



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**REGULATIONS ON THE CONDUCT, ADMINISTRATION AND MANAGEMENT OF
ASSESSMENT OF THE NATIONAL SENIOR CERTIFICATE FOR ADULTS: A
QUALIFICATION AT LEVEL 4 ON THE NATIONAL QUALIFICATIONS
FRAMEWORK**

Regulations on the conduct, administration and management of assessment for the National Senior Certificate for Adults: A Qualification at Level 4 on the National Qualifications Framework

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DEFINITIONS

Any definition that is contained in the *Continuing Education and Training Act, 2006 (Act No.16 of 2006)* will be applicable to this regulations document and will have the same meaning, unless specifically indicated in this text.

Act of dishonesty: mean committing an act of dishonesty during the assessment and examination processes which compromise the integrity of the process whether it is committed before, during or after the process.

Academic year: for the purpose of these regulations, academic year means the commencement of tuition starting from August of each year to sitting for examinations in June/ July of the following year.

Administrative errors or omissions: means irregularities that are of a technical nature, where the candidate or an assessment official unintentionally fails to follow the prescribed administrative procedures. The candidate may be disadvantaged by this error or omission.

Assessment: means the gathering of information to make a judgment about what a candidate knows, understands and can do. This includes a variety of assessment methods conducted by the provider, the outcomes of which count towards the achievement of a qualification and is thus inclusive of examinations.

Assessment Body: The Department of Higher Education and Training or any other body accredited with Umalusi, the Quality Council for General and Further Education and Training, as a body responsible for conducting an external examination.

Assessment Process: includes the total process of assessment that commences with the registration of candidates, the development of assessment instruments, quality assurance, conduct and administration of assessment instruments, marking and processing of raw marks and the ensuing resulting and certification thereof.

Behavioural Offence: means behaving in a way that affects the integrity of the examination and assessment process and/or influences the outcome.

Candidate: means a person who has registered at a public or private institution to write the *National Senior Certificate for Adults* examination.

Chief Invigilator: is the Principal or head of an institution that serves as an examination centre or any other person specifically appointed in that capacity that is accountable for the administration of the examination of the National Senior Certificate for Adults and other related assessment matters at the examination centre.

College or Learning Institution: is the location where candidates receive tuition.

Curriculum Statements: means the policy documents stipulating the aim, scope, content and assessment for each subject listed in the National Senior Certificate for Adults;

Department of Higher Education and Training: is the national government department responsible for post-school education and training.

Directives: an official and authoritative instruction involving the management or guidance of the examinations cycle.

Examination: is a component of the assessment process and refers to the summative assessment process which candidates write at the end of an academic year or on demand in accordance with the exam policy of an Assessment Body.

Examiner: means any person appointed by an Assessment Body to perform any duty related to any aspect of the conduct and administration of the examination.

Lecturers: are those who are declared competent to decide whether candidates are competent in terms of the outcomes agreed upon. They prepare candidates for assessment, assess candidates,

provide feedback to candidates, report on the candidate's performance and submit records of the assessment done.

Examination Centre: means a site registered by an assessment body for the conduct of examinations.

Examination Cycle: means the complete process relating to the registration of candidates, the setting and moderation of the examination question papers, the transportation and storage of examination material, the security of all examination material, the marking of examination answer scripts, the processing of results, the issuing of results and the certification of these results;

Examination Sitting: is the examination writing session conducted each year or on demand in accordance with the exam policy of an Assessment Body.

Full-time candidate: is a candidate who has enrolled for tuition and who is offered a National Senior Certificate for Adults in a full-time capacity at a college or any other registered institution.

Head of an assessment body: means the Director-General of the Department of Higher Education and Training or the Head of an independent assessment body;

Investigation: encompasses all activities relating to the collection of evidence in respect of a reported irregularity. This may include interviews or submission of written reports from various assessment officials, candidates or any other person that may assist in providing information on the reported irregularity.

Invigilator: means any person appointed and responsible for assisting the Chief Invigilator in the conducting of an examination at the examination centre.

