote in session 1 or come into contact with any electronic device via which they can access the question paper.
 - (vii) Group 2 must be escorted to the computer room after all candidates from session 1 have vacated the room before the start of the second session.
 - (viii) No contact is permitted between the two groups before, during or after either of the two sessions.
 - (ix) No candidate in Group 1 or Group 2 may leave the examination room before the first hour has passed since the start of the session for that group.
- c. In the event of a computer related subject having to be conducted in three consecutive sessions-
- (i) The first session must start at the time scheduled on the examination timetable, i.e. 09:00.
 - (ii) The responsible subject lecturer must divide the candidates registered to write the subject into three groups and inform the candidates of which session they will be writing in at least 7 days before the paper is written.
 - (iii) Group 1 will complete the examination in the first session, Group 2 in the second session and Group 3 in the third and final session.
 - (iv) The candidates in Group 2 and Group 3 must report to the designated waiting room(s)/area(s) at the centre and be accounted for at least 10 minutes before the first hour of the scheduled examination concludes at 10:00.
 - (v) Any candidate who arrives after 10:00 for the second and third sessions must not be allowed to write the examination as they could have come into contact with students who have already completed the question paper before entering the examination room.
 - (vi) Both Group 2 and Group 3 candidates must be kept under constant supervision to ensure that they do not interact with any candidates who wrote in session 1/2 or come into contact with any electronic device via which they can access the question paper.

- (vii) Group 2 must be escorted to the computer room after all candidates from session 1 have vacated the room before the start of the second session while Group 3 candidates must be placed in quarantine and under supervision in an appropriate venue.
- (viii) The supervision of Group 3 must be treated as a study period and be conducted in an orderly manner. Candidates must be escorted to visit the cloakrooms and not be in possession of any electronic device via which they can receive information / hints on the paper.
- (ix) No contact is permitted between the three groups before, during or after any of the three sessions.
- (x) Additional “invigilators” will have to be tasked to supervise the group and the ratio of 1 supervisor to 30 students will be applicable.
- (xi) A management plan of how the session 3 group will be supervised, including the rules and procedures to be applied during supervision, must be submitted to the Director: Examinations Management and Monitoring within the stipulated period.

In the event of any of the above clashes or consecutive computer sessions being required at an examination centre, the Head of the Institution must notify the Chief Directorate: National Examinations and Assessment of the challenge and provide a management plan of how the situation will be managed at the Institution. The plan may not be implemented unless it has been approved in writing by the Department. A new application must be submitted per examination cycle.

All applications and plans to manage subject clashes and consecutive computer sessions during the conduct of examinations must be submitted to the following official:

Mr Logan Naidoo
SF959
222 Struben Street
Pretoria
Email: naidoo.v@dbe.gov.za

The letter of approval must be kept on file and be made available to the monitor visiting the examination centre during the conduct of the specific examination cycle.

Your cooperation in ensuring the integrity of national examinations is highly appreciated.

Kind regards



Ms Nadine Pote
Chief Director: National Examinations and Assessment
Date: 22 September 2015