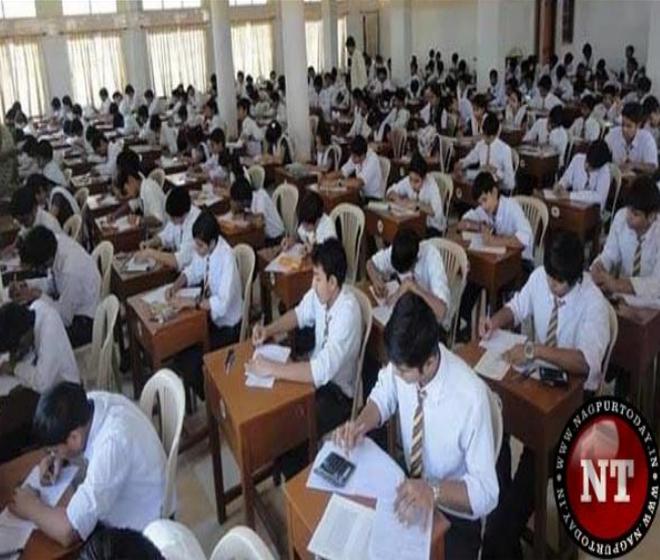


EASTERN CAPE DEPARTMENT OF EDUCATION STATE OF READINESS FOR CONDUCTING, MANAGING AND ADMINISTERING NSC EXAMINATIONS FOR 2023





- Purpose of this report
- Introduction
- Key Achievements
- Scope and Size of the NSC Exams
- Managing candidates' data and accurate resulting
- Safety and Security of Question Papers
- Conducting examinations, SBA and handling Irregularities, districts fitness
- Efficiency in marking
- Processing payments- marking related work
- Results Release dates

PRESENTATION OUTLINE

Purpose of this Report



- To outline the Chief Directorate- Examinations and Assessment's readiness to conduct, manage and administer the 2023 NSC Grade 12 Examinations.
- Request for the support of **the DBE**, as we traverse and navigate through the tough journey of ensuring that over 115 830 NSC 2023 Grade 12 candidates from the beginning of the candidate's registration to end of certification in the current academic year.
- To share information about our preparations and readiness to handle the 2023 NSC public examinations.
- To share the lessons learnt from 2022 NSC exams and strategically place the department in a better and wiser position to conduct, manage and administer a better examinations than 2022 in 2023.

INTRODUCTION

Public examinations are the dominant form of external high-stakes educational assessment in many countries of the world.

These examinations are used both to certify that students have reached a prescribed level of learning and to select learners for the next level of the education system or for employment.

Contents of these examinations exert a great influence on what teachers actually teach and what learners learn.

Public examinations are defined primarily in terms of their purposes: to certify and select students on the basis of an assessment of their achievements in curriculum area (World Bank: 2020).

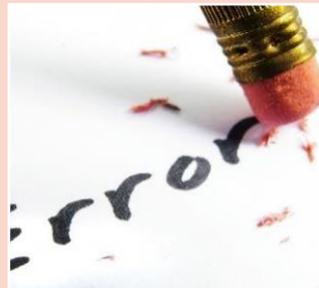
KEY ACHIEVEMENTS



Registration of all NSC full time and part time candidates has been completed, just doing final clearance.



Two sets of prelims were printed and distributed to all full time centres to verify the accuracy of the registration.



Preliminary schedules were printed for part - time candidates as well for verification of the accuracy of registration.

SCOPE AND SIZE OF THE 2023 NATIONAL SENIOR CERTIFICATE GRADE 12 PUBLIC EXAMINATIONS

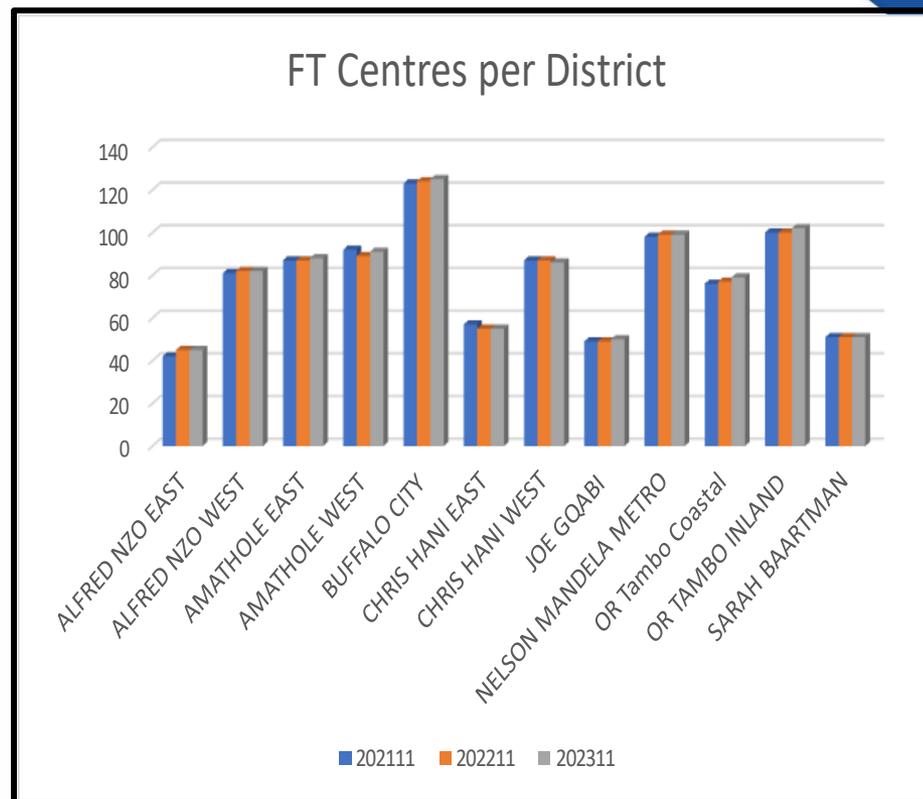
EXAMINATION CENTRES: 2022 VS 2023

CATEGORIES	2022	2023
Ordinary Public	884	891
Independent	46	49
Special Schools	10	10
Prison	02	02
Part Time	124	127
TOTAL	1065	1079