Irregularity: means an error, act or omission and any alleged event, act or omission which may undermine or threaten to undermine the integrity, credibility, security or the fairness of the examination and assessment process.

Head of the Institution: refers to the person appointed as Principal of a College or the Head of any other registered learning institution which offers the National Senior Certificate for Adults.

Marker: is the person who is appointed to mark scripts.

Marking Centre: A centre registered by the Department of Higher Education and Training in terms of this policy to comply with the functions in terms of Section 18(a) of the *General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)*.

Moderator: means a person who determines whether the assessment instrument meets the minimum requirements set out in the Subject Guidelines and Subject Assessment Guidelines as defined in section 1 of the *General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)*.

Monitoring: means the process which ensures that assessment is fair, valid and reliable and complies with directives issued by the Department of Higher Education and Training in terms of this policy to comply with the functions in terms of *Sections (17) and (18) of the General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)*.

National Examinations and Assessment: is the Chief Directorate within the Department of Higher Education and Training assigned the responsibility of conducting, administering and managing public examinations for the National Senior Certificate for Adults.

National Senior Certificate for Adults (NASCA): A qualification at Level 4 on the National Qualifications Framework (NQF) that will be awarded to candidates who comply with the requirements set out in the policy document, *Policy for the National Senior Certificate for Adults: A Qualification at Level 4 on the General and Further Education and Training Qualifications Sub-framework of the National Qualifications Framework (NQF)*,

National Assessment Irregularities Committee: means the body established by the Department of Higher Education and Training to coordinate the handling of irregularities emanating from the conduct of the examination of the National Senior Certificate for Adults.

National Learners' Records Database: refers to the integrated information system to facilitate the management of the National Qualifications Framework (NQF) and to provide candidates and employers with proof of the qualifications obtained.

Part-time candidate: means a candidate who does not receive tuition on a full-time basis and who registers with an accredited assessment body for one or more subjects in an examination.

Personnel Administration Measures (PAM): is the policy document which outlines and governs the remuneration and other service conditions of lecturers employed in terms of the *Employment of Educators' Act, 1998 (Act No. 76 of 1998)*.

Provider: means a body as contemplated in *section 1 of the General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)*.

Quality Council: means a Quality Council contemplated in Chapter 5 of the National Qualifications Framework Act, 2008 (Act No. 67 of 2008).

Regulations: means regulations as contemplated in section 51 of the Continuing Education and Training Act, 2006 (Act No. 16 of 2006).

Site-Based Assessment: refers to the assessment tasks administered by the lecturer in preparing candidates to write the external NASCA examination. The performance in such tasks is not credited towards a subject result.

Subject Assessment Guidelines: Guideline documents that specify the assessment requirements for each of the listed subjects in the policy document, *Policy for the National Senior Certificate for Adults: A Qualification at Level 4 on the General and Further Education and Training Qualifications Sub-framework of the National Qualifications Framework (NQF)*,

Subject Guidelines: Guideline documents that specify the outcomes and scope of content along with topic and cognitive weightings for each of the listed subjects in the policy document, *Policy for the National Senior Certificate for Adults: A Qualification at Level 4 on the General and Further Education and Training Qualifications Sub-framework of the National Qualifications Framework (NQF)*,

Umalusi: the Quality Council for General and Further Education and Training established in terms of section 4 of the *General and Further Education and Training Quality Assurance Act, 2001*.

CHAPTER 1

INTRODUCTION

1. General

- (1) The *Regulations on the Conduct, Administration and Management of Assessment for the National Senior Certificate for Adults* is underpinned by the *Policy for the National Senior Certificate for Adults: A Qualification at Level 4 on the General and Further Education and Training Qualifications Sub-framework of the National Qualifications Framework (NQF)*. The underpinning policy will be progressively complied with by Assessment Bodies.
- (2) The *Regulations on the Conduct, Administration and Management of Assessment for the National Senior Certificate for Adults* provides a legal framework for the examinations and assessment practices inherent in the *National Senior Certificate for Adults: A Qualification at Level 4 on the National Qualifications Framework (NQF)*.
- (3) These Regulations are based on norms and standards to which all assessment bodies in terms of *Chapter 7 of the Continuing Education and Training Colleges Act, 2006 (Act No. 16 of 2006)* must give effect.

