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## GOVERNMENT NOTICE

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### DEPARTMENT OF EDUCATION

No. 1518

29 November 2002

#### NATIONAL EDUCATION POLICY ACT, 1996 (ACT NO. 27 OF 1996)

#### ITEM FOR INCLUSION AS AN ADDENDUM TO THE *NATIONAL POLICY ON THE CONDUCT OF THE SENIOR CERTIFICATE EXAMINATIONS*: DEREGISTRATION OF EXAMINATION CENTRES

I, Kader Asmal, Minister of Education, after consultation with the Council of Education Ministers, hereby determines national policy in terms of *Section 3(4)(l) of the National Education Policy Act, 1996 (Act No. 27 of 1996)*, relating to curriculum frameworks, core syllabuses and education programmes, learning standards, examinations and the certification of qualifications, that:

- (a) an item be included as an addendum to the *National Policy on the Conduct of the Senior Certificate Examinations*; and
- (b) this addendum be published in the Government Gazette.

The item to be included as an addendum to the *National Policy on the Conduct of the Senior Certificate Examinations* will read as follows:

**"1. De-registration of Examination Centres**

Examination centres that do not comply with policy as stipulated in the *National Policy on the Conduct of the Senior Certificate Examinations*, will be de-registered.

**1.1 Reasons for de-registration of Examination Centres:**

- 1.1.1 Physical removal of the examination centre from the premises approved by the examining body
- 1.1.2 Intentional undermining of the integrity of the examinations
- 1.1.3 Maladministration
- 1.1.4 Flouting of policies and guidelines

**1.1.1 Physical removal of the examination centre from the premises approved by the examining body**

All examination centres are required to operate in the premises which, after inspection, were approved for this purpose by the examining body.

**1.1.1.1 Procedure to follow when a centre relocates to new premises**

- (a) Should any centre relocate to new premises, their registration as an examination centre lapses immediately and they will be forced to seek registration at the new premises from the provincial examining body.
- (b) In exceptional circumstances, and provided that the centre has an unblemished record as far as irregularities and administration is concerned, the Head of the Department may allow the centre to continue to operate for the current examination year only, during which time the centre must apply for, and receive, examination centre status in respect of the new premises. Should such permission be refused, or for any other reason not granted, the registration of the centre shall lapse forthwith.

- (c) Should this process stretch over the year end, no new candidates may be registered until a decision is taken on the registration of the centre.
- (d) The onus is on the chief invigilator (centre manager/principal) to inform the Head of Department timeously of his/her intention to move.
- (e) The Head of Department shall inform the chief invigilator, in writing, of the course to be followed.
- (f) If the application for the registration of the centre at the new premises is unsuccessful, the Head of Department shall inform the chief invigilator of the lapse in the registration of the centre.
- (g) The chief invigilator shall have the right to respond to the decision and furnish reasons why they believe the centre should not be de-registered.
- (h) The Head of Department shall consider such representation and make a final decision. This decision must be conveyed to the chief invigilator, in writing. The decision is final.

### **1.1.2 Intentional undermining of the integrity of the examinations**

Examination centres where there is clear evidence that there were "ghost writers" permitted, of collusion between chief invigilators/invigilators and candidates, of question papers in the care of the centre being given to persons for perusal before the examination and related practices **SHOULD** be closed and the perpetrators prosecuted. It is not sufficient for an offending centre to re-shuffle personnel and redeploy another staff member to act as chief invigilator. Firm steps must be taken.

#### **1.1.2.1 Procedure to follow when it is found that irregular practices took place at an examination centre**

- (a) Competent authorities should investigate the above-mentioned irregularities.
- (b) If clear evidence emerges from such investigations, disciplinary action should be instituted and steps taken to de-register the centre.

- (c) The chief invigilator must be informed, in writing, of the intention of the Head of Department to close the centre due to the incidence of irregularities.
- (d) The chief invigilator shall be asked to furnish a motivation why the centre should not be closed.
- (e) The Head of Department shall consider such representations and, in the best interests of the integrity of the examination, take a decision whether or not to close the centre. Such a decision shall be final.
- (f) The decision must be communicated in writing to the chief invigilator.

### **1.1.3 Maladministration**

Examination centres may be de-registered if their maladministration results in any disadvantage to candidates or impacts negatively on the ability of the examining body to render a service.

#### **1.1.3.1 Procedure to follow when maladministration of an examination centre occurs**

- (a) The chief invigilator of such an examination centre shall be warned, in writing, of the situation and given an opportunity to set matters to rights.
- (b) Should the maladministration of the centre continue, the centre may be placed on probation for a period determined by the Head of Department (not longer than one examination year) during which time, if the chief invigilator again demonstrates an inability to administer the process adequately, the centre may be de-registered at the end of the examination year.
- (c) The chief invigilator must be informed, in writing, of the intention of the Head of Department to de-register the centre and asked to furnish reasons why this should not be done. The chief invigilator may respond to this, where after the Head of Department may, in the best interests of



candidates and the integrity of the process, decide to de-register the centre.  
Such a decision shall be final.

#### **1.1.4 The flouting of examination policies and guidelines**

Examination centres where examination officials flout examination rules and regulations and instructions issued by competent authority may be closed.

##### **1.1.4.1 Procedure to follow when examination policies and guidelines are flouted by an examination centre**

- (a) Instances where it is alleged that examination officials at centres flout examination rules and regulations and/or instructions issued by competent authority shall be investigated.
- (b) Should substance be found to such allegations, the chief invigilator shall be warned in writing, specifying exactly the nature of the contravention of rules, regulations and instructions. The chief invigilator shall be given an opportunity to set matters to rights.
- (c) Should the flouting of examination policies and guidelines continue, the centre may be placed on probation for a period determined by the Head of Department (not longer than one examination year) during which time, if a further offence occurs, the centre may be de-registered at the end of the examination year.
- (d) The chief invigilator must be informed, in writing, of the intention of the Head of Department to de-register the centre and asked to furnish reasons why this should not be done. The chief invigilator may respond to this; where after the Head of Department may, in the best interests of candidates and the integrity of the process, decide to de-register the centre. Such a decision shall be final. “

I further give notice in terms of *Section 7* of the said Act that this policy is obtainable upon written request from the Director-General, Department of Education, Private Bag X895, Pretoria, 0001. For attention Mrs C.C. Dicks at telephone (012) 312-5810 or fax (012) 323-8070.

Prof. Kader Asmal, MP  
Minister of Education

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