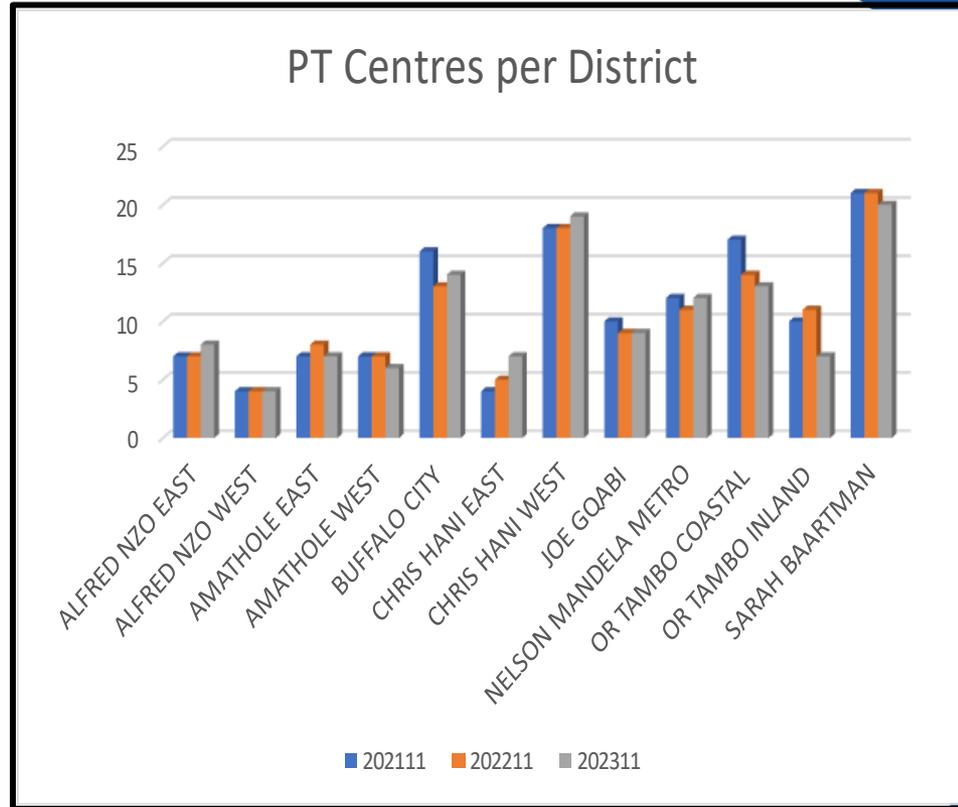
FT CENTRES PER DISTRICT: 2021 - 2023

District	202111	202211	202311
ALFRED NZO EAST	42	45	45
ALFRED NZO WEST	81	82	82
AMATHOLE EAST	87	87	88
AMATHOLE WEST	92	89	91
BUFFALO CITY	123	124	125
CHRIS HANI EAST	57	55	55
CHRIS HANI WEST	87	87	86
JOE GQABI	49	49	50
NELSON MANDELA METRO	98	99	99
OR Tambo Coastal	76	77	79
OR TAMBO INLAND	100	100	102
SARAH BAARTMAN	51	51	51



PT CENTRES PER DISTRICT: 2021 - 2023

District	202111	202211	202311
ALFRED NZO EAST	7	7	8
ALFRED NZO WEST	4	4	4
AMATHOLE EAST	7	8	7
AMATHOLE WEST	7	7	6
BUFFALO CITY	16	13	14
CHRIS HANI EAST	4	5	7
CHRIS HANI WEST	18	18	19
JOE GQABI	10	9	9
NELSON MANDELA M	12	11	12
OR TAMBO COASTAL	17	14	13
OR TAMBO INLAND	10	11	7
SARAH BAARTMAN	21	21	20



STATUS – REGISTRATION OF FULL TIME CANDIDATES

YEAR	2018	2019	2020	2021	2022	2023
Candidates Entries	65 733	63 198	72 926	95 787	98 756	98 822
Examination Centres	936	939	933	944	942	953