2. Purpose of this policy document

- (1) *Section 41B (4) (f) of the Continuing Education and Training Colleges Act, 2006 (Act No. 16 of 2006)* provides for the Minister of Higher Education and Training to determine national policy on curriculum frameworks, core syllabi, further education and training programmes, learning standards, examinations and the certification of qualifications, subject to the provisions of any law establishing a national qualifications framework or a certifying or accrediting body.

- (2) This document provides rules and conditions relating to the conduct, management and administration of external examinations. This serves to regulate the rights and privileges of all persons involved in the assessment process, which include all officials who are involved in the administration of the assessment as well as, candidates, parents and institutions that require assessment results.
- (3) A supporting regulatory framework will be provided in the form of directives to give instructions on the processes to be adhered to during the conduct, management and administration of external examinations.

3. Assessment

- (1) Assessment of candidate performance in the National Senior Certificate for Adults (NASCA) comprises an external examination component only.
- (2) The external examination for each subject will comprise a written examination at the end of each academic year, being mid-year (June/July) of every year.
- (3) Each written examination will be designed to address the subject outcomes, learning outcomes, assessment standards, content competencies, skills, values and attitudes of the subject and to provide candidates, lecturers and parents with results that are meaningful indications of what the candidates know, understand and can do at the time of the assessment.

4. Quality Assurance Stakeholders

- (1) The following bodies are involved with the quality assurance of assessment and have to comply with *Chapter 3 of the General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)*:
 - (a) Umalusi;
 - (b) South African Qualifications Authority (SAQA);

- (c) Private Assessment Bodies
- (d) Department of Higher Education and Training;
- (e) Technical and Vocational Education and Training (TVET) Colleges;
- (f) Universities South Africa (USA);
- (g) Community Education and Training (CET) Colleges;
- (h) Private Colleges and
- (i) Correctional Services.

5. Legislative Mandate

(1) This document must be read in conjunction with the following documents amongst other documents that may be relevant:

- (a) *The Policy for the National Senior Certificate for Adults: A Qualification at Level 4 on the General and Further Education and Training Qualifications Sub-framework of the National Qualifications Framework (NQF), Government Gazette No. 37965 of 02 September 2014* regarding subject combinations and promotion requirements of the National Senior Certificate for Adults; and
- (b) *The Subject Guidelines (SGs) and the Subject Assessment Guidelines (SAGs)* for the subject and pass requirements of subjects comprising the NASCA. These will assist candidates, educators, examiners and moderators regarding specific content and examination requirements per subject.

(2) The above policy documents and guidelines are developed in terms of:

- (a) *The National Qualifications Framework Act, 2008 (Act No. 67 of 2008)* which provides for the classification, registration, publication and articulation of quality assured national qualifications;
- (b) *The General and Further Education and Training Quality Assurance Act, 2001 (Act*

- No. 58 of 2001*) which clearly defines the roles of the relevant bodies; and
- (c) *Section 41B (4) (f) of the Continuing Education and Training Colleges Act, 2006 (Act No. 16 of 2006).*
- (3) This document is further supported by:
- (a) The *Education White Paper 6 on Special Needs Education: Building an Inclusive Education and Training System* that provides a framework which guides the transformation of practices related to examinations and assessment in general with a view to achieving enabling mechanisms to support candidates with barriers to learning;
- (b) Regulations under the *General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)*; and
- (c) Directives issued by Umalusi in terms of the *General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)*.
- (4) The title of this document will be *Regulations on the Conduct, Administration and Management of Assessment for the National Senior Certificate for Adults*.

