

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

NO. 1620

17 December 2021

CONTINUING EDUCATION AND TRAINING ACT, 2006 (ACT NO. 16 OF 2006)

NATIONAL POLICY PERTAINING TO THE CONDUCT, ADMINISTRATION AND MANAGEMENT OF THE EXAMINATION OF COLLEGES ESTABLISHED, DECLARED OR REGISTERED IN TERMS OF THE CONTINUING EDUCATION AND TRAINING ACT, 2006 (ACT NO. 16 OF 2006)

I, **Bonginkosi Emmanuel Nzimande, MP**, Minister of Higher Education, Science and Innovation, in terms of section 41B(1) of the Continuing Education and Training Act, 2006 (Act No. 16 of 2006), determine and hereby publish, after consideration of the public comments, for implementation, the national policy for the conduct, administration and management of the examinations of colleges established, declared or registered in terms of the Continuing Education and Training Act, 2006.

In terms of Section 41F(a) of the Continuing Education and Training Act, 2006, further be advised that the national policy for the conduct, administration and management of the examinations of colleges established, declared or registered in terms of the Continuing Education and Training Act, 2006, shall be obtainable and only be downloaded from the website of the Department of Higher Education and Training for public access at www.dhet.gov.za.

This national policy aims to provide direction regarding the conduct, administration and management of the examinations for colleges. Specifically, it intends to deal with matters related to the preparation and the conduct of examinations, the marking and other related processes, irregularities, security and confidentiality relating to the examination, access to examination and certification information, including historical records.



Dr BE Nzimande, MP

Minister of Higher Education, Science and Innovation

Date: 28/10/2021



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**NATIONAL POLICY PERTAINING TO THE CONDUCT, ADMINISTRATION AND
MANAGEMENT OF THE EXAMINATIONS OF COLLEGES ESTABLISHED,
DECLARED OR REGISTERED IN TERMS OF THE CONTINUING EDUCATION AND
TRAINING ACT, 2006 (ACT NO. 16 OF 2006)**

LEGISLATIVE FRAMEWORK

- (a) Chapter 10 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996) prescribes the basic values and principles governing public administration;
- (b) The Continuing Education and Training Act, 2006 (Act No. 16 of 2006) relating to the planning, coordination, management, monitoring, evaluation and well-being of the continuing education and training management system, including the provision of data, examinations and certification;
- (c) The General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001) with regard to policies and directives issued by the General and Further Education and Training Quality Council established in terms of section 4 of this Act relating to external assessment, internal assessment and irregularities;

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CHAPTER 1

DEFINITIONS, ABBREVIATIONS/ACRONYMS, OBJECTIVES, SCOPE AND APPLICATION

UNISA University of South Africa**2. Objectives, scope and application**

To provide a policy directive concerning the conduct, administration and management of the examinations and assessment process for public and private colleges for internal and external examinations.

2.1 Application

The policy is applicable for all examinations – external and internal – that are conducted, administered and managed in terms of the Continuing Education and Training Act, 2006 (Act No. 16 of 2006) by public and accredited private assessment bodies and any centre –

- (1) administered or under the control of other departments of the state in connection with the conduct, administration and management of examinations under this policy, or as may be prescribed; and
- (2) under the control of a foreign country in terms of a memorandum of understanding between the RSA and a foreign country, and such centres being accredited by the quality councils and being duly registered as an examination centre under this policy.

CHAPTER 2

CONDUCT OF SITE-BASED/INTERNAL CONTINUOUS ASSESSMENT, PRACTICAL AND LANGUAGE ORAL ASSESSMENT TASKS

CHAPTER 3

STUDENT-RELATED MATTERS

- (e) Private distance education colleges must identify and consult with an appropriate public college in consultation with the Department when their candidates sit for the public examinations;
- (f) Distance education colleges must enter into a memorandum of understanding (MoU) with the relevant public college and take responsibility for any fees payable to the public college.
- (g) The MoU must be submitted to the CD: NEA for examination monitoring purposes (to be filed with their registration documents.)
- (h) Distance education colleges must inform the public college by sending entries as soon as they have entered into the MoU to prepare for such candidates.
- (i) The Department must register the candidate accordingly and must send the examination permit, the marksheets and question papers to the relevant college, together with the candidates of the public college.
- (j) The public college will accommodate the distance education candidate, together with their own candidates, in the same examination room. Such candidates must adhere to all policies, rules and procedures for the conduct of the examinations.
- (k) Distance education colleges must comply with all SBA/ICASS/ISAT practical examination and oral examination requirements for their candidates and must submit the above to the Department by the required date for moderation.
- (l) Should the Department reject these marks, the distance education college must correct the marks by a date stipulated by the Department.

areas/subjects, as stipulated in the Examinations and Assessment Guidelines.