The centres and learner entries have slightly increased compared to 2022

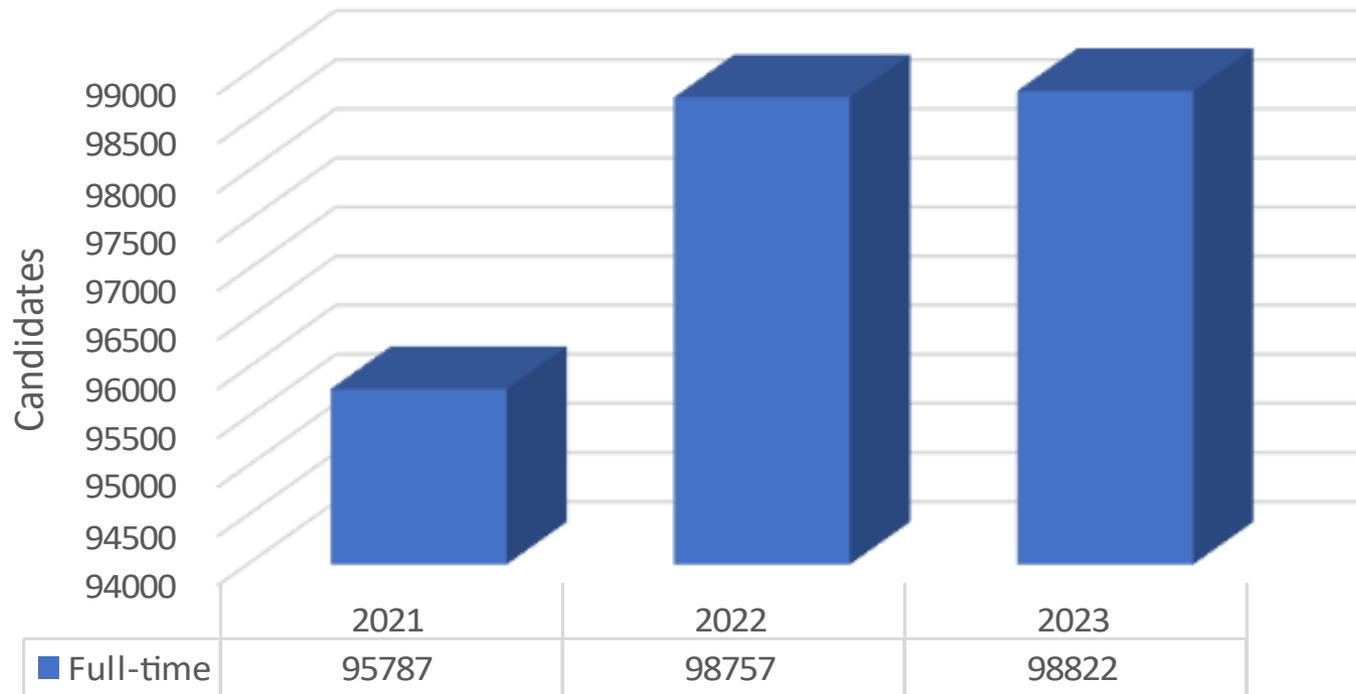
PART TIME CANDIDATES – ENROLMENT – SINCE 2021

YEAR	2021	2022	2023
Entries	18 305	18 681	17 283
Centres	127	124	127

LOWEST ENROLMENT IN THE LAST THREE YEARS

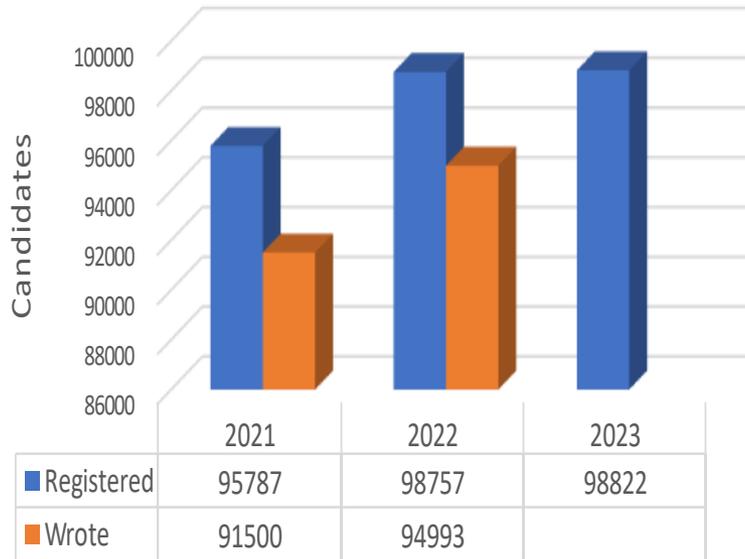
FT ENROLMENT: 2021 - 2023

Full-time Enrolment: 2021 - 2023

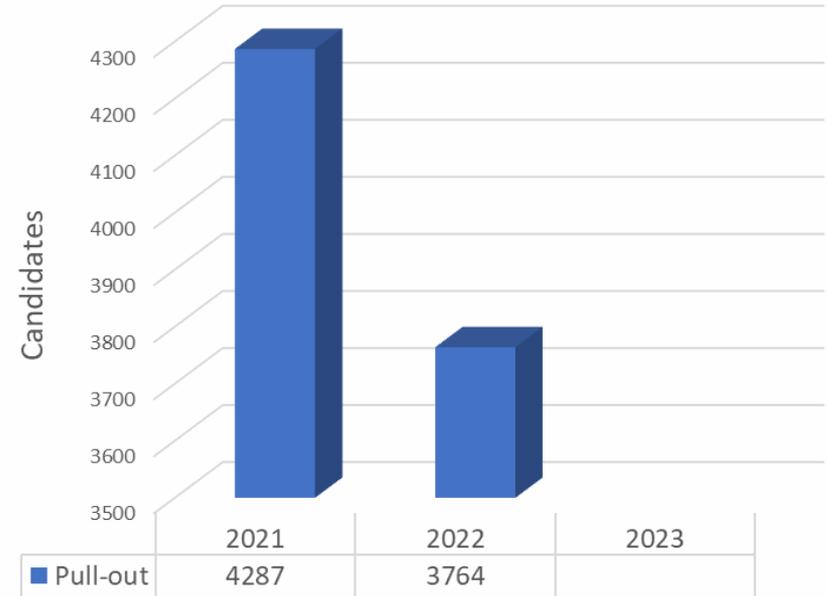


FT REGISTERED VS WROTE: 2021 - 2023

Registered vs Wrote: 2021- 2023



Pull-out Rate (FT)



PROGRESSED LEARNERS' ENROLMENT 2021-2023

YEAR	2021	2022	2023
Entries	7158	5566	7 049

THE NUMBER OF PROGRESSED CANDIDATES INCREASED TO A NUMBER COMPARABLE TO 2021 FIGURES.