CHAPTER 2

ASSESSMENT

6. Assessment requirements

- (1) All assessment practices are to be conducted in accordance with the prescripts of the *Policy for the National Senior Certificate for Adults: A Qualification at Level 4 on the General and Further Education and Training Qualifications Sub-framework of the National Qualifications Framework (NQF)*,
- (2) Certification is dependent on successful achievement in the external examination only.
- (3) The site-based assessment tasks undertaken by the candidate in preparation for the writing of the NASCA examinations do not give any credit towards a subject result. Site-based assessment tasks are conducted to support learning and to assess the level of preparedness for an examination.

7. Minimum promotion requirements

- (1) A NASCA certificate shall be issued to a candidate who has achieved a minimum of 50% in four subjects as per the set rules of subject combinations in the national examinations.

8. Conduct of External Examinations

- (1) Examinations for the NASCA will be conducted as a mid-year examination once a year or on demand in accordance with the exam policy of the Assessment Body.
- (2) The external examinations include the following requirements for all subjects:
 - (a) A written examination for all subjects, conducted by the relevant Assessment Bodies according to the requirements specified in the SGs and the SAGs for the

subjects listed in the *Policy for the National Senior Certificate for Adults: A Qualification at Level 4 on the General and Further Education and Training Qualifications Sub-framework of the National Qualifications Framework (NQF)*;

- (b) The written examination mark will have a weighting of 100%;
- (c) The written examination will be subjected to a moderation process put in place by the Department of Higher Education and Training or other Assessment Bodies and the Quality Council; and
- (d) The absence of a mark for an examination paper where a subject examination comprises two question papers will result in the candidate registered for that particular subject receiving an “incomplete” result. In such instances the mark achieved in the one paper will not be valid for resulting purposes in the next examination sitting. A candidate needs to write both papers for a subject in the same examination sitting to be resulted in that subject.

CHAPTER 3

MANAGEMENT AND ADMINISTRATION OF EXAMINATIONS

9. Management plan

- (1) Assessment bodies for NASCA will annually publish a management plan which clearly indicates the milestones, target dates and agencies that must ensure that the conduct and administration of an examination cycle/s for the NASCA qualification is in accordance with national policy and directives.
- (2) Planning and preparations for the conduct of the public external examination will commence at least 18 months prior to the scheduled examination date. Private Assessment Bodies will determine their preparatory schedules in line with Directives from the Quality Council.
- (3) All examination and monitoring processes with respect to state of readiness to conduct examinations will be concluded at least one month prior to the commencement of the external examination and examination centres shall be monitored during the conduct of the external examination.

10. Candidate entries

- (1) The NASCA curriculum programme is a year-long programme, with tuition commencing in August of each year for full-time candidates enrolled in Colleges. Part-time candidates may study independently for the NASCA and then register for examinations at an examination centre, which is registered with an Assessment Body accredited by the Quality Council.
- (2) To enter an examination for the NASCA a candidate must register with a registered

institution on or before the end of January each year.

- (3) The deadline for the registration of candidates with the Department of Higher Education and Training will be the end of February of the year of the examination. Private Assessment Bodies will determine their registration processes and dates.
- (4) No registrations will be accepted after this date unless there are exceptional circumstances and the Department of Higher Education and Training approves such registration based on the exceptional circumstances.
- (5) The Department of Higher Education and Training and private Assessment Bodies will institute a process to manage unregistered candidates.
- (6) Entry forms for candidates will be made available by the Department of Higher Education and Training on or before the end of January of each year.

11. Registration and De-registration of Examination Centres

- (1) All sites offering the NASCA public examinations must be registered with the Department of Higher Education and Training as examination centres. Private Assessment Bodies will establish examination centres in accordance with their policies and procedures.
- (2) Application for registration of an Examination Centre must be made on a form provided by the Department of Higher Education and Training. All examination sites must be registered with the Department by 31 August in the year preceding the year in which the NASCA examinations will be written at that site.
- (3) All public examination sites must be evaluated by the Department of Higher Education and Training to determine whether the sites meet the set criteria for conducting national examinations.