- (b) In exceptional cases, candidates who are medically unfit and are consequently absent from one or more external examinations may write the supplementary examination, which will be regarded as part of the same sitting.
- (c) A candidate who provides documentary evidence that he/she qualifies for admission to a learnership, apprenticeship or higher education institution, but does not satisfy the requirements yet and, therefore, wishes to improve his/her performance in the final examination, may register for the supplementary examination.
- (d) Admission for a candidate to the supplementary examination in the case of death in the immediate family or other special reasons is at the discretion of the Department or accredited private assessment body.
- e) In the case of subparagraphs (a) to (d) above, the ICASS and ISAT marks obtained during the year of study will be used.
- f) Should an irregularity at the centre be investigated, provisional entry may be granted to the candidate(s) concerned, pending the outcome of the investigation
- g) Should it be necessary to support the reason for admission to the supplementary examination with documentary evidence, the Department or accredited private assessment body will request the manager of the institution to recommend or not recommend the admission of the candidate concerned.

CHAPTER 4

PREPARATION FOR THE COLLEGE EXAMINATION

- (i) conform to the Learning Area/Subject Examinations and Assessment Guidelines for the particular qualification regarding the programme and promotion requirements;
 - (ii) provide adequately for differentiation; and
 - (iii) include questions addressing different cognitive levels.
 - (d) Recommend the necessary changes to the examination question paper, SBA, ISAT, practical and oral assessment task, and corresponding marking memorandum to the Department.
 - (e) Approve and sign off the finally agreed upon examination question paper, ISAT task and corresponding marking guideline.
 - (f) Liaise with the external moderator.
 - (g) Submit a report to the Department.
- (8) The internal moderator will perform the following duties:
- (a) Moderate the examination question paper, assessment tasks and corresponding marking guidelines to ensure that they are of an appropriate standard and quality.
 - (b) Ascertain that an examination question paper and the assessment tasks –
 - (i) conform to the Learning Area/Subject Examinations and Assessment Guidelines for the various learning areas/subjects listed in the particular qualification regarding the programme and promotion requirements
 - (ii) provide adequately for differentiation
 - (iii) include questions addressing different cognitive levels
 - (c) Recommend the necessary changes to the examination question paper, assessment tasks and corresponding marking guideline to the Department.
 - (d) Approve and sign off the finally agreed upon question paper, assessment tasks and corresponding marking guideline.
 - (e) Submit a report to the quality councils.
 - (f) Chair the marking guideline standardisation discussions.

CHAPTER 5

CONDUCTING THE EXAMINATION

- (2) The assessment body is responsible for developing and implementing monitoring guidelines and implementing such a process.
- (3) All regions, public and private colleges must establish a structure to monitor the national examinations under the jurisdiction of the Department. Accredited private assessment bodies must establish similar structures if they offer public examinations.
- (4) The Department or an accredited private assessment body must determine the composition of monitoring teams.
- (5) Monitoring must cover all stages of the examination, commencing with the preparatory phase and concluding with the release of the results.
- (6) The monitoring team must visit examination centres while the examination is in progress and must report on, among others, the following:
 - (a) Security;
 - (b) General management of the examination;
 - (c) Invigilation;
 - (d) Condition of examination rooms;
 - (e) Identification of candidates;
 - (f) Seating of candidates;
 - (g) Ten (10) minutes' reading time;
 - (h) Return of examination answer scripts; and
 - (i) Any other aspect that is deemed necessary.
- (7) The monitoring team must also monitor the marking process, including the standardisation of marking guidelines discussion, and must also visit the marking centres to observe the marking process.
- (8) The Department or an accredited private assessment body must monitor the implementation of internal and external assessment practices at regional and college level.