SPECIAL CATEGORIES

CATEGORY	2022	2023
Immigrant candidates	318	57
Special needs education concessions	484	524
Endorsed NSC (5-subject package)	15	-

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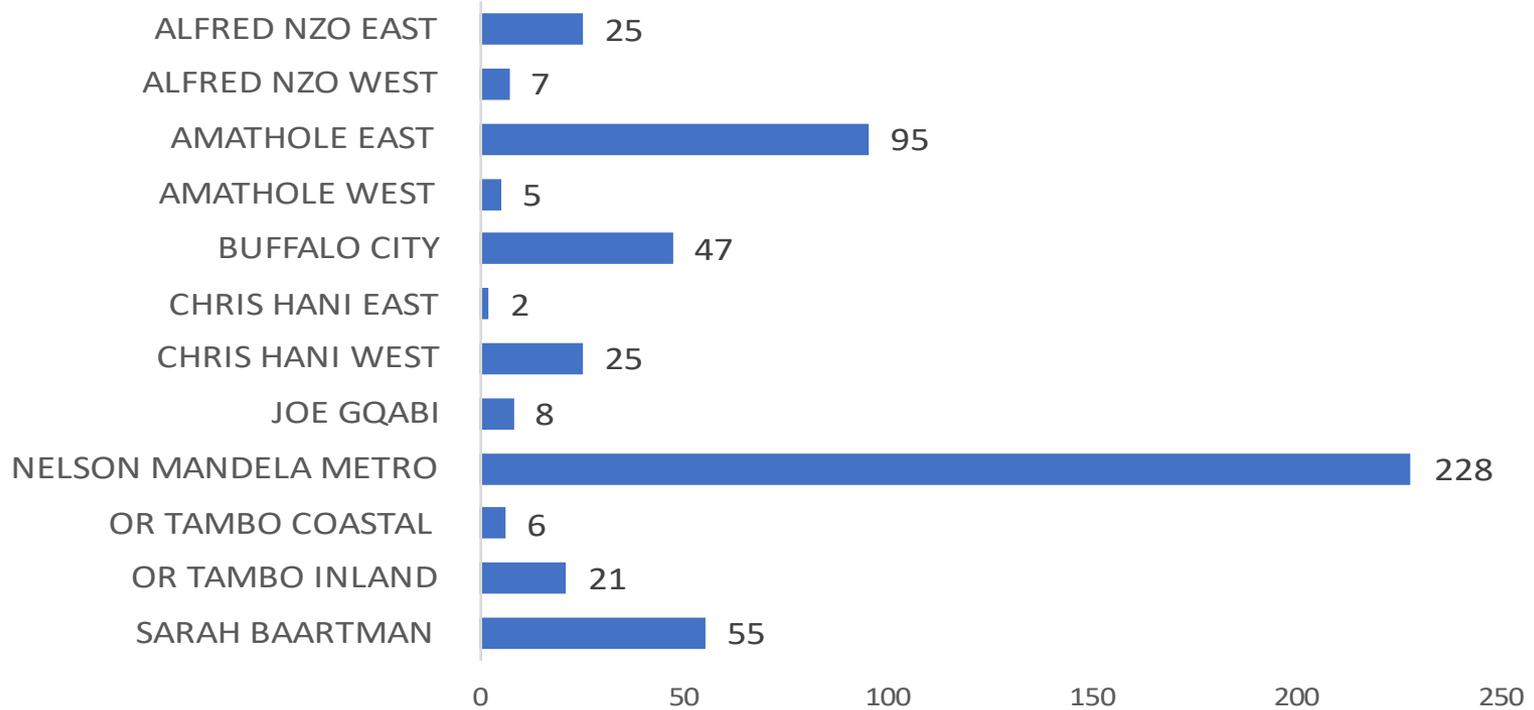


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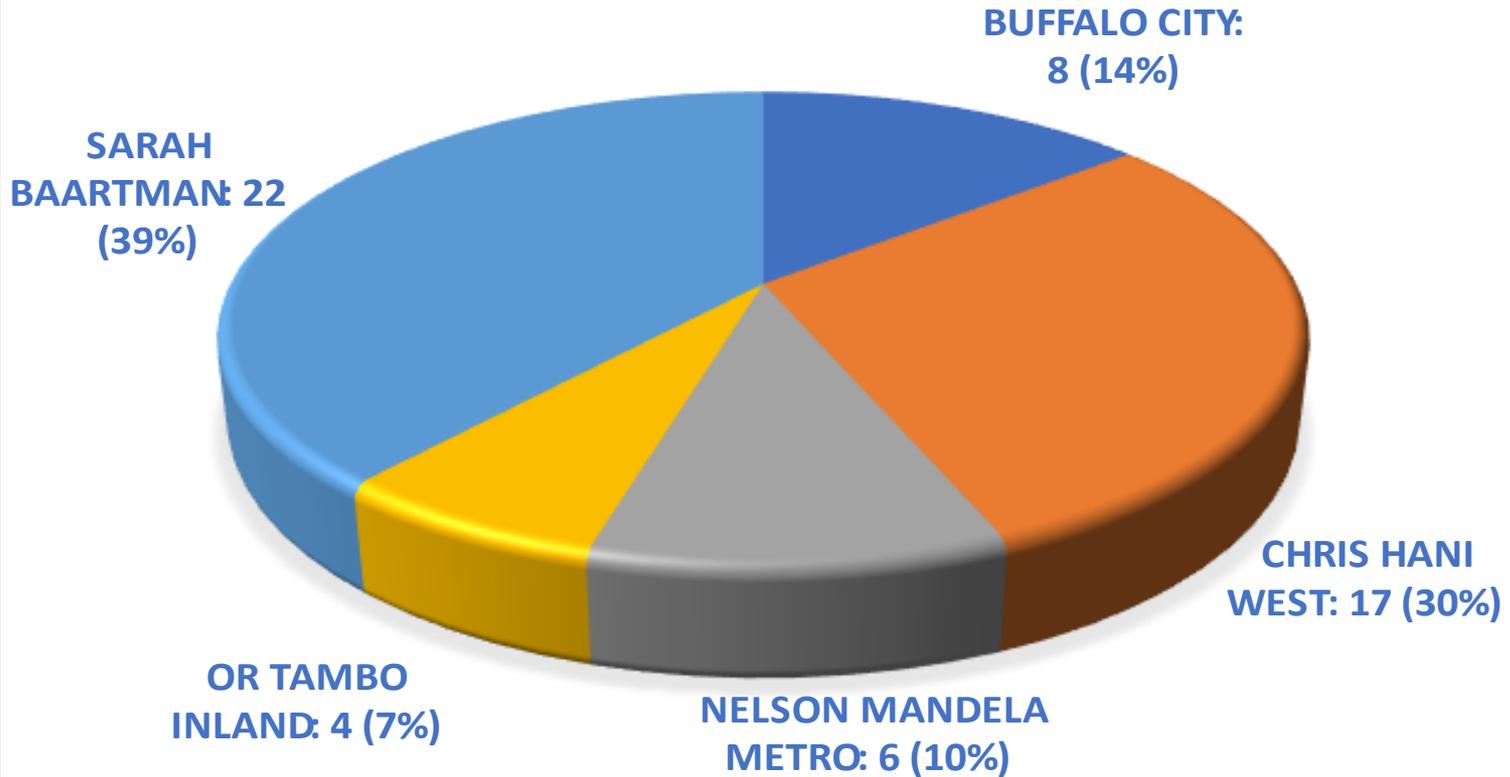
SNE CANDIDATES: 2023