- (4) Should the site be approved as an examination centre, a unique examination centre number shall be allocated and issued by the Department of Higher Education and Training to the Head of the institution.
- (5) The registration of public examination centres is subject to review by the Department of Higher Education and Training every three years.
- (6) Public examination centres may be de-registered for the following reasons:
 - (a) Relocation of examination site without approval;
 - (b) Intentional undermining of the integrity of the examination;
 - (c) Maladministration; and
 - (d) Flouting of examination directives and guidelines.
- (7) The Department of Higher Education and Training will provide directives on the management of such situations at public examination centres.

12. Fees

- (1) The Director-General shall determine fees for:
 - (a) Registration of all examination centres and candidates registered in these centres;
 - (b) Re-marking, re-checking and reviewing of answer scripts;
 - (c) Re-issue of statements of results; and
 - (d) Any other administrative process related to examinations.
- (2) The Quality Council shall determine fees for:
 - (a) Issuing of certificates; and
 - (b) Re-issuing of the certificates

13. Language Medium

- (1) Question papers will be set in the language of instruction.
- (2) Language questions papers will be set in the applicable language.

14. Concessions

- (1) All applications for concessions must be directed to the Department of Higher Education and Training upon registration of candidates with the Department of Higher Education and Training by 28 February each year. Such applications must be accompanied by original medical documentation and certificates attesting to the barrier that the candidate presents and must not be older than 6 months.
- (2) The following concessions may be applied to candidates with barriers to learning:
 - (a) In cases of candidates with aural impairment, whose language of instruction is not their home language, the language subject referred to in the Policy for the National Senior Certificate for Adults: A Qualification at Level 4 on the National Qualifications Framework (NQF) may be offered at Second Additional Level;
 - (b) Candidates suffering from a mathematical disorder such as dyscalculia may be exempted from the offering of Mathematical Literacy, or Mathematics, provided that another subject is offered in lieu of Mathematical Literacy or Mathematics. This exemption must be supported by specialist reports, the costs of which must be carried by the candidate;
 - (c) Candidates who are visually impaired, deaf, cerebral palsied, suffer from epilepsy or have any other disability may be granted additional time for the writing of the examination. The additional time may not exceed 20 minutes per hour per question paper. It may also be approved that assistance is given to such a candidate or that

the candidate may use an aid during the writing of the examination, provided that the examination centre is able to meet the particular needs of the candidate and the Chief Directorate: National Examinations and Assessment has ascertained that the candidate will not receive an unfair advantage over other candidates; and

(d) Adapted versions of question papers will be provided by the Department of Higher Education and Training in instances where visually impaired candidates require larger font size or braille.

(3) Ad hoc concessions may be granted to candidates who during the conduct of the examination sustain an injury which may require the granting of a concession for extra time or assistance. Such applications must be submitted to the Department of Higher Education and Training as soon as an injury is reported and subsequent to the request for a concession, medical evidence must be provided in support of the request.

(4) No concessions will be granted for absenteeism. Candidates who absent themselves for a writing session in an examination sitting, will have to write the subject in the next examination sitting.

15. Management of the conduct of the National Senior Certificate for Adults examination beyond the borders of the Republic of South Africa

(1) Only candidates who have registered for the NASCA examination will be considered and are entitled to be examined outside the borders of the country.

(2) Applications will only be considered if a motivation in writing requesting permission to be examined at an approved venue in accordance with the prescribed schedule has been submitted.

(3) Examination centres outside the borders of the Republic of South Africa will be South African Diplomatic Missions or centres approved by the relevant accredited assessment

body.

(4) The following criteria will be used to select a centre:

- (a) A suitable room should be available for the conduct of the examination;
- (b) Sufficient light and ventilation;
- (c) The availability of a vault or safe for the safekeeping of the question papers and assessment material; and
- (d) Suitable furniture, e.g. a chair and table for the candidate(s) and the invigilator.

(5) Invigilation must be conducted in accordance with prescriptions stipulated in section 20 in this policy.

(6) It will be the responsibility of the Department of Higher Education and Training to supply the examination question papers and all material needed either by diplomatic bag or courier services outside the Republic of South Africa.