CHAPTER 6

RECORDING AND REPORTING ASSESSMENT FOR A PARTICULAR QUALIFICATION

CHAPTER 7

THE MARKING PROCESS

CHAPTER 8

PROCESSING MARKS

CHAPTER 9

RE-MARKING AND RECHECKING EXAMINATION ANSWER SCRIPTS

CHAPTER 10

IRREGULARITIES

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CHAPTER 11

SECURITY AND CONFIDENTIALITY

CHAPTER 12

ACCESS TO EXAMINATION AND CERTIFICATION INFORMATION

CHAPTER 13

HISTORICAL RECORDS (ARCHIVING) AND DATA RETENTION

CHAPTER 14

**MINIMUM REQUIREMENTS FOR AN EXAMINATION COMPUTER SYSTEM, AND
DOCUMENTS AND DOCUMENT CONTROL PERTAINING TO THE EXAMINATION
SYSTEM**

CHAPTER 15

EXAMINATION BOARDS

CHAPTER 16

**AMENDMENT OF THE NATIONAL POLICY ON THE CONDUCT OF ADULT EDUCATION
AND TRAINING (GETC: ABET) LEVEL 4 EXAMINATIONS, NATED REPORT 190/191
AND NATIONAL CERTIFICATE (VOCATIONAL) SHORT TITLE AND COMMENCEMENT**

- (11) The strongroom manager must maintain a register of all the question papers stored in the strongroom and if any question paper package is removed from the strongroom, the chief invigilator and the recipient of the question papers must sign for the package.
- (12) It is important that the strongroom manager maintain a paper trail regarding the movement of all question papers prior to and during the writing session.

2. ESTABLISHMENT OF DELIVERY POINTS

- (1) DPs must be approved and introduced at public colleges only.
- (2) DPs must cater for all qualifications, whether they are semester, trimester or year courses.
- (3) DPs must be assigned to either the central office or campus(es) of the college.
- (4) The geographical location, traffic congestion and rural/urban factors will determine the number of DPs per TVET College.
- (5) All private colleges and DCS centres must be linked to a distribution point at a public college.

3. DELIVERY MODEL

- (1) The current model will provide for dispatching only three/four consecutive examination dates at a time.
- (2) The courier must receive a maximum of three (3) days to deliver a consignment to all the DPs throughout the provinces.
- (3) Dedicated full-time college staff must take responsibility for the question papers at DPs.
- (4) All private colleges and other public campuses, as well as DCS centres, must be linked to DPs to collect their question papers daily during examinations (within 90 minutes prior to the commencement of the writing session).
- (5) All answer scripts must be returned to the DPs daily (within 60 minutes after the last session of the day has been completed).
- (6) The service provider shall ensure that question papers are on time when they deliver twice a week, meaning that they will deliver question papers for three/four consecutive days to DPs one day before the first of the three days' papers are written.

4. NON-DELIVERY OF QUESTION PAPERS

- (1) Should an examination centre that requires question papers not receive them in time for a subject(s) examination to be written, the examination centre manager must contact the responsible official at the CD: NEA immediately and directly. Examination centre managers must refer to the CD: NEA Directory to identify the official they should contact in this regard.
- (2) The assessment body must follow strict control measures before the release of a question paper to a centre that has not received the question paper(s) on the day of an examination, in other words, the assessment body must verify the Examinations IT System to determine whether candidates at the examination centre registered legitimately for the subject.
- (3) Once the assessment body confirms this, it must dispatch an electronic copy of the question paper to the examination centre.
- (4) The affected examination centres must then print the required number of question papers in accordance with the enrolment statistics for the subject in question.
- (5) The time allocation for writing the subject must be adjusted accordingly so that no candidate is disadvantaged due to the late commencement of writing the examination.
- (6) The chief invigilator must record such an incident and report it in the Daily Conduct Report and the Irregularity Register.
- (7) Should there be an insufficient number of question papers in the satchel for a subject, examination centres must print the additional copies required after the commencement of the examination session, in other words, the chief invigilator must first open the question papers in front of the candidates.
- (8) If necessary, the chief invigilator must allow additional time to make up for time missed to ensure that no candidate is disadvantaged due to the delay in starting the examination session.
- (9) The chief invigilator must record such incidents in the Daily Conduct Report and the Irregularity Register.

5. RELEASE OF MARKING GUIDELINES

- (1) All college examination centres on the mailing list must receive the marking guidelines for learning areas/subjects that are marked internally within 72 hours after the writing session of a question paper has elapsed.