SNE Candidates: 2023



IMMIGRANTS: 2023

IMMIGRANTS: 202311



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REGISTRATION STATISTICS PER DISTRICT FULL TIME 2022 VS 2023

NO	DISTRICT	2022 NSC FULL- TIME	2023 NSC FULL- TIME
1	ALFRED NZO EAST	6710	6 694
2	ALFRED NZO WEST	9030	9 504
3	AMATHOLE EAST	8402	8 552
4	AMATHOLE WEST	4049	4 357
5	BUFFALO CITY	11398	11 405
6	CHRIS HANI EAST	4894	4 974
7	CHRIS HANI WEST	6091	5 724
8	JOE GQABI	4976	4 610
9	NELSON MANDELA METRO	12420	12 450
10	OR Tambo Coastal	14165	13 663
11	OR TAMBO INLAND	12784	12 943
12	SARAH BAARTMAN	3837	3 946
TOTAL		98 756	98 822

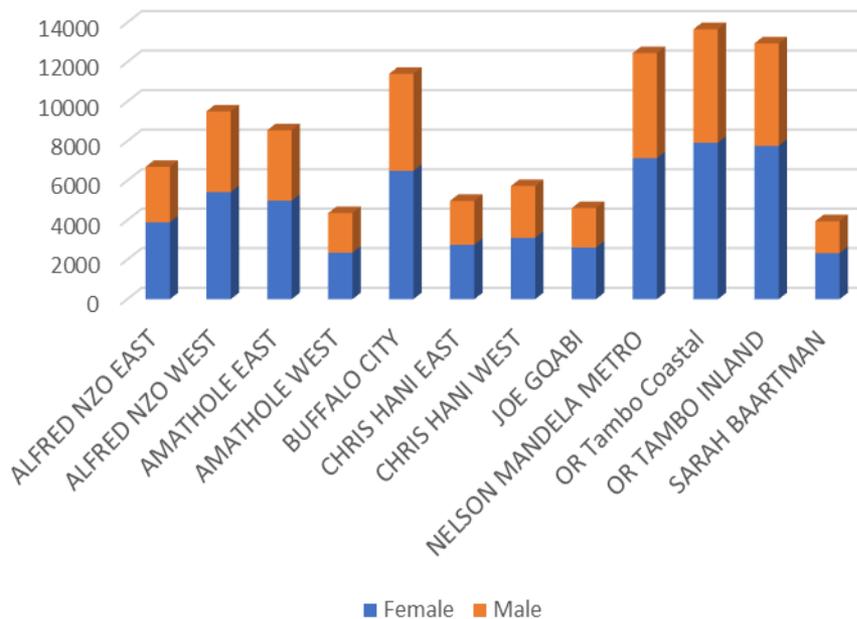
REGISTRATION STATISTICS PER DISTRICT: 2023

NO	DISTRICT	NSC FULL TIME	NSC PART TIME	TOTAL ENROLMENT
1	ALFRED NZO EAST	6 694	1 141	7 835
2	ALFRED NZO WEST	9 504	971	10 475
3	AMATHOLE EAST	8 552	1 097	9 649
4	AMATHOLE WEST	4 357	404	4 761
5	BUFFALO CITY	11 405	4 097	15 502
6	CHRIS HANI EAST	4 974	731	5 705
7	CHRIS HANI WEST	5 724	866	6 590
8	JOE GQABI	4 610	621	5 231
9	NELSON MANDELA METRO	12 450	3 011	15 461
10	OR TAMBO COASTAL	13 663	2 216	15 879
11	OR TAMBO INLAND	12 943	1 419	14 362
12	SARAH BAARTMAN	3 946	709	4 655
TOTAL		98 822	17 283	116 105