(7) Adherence to the South African Standard Time requirements:

- (a) It is a pre-requisite that candidates conform to the South African Standard Time requirements for the respective question papers; and
- (b) Where this is not practical in terms of vast time zone differences, a quarantine period commencing at the time of the question paper will apply. Additional costs will be met by the candidate in this regard.

(8) The candidate will be responsible for all expenses which include amongst others:

- (a) Packaging and distribution;
- (b) Invigilator for invigilating;
- (c) Renting of venue if applicable; and

- (d) Any other incidental costs.

16. Recording and Reporting of Examinations

- (1) The marks obtained by NASCA candidates, as reflected on the mark sheets, should be captured by specially trained officials. All data being captured must be verified.
- (2) Standardization of external examination marks is done by the Quality Council in conjunction with the assessment body based on directives provided by the Quality Council.
- (3) The release of results is subjected to the approval of the Quality Council in terms of the *General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001)*.
- (4) After the release of results the assessment body will issue a statement of results to each candidate.
- (5) On fulfillment of all the requirements stipulated in Paragraph 9 of the *Policy for the National Senior Certificate for Adults: A Qualification at Level 4 on the General and Further Education and Training Qualifications Sub-framework of the National Qualifications Framework (NQF)*, a candidate will be issued with a NASCA certificate by the Quality Council.

CHAPTER 4

THE SETTING, PRINTING AND DISTRIBUTION PROCESS

17. Setting of question papers

- (1) The Department of Higher Education and Training will select and appoint setting panels for the setting of NASCA question papers for the public examinations. Private Assessment Bodies, in line with their policies and guidelines will establish panels for setting question papers.
- (2) The selection and appointment of setting panels will be determined by the ability of applicants to meet the set criteria for selection.
- (3) The number of setting panels will be determined by the number of subjects to be examined and the number of question papers to be set per subject.
- (4) Members of setting panels will be appointed annually for up to a maximum of three (3) years.
- (5) The Department of Higher Education and Training will provide directives and responsibilities for setting panels. All panelists must adhere to these failing which the necessary disciplinary measures will be instituted.
- (6) Setting panels will be remunerated and compensated in accordance with annually approved tariffs published by the Department of Higher Education and Training.
- (7) Setting panels will be responsible for strict security and confidentiality of question papers during the setting process.
- (8) These setting panels will provide print ready question papers and marking guidelines

and be responsible for the compilation of setting reports.

- (9) The Department of Higher Education and Training will ensure that all setting panels are trained and engage in a planning exercise prior to the commencement of setting.
- (10) The setting panel will set question papers for examination sittings as well as a back-up question paper for each subject.

18. Monitoring of setting process

- (1) All aspects of the NASCA setting process are subject to monitoring and oversight by the Department of Higher Education and Training and monitoring and quality assurance by the Quality Council.

19. Printing and Distribution of question papers

- (1) The Assessment Bodies will determine the printing, packing and distribution mechanisms best suited to the conduct of NASCA examinations.

CHAPTER 5

CONDUCT OF THE EXAMINATION

20. Invigilation

- (1) The Head of the institution or examination centre shall be deemed to be the Chief Invigilator for the NASCA examination and Assessment Bodies will officially appoint the Chief Invigilator in writing.
- (2) The Chief Invigilator will select and officially appoint Invigilators and Relief Invigilators in writing.
- (3) The number of Invigilators will be determined by the number of candidates registered for the examination sitting at a centre.
- (4) Invigilators will be appointed per examination sitting.
- (5) Assessment Bodies will provide directives and responsibilities for Chief Invigilators and Invigilators. All Chief Invigilators and Invigilators must adhere to these failing which the necessary disciplinary measures will be instituted.
- (6) The Chief Invigilator and Invigilators will be responsible for strict control and management of question papers, answer scripts, mark sheet, attendance registers and for maintaining the integrity and credibility of the examination process.
- (7) The Chief Invigilator will specifically provide leadership and oversight in all matters related to the conduct of an examination sitting and is responsible for the compilation of daily conduct reports. Invigilators will engage primarily in the administration and management of the conduct of the NASCA examination in an examination room.