- (2) For question papers written on a Friday, the marking guidelines must be released on the following Tuesday.
- (3) It must be the responsibility of the college examination centre to ensure that all markers receive the marking guidelines.
- (4) Queries regarding marking guidelines not received must be directed via the Deputy Principal: Academic or College Examination Officer, and not via individual examination officers at centre level to the responsible official at the CD: NEA Directory for assistance.
- (5) Should any centre commence with marking scripts without having received the officially approved national version of the marking guideline from the CD: NEA, the marking process must be declared an irregularity and due process must be followed.
- (6) The centre will then have to explain to the candidates why their results have not been released.

- (9) Chief invigilators must attend to such requests within the first 15 minutes of the start of a writing session.
- (10) The CD: NEA experiences great difficulty in ensuring that errata sheets reach every examination centre throughout the country and even beyond the borders of the country.
- (11) The CD: NEA will, therefore, issue no errata sheets.
- (12) Any errors identified in the question paper will be addressed during the marking process in such a manner that no candidate will be disadvantaged.

2. ERRORS IN MARKING GUIDELINES

- (1) Should markers pick up an error in a marking guideline during the marking process, this error must be reported to the responsible official of the CD: NEA on the report template provided for this purpose and the marker must request approval to deviate from the marking guideline before he/she finalises marking the affected subject.
- (2) The request must indicate the affected question(s), the mark allocation and a recommendation on how markers should address the error in case the error affects the outcome of candidates' performance.
- (3) If necessary, the CD: NEA or accredited private assessment body must report the error to the quality council and request a concession to resolve the matter.
- (4) Regional marking guideline committees or panels may be established where marking takes place internally at the college for current and future internal examinations.

4. CONTRAVENTION OF ANY POLICY OR RULE BY AN OFFICIAL

- (1) All persons involved in the exit examinations must sign the declaration of confidentiality form.
- (2) Should any Head of an institution, chief invigilator, invigilator or other official contravene any of the above prohibitions, or contravene any policy or rule, the Department must declare such an act or omission an irregularity and must take any action permitted by law.

- (x) assist a student in any way to answer an examination question paper or allow another person to assist any student in any way whatsoever.

- (a) Heads of institutions and chief invigilators of centres or private examination centres or other venues must ensure that each student produces a valid identity document, for example, a South African identity document, a valid passport (South African or foreign) or a driver's licence.
- (b) If a student has not yet received his/her official identity document from the Department of Home Affairs, the chief invigilator must implement the following procedure:
 - (i) Request the student to submit an identity document-size colour photograph of him/herself to the chief invigilator;
 - (ii) Ascertain that the person is identical to the person who has registered for the examination; and
 - (iii) Attach the student's proof of application for an identity document.
- (3) Identifying students during the examination by means of a temporary examination identity document form:
 - (a) The temporary form will remain at the examination centre in the examination file. If it is not available, the examination centre will create such a file.
 - (b) The chief invigilator must hand a temporary form to a student before each examination session commences.
 - (c) The student must place/display the temporary examination identity document form on the left-hand corner of his/her desk.
 - (d) The chief invigilator must collect the temporary document form forty-five (45) minutes before the end of each examination session.

- (b) markers will mark the particular examination answer script in such a manner (identity number, date of birth) that they will be able to identify or trace it back to a particular student.
- (5) Chief invigilators must **not allow** students who have not registered for a specific learning area/subject to write the examination. However, if a student **insists** on writing, the chief invigilator must allow the student to write in the interest of good order. The student must complete a pro forma affidavit and sign to the effect that if after an investigation it is revealed that the mistake is with the Department or accredited assessment body, his/her script will be marked and the results will be released. However, if the mistake is that of the student, his/her script will NOT be marked and the results will NOT be released. The chief invigilator must then implement the following procedure:
- (a) He/She must declare an irregularity in accordance with the procedures.
- (b) The Department or accredited private assessment body must not release the results of these students in accordance with national policy until the irregularity has been resolved.

or hall. The invigilator must under no circumstances allow students to pass the register to one another while the examination is in progress.