202311 FT ENROLMENT BY GENDER

District	Full Time		
	Female	Male	Total
ALFRED NZO EAST	3 889	2 805	6 694
ALFRED NZO WEST	5 418	4 086	9 504
AMATHOLE EAST	4 984	3 568	8 552
AMATHOLE WEST	2 355	2 002	4 357
BUFFALO CITY	6 490	4 915	11 405
CHRIS HANI EAST	2 748	2 226	4 974
CHRIS HANI WEST	3 103	2 621	5 724
JOE GQABI	2 615	1 995	4 610
NELSON MANDELA METRO	7 137	5 313	12 450
OR TAMBO COASTAL	7 918	5 745	13 663
OR TAMBO INLAND	7 758	5 185	12 943
SARAH BAARTMAN	2 331	1 615	3 946
Grand Total	56 746	42 076	98 822

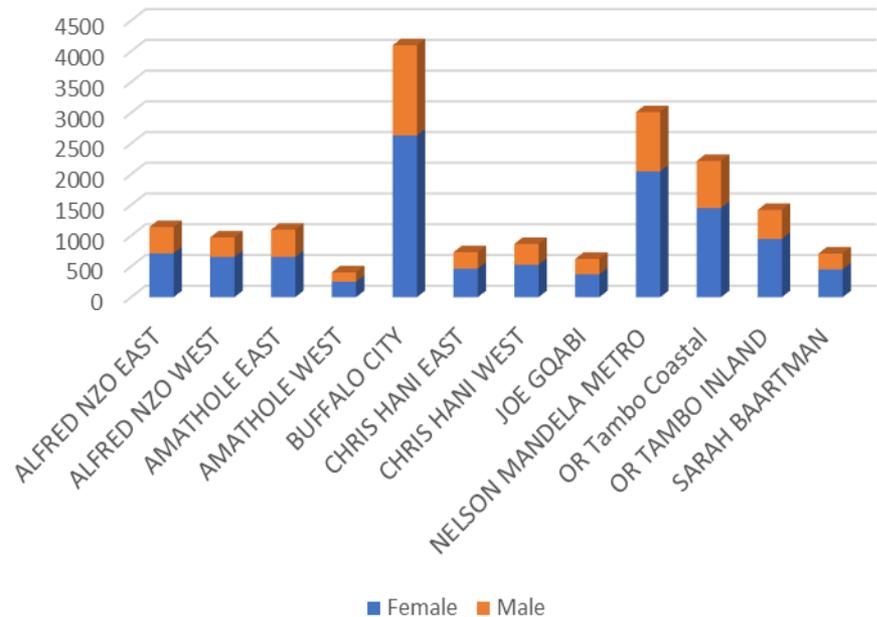
Fulltime Enrolment by Gender: 202311



202311 PT ENROLMENT BY GENDER

District	Part Time		
	Female	Male	Total
ALFRED NZO EAST	712	429	1 141
ALFRED NZO WEST	655	316	971
AMATHOLE EAST	654	443	1 097
AMATHOLE WEST	251	153	404
BUFFALO CITY	2 631	1 466	4 097
CHRIS HANI EAST	463	268	731
CHRIS HANI WEST	527	339	866
JOE GQABI	370	251	621
NELSON MANDELA METRO	2 046	965	3 011
OR TAMBO COASTAL	1 450	766	2 216
OR TAMBO INLAND	947	472	1 419
SARAH BAARTMAN	452	257	709
Grand Total	11 158	6 125	17 283

Parttime Enrolment by Gender: 202311



HIGH ENROLMENT SUBJECT ENTRIES 2021 VS 2022 VS 2023

SUBJECTS	2021	2022	2023
Accounting	15481	15152	1
Agricultural Sciences	30293	30316	3
Business Studies	30064	29636	2
Economics	20344	20239	1
English First Additional Language	91740	93409	9
English Home Language	10602	11178	1
Geography	45562	46379	4
History	34136	36412	3
IsiXhosa Home Language	81845	83453	8
Life Orientation	97148	98758	9
Life Sciences	65427	66161	6
Mathematical Literacy	54141	57882	5
Mathematics	53872	52476	5
Physical Sciences	37836	38093	3

The enrolments for 2022 and 2023 are relatively stable with minor increases and decreases in some subjects. The biggest decline is evident in Economics which declined by 1 264 compared to 2022.

SUBJECT ENTRIES 2021 VS 2022 VS 2023

SUBJECTS	2021	2022	2023
Afrikaans First Additional Language	6988	7279	7173
Afrikaans Home Language	4878	4597	4685
Afrikaans Second Additional Language	234	218	182
Agricultural Management Practices	1119	1145	1067
Agricultural Technology	33	34	32
Arabic Second Additional Language	12	13	9
Civil Technology (Civil Services)	8	10	29
Civil Technology (Construction)	835	931	902
Civil Technology (Woodworking)	514	585	516
Computer Applications Technology	4700	4910	4911
Consumer Studies	5546	5576	5405

The majority of small enrolment subject with less than 10 000 participants have generally declined further.

SUBJECT ENTRIES 2021 VS 2022 VS 2023

SUBJECTS	2021	2022	2023
Dance Studies	35	36	25
Design	108	109	118
Dramatic Arts	524	541	573
Electrical Technology (Digital Systems)	21	21	12
Electrical Technology (Electronics)	205	212	196
Electrical Technology (Power Systems)	957	1035	1007
Engineering Graphics and Design	4414	4680	4692
French Second Additional Language	21	11	10
Hospitality Studies	672	767	672

The majority of small enrolment subject with less than 10 000 participants have generally declined further.