- (8) Assessment Bodies will ensure that all Chief Invigilators are trained and engage in a planning exercise prior to the commencement of an examination sitting. Similarly, Chief Invigilators will train Invigilators and brief NASCA candidates on examination rules prior to the commencement of an examination sitting.
- (9) All aspects of the conduct process are subject to monitoring and oversight by Assessment Bodies and monitoring by the Quality Council.

21. Management, administration and conduct of computer-based examinations

- (1) To ensure the credibility and integrity of computer-based examinations, Assessment Bodies will provide directives for the management and administration of all computer-based examinations with respect to:
 - (a) Preparation for the examination session;
 - (b) Conduct of the examination session; and
 - (c) Filing and storage after the examination session.

22. Monitoring

- (1) It is the responsibility of Assessment Bodies to develop and implement directives for monitoring.
- (2) The assessment body and the Quality Council must put in place and implement a programme relating to the monitoring of the NASCA examinations. This monitoring programme must cover all stages of the examination process.
- (3) The monitoring will cover all stages of the examination cycle, commencing with the preparatory phase (i.e. state of readiness to conduct the examination) and concluding with the release of the results.
- (4) The monitoring teams of the assessment bodies must visit examination centres while the

examination is in progress, and report on, but not limited to, the following:

- (a) general management of the examination;
- (b) invigilation;
- (c) the condition of examination rooms;
- (d) the seating of candidates;
- (e) the handing out and /or collection of examination question papers;
- (f) control of the ten minutes reading time;
- (g) access control to areas designated for secure storage of question papers and answer scripts;
- (h) the handing out and /or collection of examination answer scripts; and
- (i) security.

CHAPTER 6

THE MARKING PROCESS

23. Marking centre management and marking

- (1) Assessment Bodies will establish and register marking centres for the marking of NASCA subjects.
- (2) The establishment of a marking centre will be determined by its ability to meet the set criteria for a marking centre.
- (3) Assessment Bodies will select and appoint marking management teams and marking teams for the marking of NASCA subjects.
- (4) The selection and appointment of marking management teams and marking teams will be determined by the ability of applicants to meet the set criteria for selection.
- (5) The number of marking centres to be established and marking managers and markers to be appointed will be determined by the number of answer scripts to be marked.
- (6) Members of marking centre management teams and marking teams will be appointed annually for up to a maximum of three (3) years.
- (7) Assessment Bodies will provide directives and responsibilities for marking centre management teams and marking teams. All marking centre management and marking officials must adhere to these failing which the necessary disciplinary measures will be instituted.
- (8) Marking centres, marking managers and marking teams will be remunerated and/or compensated in accordance with annually approved tariffs published by the Department

of Higher Education and Training.

- (9) If a subject is marked at more than one venue, special measures will be taken by the Assessment Bodies to ensure a common standard of marking.
- (10) Both the marking centre management teams and the marking teams will be responsible for strict control and management of answer scripts and mark sheets during the marking process.
- (11) The marking centre management team will provide leadership and oversight of the marking process at a marking centre. The marking teams will engage primarily in the marking and moderation of answer scripts and be responsible for the compilation of marking and moderation reports.
- (12) Assessment Bodies will ensure that all marking centre management teams are trained. Similarly, marking management teams will engage marking teams in a training and preparatory exercise prior to the commencement of marking.
- (13) The same marking team members that marked the answer scripts for an examination sitting will be responsible for the re-mark process for that sitting.
- (14) All aspects of the NASCA marking process are subject to monitoring, quality assurance and oversight by Assessment Bodies and monitoring and quality assurance by the Quality Council.

24. Re-mark, re-check and viewing of scripts

- (1) A candidate may apply for the re-marking or re-checking of his or her examination scripts within twenty- one (21) days of the official release of results by Assessment Bodies.