- (a) Each student present must sign the attendance register for a specific examination session and must tick (ü) the column marked with an asterisk (*).
 - (b) The invigilator must indicate absentees by writing the letter "A" alongside the name and examination number of the absent student in the column marked with an asterisk (*).
 - (c) The invigilator must return the attendance register with the students' examination answer scripts to the distribution point and must place each attendance register with the names of the students on top of the batch of examination answer scripts of these particular students listed on the attendance register with the wrapper around the examination answer scripts and the register of that particular batch.
 - (d) The invigilator must indicate the number of examination answer scripts a student used during the specific examination session on the attendance register and the chief invigilator must verify and sign the attendance register.
 - (e) Each student must also verify and sign the attendance register to indicate that he/she agrees with the number of examination answer scripts he/she handed in.
 - (f) The list of absentees the chief invigilator will complete must correspond with the attendance register.
 - (g) Invigilators must ensure that students sign at the correct space in the attendance register and that they indicate absentees correctly.
 - (h) Should a student insist on writing a different examination question paper than the one for which he/she registered, the student must not sign the attendance register where his/her name appears as that particular student will not be writing the examination question paper for that particular learning area/subject. The invigilator must write "IRR" next to the name of the student in the attendance register and ask the student to sign an attendance register for irregularities, indicating the examination question paper he/she will actually be writing.
- (3) The attendance register must contain the students' names and must, therefore, not be available to markers at the marking centres. Markers must

use the official marksheet at the marking centre, which must only reflect students' examination numbers. It is, therefore, imperative that all invigilators at examination centres correctly indicate "ü" or "A" at the examination centre when they receive the examination scripts.

11. ABSENT STUDENTS

- (1) The chief invigilator must keep an updated list of each student's contact telephone numbers in the examination room.
- (2) Students may supply reasons for their absence from an examination, supported by documentary evidence, for the following reasons only:
 - (a) Illness (a valid medical doctor's certificate will be required);
 - (b) Family bereavement (letter will be required); and/or
 - (c) Representing the country or a province in a sporting or cultural event (official letter will be required).
- (3) The student must hand in a medical doctor's certificate or letter to the chief invigilator within seven (7) days of the conduct of the examination. Any supporting documents the student will hand in must contain the student's examination number and his/her surname. The surname on any supporting documents must correspond with the student's registration details. **The student must ensure that he/she registers for the next examination session.**
- (4) The chief invigilator must implement the following procedures:
 - (a) Write the word "Absent" in the attendance register alongside the absent student's name.
 - (b) Fill in the absent student's particulars on the absentee form.
 - (c) Attach the medical certificate or the letter from the family or organisation **AND** a letter from the Head of the institution validating the student's absence.
 - (d) Keep and attach a copy of the medical certificate to the supplementary examination entry form.
 - (e) Send the documents to the regional/central office where an official will forward them to the Department or accredited assessment body.

- (2) Students who experience barriers related to deafness, aphasia and dyslexia may direct all applications for concessions to the Head of the assessment body when they enter Level 1 of the qualification or immediately after they have been diagnosed with a learning disorder.
- (3) Students must attach to all applications referred to above an evaluation conducted by the structures responsible for students with special educational needs, as well as by external, professionally registered experts in the relevant fields.
- (4) Chief invigilators must take cognisance of students who have been granted special concessions for the examinations in the following manner:
 - (a) The concessions granted to students must be clearly indicated at the bottom of the examination permit of a particular student, which may differ from the centre's request, for example, the approved concession will appear on the permit as follows: "Writing problem: Additional Time: 5 minutes per hour."
 - (b) Invigilators must not deviate from these instructions on the admission letter and may not use this as a guide for a student with a similar problem who did not receive a concession or who did not apply for a concession.
 - (c) The invigilator must complete and attach an examination form of the Department or accredited private assessment body to the student's answer book, together with a copy of the student's admission letter/permit, if a concession was granted to a student, excluding additional time (for example, language concessions for the deaf, aurally impaired, Braille papers, visually impaired, spelling and writing problems, alternative questions, and attention deficit problems).
- (5) Should students require sign language when they write an examination question paper, –
 - (a) the official sign language interpreter must obtain the examination question paper when the box containing the examination question papers is opened and must read through the documents to prepare him/herself to provide sign language for a student writing the examination question paper.

- (b) Transcription must take place immediately after the student has completed the examination question paper.
 - (c) The student must be available after the examination to clarify any part of the written record.
 - (d) The scribe must not be the learning area/subject lecturer or must not be related to the student.
 - (e) The invigilator must attach the original script to the transcription and must submit both.
 - (f) The scribe must not transcribe in the examination room. The examination centre will provide a separate, suitable room for this purpose.
 - (g) The scribe and the student must each receive a copy of the examination question paper and the errata sheet, if applicable.
- (6) Chief invigilators who may need clarification concerning special concessions or training on conducting special concessions for students should contact the coordinator of their Region/National Examinations Concessions Committee (R/NECC). Should it be necessary to assess a student in an alternative way owing to an injury sustained before or during the examination, the student must submit an application in this regard, accompanied by a medical report, to the Examination Concession Committee Coordinator.