SUBJECT ENTRIES 2021 VS 2022 VS 2023

SUBJECTS	2021	2022	2023
Information Technology	275	322	377
IsiXhosa First Additional Language	1886	1978	2324
IsiZulu First Additional Language	3	2	1
IsiZulu Home Language	10	10	5
Maritime Economics	92	90	79
Mechanical Technology (Automotive)	516	555	551
Mechanical Technology (Fitting and Machi	213	187	187
Mechanical Technology (Welding and Metal	316	322	315
Music	626	645	614

The majority of small enrolment subject with less than 10 000 participants have generally declined further.

SUBJECT ENTRIES 2021 VS 2022 VS 2023

SUBJECT	2021	2022	2023
Nautical Science	65	52	44
Religion Studies	931	837	762
Sesotho Home Language	2241	2015	1913
South African Sign Language HL	32	63	19
Technical Mathematics	2797	2980	2869
Technical Sciences	2906	3114	2958
Tourism	24102	25589	26652
Visual Arts	364	362	340

The majority of small enrolment subject with less than 10 000 participants have generally declined further. The subjects that is growing fast in the province is Travel and Tourism. This is highly appreciated in a province that has a potential to be a tourist paradise.

MANAGING CANDIDATES' EXAMINATION DATA EFFICIENTLY

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KEY TIME LINES – CAPTURING, PROCESSING AND RESULTING

Capturing of SBA marks is done by District officials under the supervision of an SES

SBA capturing will take place from 30/10/2023 to 17/11/2023, using the double capture method (capture & verify)

Life Orientation marks are first checked by the District head of Exams/SES and signed off before they can be captured.

Captors for written marks will be trained in November 2023 before being deployed to various marking centres.

Each capturing centre will be managed by a team leader who reports (in writing) the progress on a daily basis.

Resulting will be done by the System and Assistant System Administrators, as per the DBE management plan.

GENERATING EXAMINATION STATIONERY AND CAPTURING TIMELINES

- ❑ Examination material (marksheets, admission letters (CAT and IT) and attendance registers will be printed on 04-11 October 2023;
- ❑ Distribution of exam material, including admission letters for all candidates will be collected by Districts on 09-11 October 2023 (SBA) and 16-17 October (Adm. Letters, Ext m/sheets);
- ❑ Users Forum focussing on SBA mark capture to take place on 12 October 2023;
- ❑ Distribution of SBA marksheets to schools on 12-13 October 2023;
- ❑ SESs to quality assure the marksheets before capturing. LO capturing will receive special attention and the head of exams will ensure that the raw marks have been captured;

GENERATING EXAMINATION STATIONERY AND CAPTURING TIMELINES

- ❑ SBA capturing to take place 23 October -10 November 2023 and weekly updates will be done to the senior management;
- ❑ Capturing plan will be sent to DBE on 18 October 2023 (60 capturers, 11 m/centres);
- ❑ Deployment to capturing centres will take place on 28-29 October 2023;
- ❑ Checking of the readiness of capturing venues to take place from 13-17 November 2023;
- ❑ Training of capturers to take place on 29 and 30 Nov 2023.

GENERATING EXAMINATION STATIONERY AND CAPTURING TIMELINES

- Capturing of written marks from 09-23 December 2023;
- Mop-up, including Irregularities will be done from 29-31 December 2023 at Head Office;
- Checking of Preliminary results by District officials on 09-11 January 2024;
- Resulting will be done from 12 -13 January 2024 by the Systems Administrator and Assistant System Administrator;
- Distribution of Statement of Results to schools on 19 January 2024 at 8.00;
- Downloading of results by USAF on 19 January 2024.

CHALLENGES & MITIGATION

CHALLENGES	MITIGATION STRATEGIES
<ul style="list-style-type: none">• Loadshedding	<ul style="list-style-type: none">• Planning of capturing based on loadshedding schedule
<ul style="list-style-type: none">• Management of MGMs	<ul style="list-style-type: none">• Unregistered candidates should not be allowed to write
<ul style="list-style-type: none">• Delays in receiving marksheets from outside the Province	<ul style="list-style-type: none">• Management plan with clear time-frames to be shared inter-provincially
<ul style="list-style-type: none">• Receipt of high volumes of marksheets towards end of marking	<ul style="list-style-type: none">• Flow of marksheets to be managed more effectively to ensure a more balanced flow of marksheets to capture venues

CHALLENGES AND MITIGATION

CHALLENGES	MITIGATION STRATEGIES
<p>(a) SA-SAAMS delays in uploading data</p> <p>(b) Non availability of a patch that restricts subject changes after the prescribed period</p> <p>(c) Capturing of nick-names and special characters on SA-SAAMS</p>	<p>Timeous uploading of registration data</p> <p>Development of a patch</p> <p>Collaboration between SA-SAAMS and Exams in training of school admin clerks</p>
<p>(a) Lack of thorough checking of prelims by some schools</p> <p>(b) Non-adherence to subject combinations (subject violations)</p>	<p>Consequence management to be applied to perpetrators</p> <p>Consequence management to affected principals</p>
<p>a) Transfer of candidate registrations from unaccredited independent schools to part-time centres</p>	<p>Collaborations between the section that register schools as institutions of teaching and learning, Exams and Umalusi</p>

SAFETY & SECURITY OF THE EXAMINATION QUESTION PAPERS

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SAFETY AND SECURITY OF QUESTION PAPERS