- (2) The candidate and/or the candidate's parent/guardian or representative will, subject to the *Promotion of Access to Information Act, 2000 (Act No. 2 of 2000)*, be allowed to view their script/s. Viewing of a script will only be allowed after a re-mark has been requested and concluded. Assessment Bodies will provide directives to govern this process.

- (3) The re-mark, re-check and viewing of scripts will be subject to an administration fee determined by and payable to Assessment Bodies as prescribed by the relevant Assessment Bodies.

CHAPTER 7

ACCESS TO ASSESSMENT AND CERTIFICATION INFORMATION

25. Accessibility of Assessment information

- (1) The Minister of Higher Education and Training is the custodian of the data for public examinations. The Director-General approves access to public examination data by members of the public, provided that the Department of Higher Education and Training approves its usage.
- (2) Assessment Bodies must ensure that all examination material is properly filed to allow for easy retrieval.
- (3) Assessment Bodies must keep all examination answer scripts and other examination related documentation on file, for at least six months from the date of release of examination results.
- (4) Assessment Bodies may shred the examination answer scripts after six months unless litigation is still pending, for instance, scripts of candidates involved in irregularities.

26. Accessibility of Certification information

- (1) Assessment Bodies must submit approved candidate records for certification to Umalusi subject to the directives issued by Umalusi.
- (2) Assessment Bodies must thereafter immediately transfer the certification records to the historical certification records section of the examinations information technology (IT) system.
- (3) Assessment Bodies must ensure that there are back-up copies of the historical certification

records and that copies are supplied to SAQA for placement on the National Learners' Records Database.

- (4) Assessment Bodies must ensure stringent security measures during the storage, management and retrieval of all examination data and queries thereof.

27. Security and Confidentiality

- (1) Assessment Bodies must take all reasonable steps to ensure the security and confidentiality of all processes, examination material, electronic data and other documentation relevant to the NASCA examination.
- (2) All officials involved with the NASCA examination must declare if they have near relatives participating in the NASCA examination to Assessment Bodies. The Assessment Bodies will make a decision regarding the involvement of such officials in the examination process.

28. Documents and document control of the system

- (1) Documents printed off the examinations IT system are the responsibility of the assessment body. The assessment body must check and verify the accuracy of the data, signatures and any other information displayed on these documents.

29. Historical Certification records and data retention

- (1) Copies of historical certification records are a national asset and are the responsibility of the assessment body. The original documents of the examination and certification process must be part of the national filing system and subject to the *National Archives of South Africa Act, 1996 (Act No.43 of 1996)*.

- (2) Access to historical records is an integral part of the functioning of any assessment body. The assessment body should have a computer infrastructure that can access the centralised database. These records should be used for queries, combination of results and checking of fraudulent cases.

CHAPTER 8

IRREGULARITIES

30. Dealing with irregularities

- (1) The Department of Higher Education and Training must establish a National Assessment Irregularities Committee (NAIC) to investigate and process irregularities and an Appeals Committee to manage any candidate appeals arising out of decisions made by the NAIC. Similar or equivalent structures must be established by the relevant private assessment bodies.
- (2) The NAIC must deal with all irregularities arising during an examination cycle for NASCA.
- (3) All appeals must be directed to the Appeals Committee.
- (4) The Department of Higher Education and Training will put directives in place to manage irregularities which arise during the management, administration and conduct of an examination cycle. Private Assessment Bodies will determine policies and procedures for dealing with irregularities during the management, administration and conduct of the examination cycle.

31. Release of results under investigation

- (1) The assessment body must ensure that irregularities are finalized before the release of the results, thus ensuring that results that are withheld are based on firm evidence of an irregularity having occurred.
- (2) In instances where the nature of the irregularity is of such a nature that it cannot be finalized before the release of the results, the results of these candidates must be withheld pending further investigation.

CHAPTER 9

SHORT TITLE AND COMMENCEMENT

32. Short title and commencement

- 1) This policy may be cited as *Regulations on the Conduct, Administration and Management of Assessment for the National Senior Certificate for Adults, A Qualification at Level 4 on the National Qualifications Framework* and will come into effect on the date of publication in the *Government Gazette*.