- (vi) Irregularities that are of public interest.

- (b) The following procedure must be followed when the investigation team appointed by the Department conducts these investigations:
 - (i) The DG or any delegated official will decide to conduct an investigation when the irregularity is identified and becomes evident.

- (v) Forensic experts.

7. IRREGULARITIES IDENTIFIED AT THE DEPARTMENT OF HIGHER EDUCATION AND TRAINING

In the case of irregularities identified at the Department, the DG shall establish an independent investigation team that will report to the NEAIC on its findings and recommendations.

		<p>the quality council.</p> <ul style="list-style-type: none"> If the action was due to the negligence of an official, this constitutes an act of misconduct and must be dealt with in terms of the applicable law or other appropriate measures. 	<p>must be declared null and void.</p>
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- (b) Behavioural offences or wilful disobedience with regard to policies or instructions

No.	Irregularity	Action to be taken	Applicable sanctions
(i)	<ul style="list-style-type: none"> Creating a disturbance, intimidating others or behaving in an improper or unseemly manner despite warning Disorderly conduct Disregard for the arrangements or reasonable instructions of the invigilator despite warning Disregard for examination rules and policies despite a warning 	<ul style="list-style-type: none"> The invigilator must warn the candidate and if he/she persists with the behaviour or action, the candidate must be removed from the examination centre. The candidate must forfeit the opportunity to write or to continue writing the specific examination question paper. The invigilator must make a note on the answer script of the date and exact time of the irregularity. If the candidate agrees to cooperate, the invigilator must allow him/her to continue writing the examination. 	<ul style="list-style-type: none"> If the candidate has commenced writing the examination, the marks attained must be declared null and void.

- (c) Acts of fraud and/or dishonesty

			<p>work.</p> <ul style="list-style-type: none"> • If there was a sinister motive, – <ul style="list-style-type: none"> ○ the results must be declared null and void ○ the candidate must be barred for a minimum of no barring and a maximum of three (3) years from the date the irregularity is confirmed from writing the examination
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- (3) Irregularities involving students during SBA/ICASS/PAT/oral assessment
(Should be dealt with at learning centre/departmental level, depending on the seriousness of the irregularity.)

No.	Irregularity	Action to be taken	Applicable sanctions
(i)	Failure to abide by any or all of the minimum requirements in respect of the compilation of a mark for internal assessment in a learning area/subject with valid reason	<ul style="list-style-type: none"> • Allow the candidate the opportunity to redo the task within a maximum of three months. • If the above is not practical, the mark for that particular component of the internal assessment mark will not be taken into consideration. 	<ul style="list-style-type: none"> • None
(ii)	Refusing to abide by any or	<ul style="list-style-type: none"> • Record a “444” mark when compiling the marks for the 	<ul style="list-style-type: none"> • The candidate will receive an

8. Subjects approved by the Minister and offered as part of a qualification will be implemented for the first time in Level 1 in the month of January following the year of approval.
9. Assessment bodies and colleges that wish to enrol learners for additional subjects to a qualification developed and assessed by an assessment body should contact the Head of the relevant assessment body for details about the enrolment and assessment procedure for the additional subject.
10. The Department may request assessment bodies accredited by the quality councils and approved by the Minister to assist in examining the approved additional subject offered by a candidate as part of his/her minimum subject package.

- (5) Invigilation must be conducted in accordance with the policies stipulated in this document.
- (6) It will be the responsibility of the Department to supply the examination question papers and all material needed, for example, two answer scripts per question paper, wrapper, attendance register, marksheet, individual timetable, and additional needs such as graph paper, typing paper, et cetera, either by diplomatic bag outside the RSA or by courier services.
- (7) Adherence to the South African standard time requirements:
- (a) Centres must conform to the South African standard time requirements for the respective question papers.
 - (b) Should this not be practicable in terms of vast time zone differences, a quarantine period commencing at the time of the question paper will apply. The centres must meet any additional costs in this regard.
- (8) The centres will be responsible for all expenses, for example:
- (a) Packaging and postage;
 - (b) Invigilators for invigilating;
 - (c) Renting the venue, if applicable;
 - (d) Any other incidental costs;
 - (e) The quality councils will recover costs incurred to quality assure the examinations.
- (9) All centres conducting examinations outside the borders of the RSA must be required to sign a Service Contract with the Department, as contemplated in Annexure U.