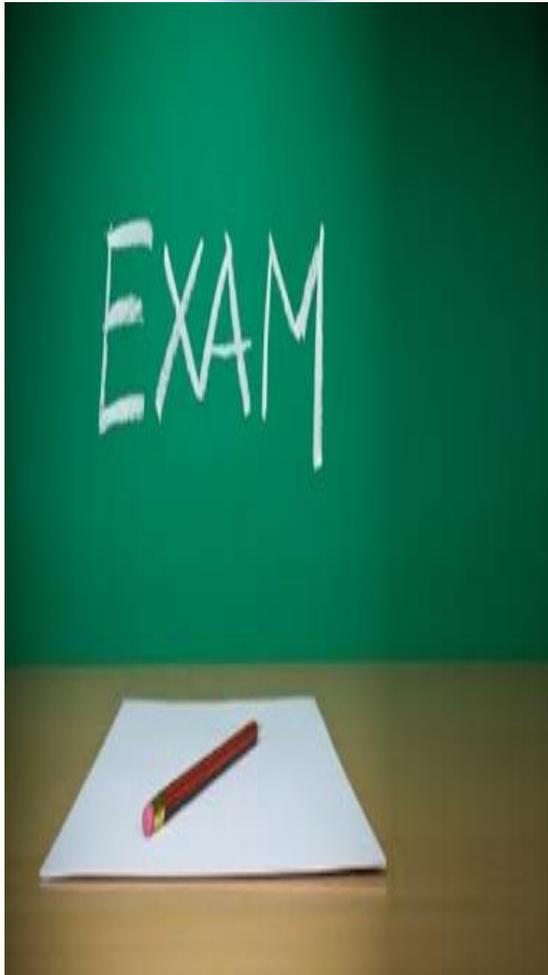


All 165 question papers offered in the province are set by national department of basic education



Only printing and distribution will be done by the province.

SAFETY AND SECURITY OF QUESTION PAPERS



All question papers are highly secured

Just in time printing, packing, distribution approach – done.

24 Storage and 9 Nodal points will be utilized across all 12 Districts.

SAFETY AND SECURITY OF QUESTION PAPERS

- Number of question papers to be printed
165 papers
- Number of copies to be printed (Total for all question papers)
1 404 319
- Number of question papers printed (as of 10 September 2023)
None
- Printing starts only on - 04 Oct 2023
- Number of question papers still to be printed - All
- Number of days required to print the outstanding Question papers
30 Days
- Will the printing be completed in time - Yes
- Printing Plan ready and submitted.
- Packing point ready.
- Distribution Plan ready

SAFETY AND SECURITY OF QUESTION PAPERS

1. The question papers are securely stored on site.
2. When the question papers leave the on-site printing facility, it is delivered to the offsite storage and distribution point where it is finally securely stored.
3. The ECDoE Team awaits the report on the final recommendations from State Security Agency.
4. All the recommendations pertaining to the central printing, packing and storage facility have been implemented.
3. All the national norms pertaining to the collection and storage of the national question papers are strictly adhered to.
4. A comprehensive risk adjusted printing plan is available and gets invoked when the load shedding schedule demands that.

CHALLENGES AND MITIGATION

CHALLENGES

- Power outages (Load shedding)
- Community protests and other disruptions

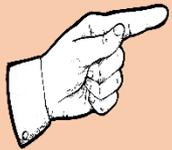
MITIGATION STRATEGIES

- Early start of adjustment of the just on time printing of question papers – to ensure there is no pressured printing and packing.
- Printing starts earlier – contingency days added in case interruptions

SAFETY AND SECURITY OF QUESTION PAPERS

- ✎ There is a comprehensive question paper delivery schedule. The delivery of question papers are strictly done as per the national norms and standards. If there are any deviations from the norms due to unforeseen circumstances, authorisation is requested from DBE before deviations are implemented.
- ✎ The question paper collection and delivery plans are in place for each district for all the schools that collect both the morning and afternoon question papers at the same time. These schools have been visited and assessed by district officials and reports of assessment are available. Eg. Cradock CMC made an application for 5 schools and a written request for 5 schools from this district is available.
- ✎ There are plans in place for the high security 24-hour monitoring of the printing, packing, storage and distribution facility, and the tracking of the transporting vehicles from the point of origin to the approved delivery points.

SAFETY AND SECURITY OF QUESTION PAPERS



The Departmental officials (editors) are based at the printing, packing, storage and distribution facility on a full-time basis. This is to ensure adherence to all the procedures for all the steps in the value chain from storage of the master copies to the collection of the question papers by the transportation service provider. Daily reports are received for the delivery in all the storage points.



These facilities were assessed by the SSA last year and have just been recently re-assessed. The department is awaiting a final report for this second assessment process.



The staff working directly with the question papers will be vetted for the 2023 examination cycle.

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EXAMINATION WRITING, MONITORING, ENFORCEMENT OF EXAMINATION ETHICS & SBA VERIFICATION

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KEY DATES

NSC Examination starts on 30 October and will conclude on 06 December 2023



Life Orientation(LO CAT)(2,5 hours)- 4 September 2023
Computer Applications Tech P.1(3hrs) Practical – 24 October 2023
Information Technology P.1(3hrs) Practical – 25 October 2023
Performing Arts Practical – 14 August – 13 October 2023
Visual Arts and Design Practical – 10 Oct – 23 Oct 2023

WRITING OF THE EXAMINATION



The PED will administer examinations in 1084 centres.



All officials that will be involved in the administration of examinations will be trained by both the PED and the district.



Chief Invigilators will be trained by the PED and invigilators will be trained by the districts and monitored by the PED.

Designated centres are managed by the districts. Private invigilators are appointed to administer the examinations.



PED will focus on the monitoring of the districts and high-risk centres.

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12 Districts were visited from 21 August to 27 September 2023.



Not less than 8 hrs was spent in each district to Conduct the intensive SoR.



The Province regularly presents the State of Readiness to conduct NSC Public Examinations to scheduled meetings of PROV- JOINT.

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FITNESS OF DISTRICTS TO MANAGE 2023 NSC PUBLIC EXAMINATIONS



All districts submitted the examination monitoring and risk management plans.



The Provincial target is 70%.



The PED has appointed 99 private monitors.



The PED has 15 officials who will be troubleshooting in districts and high-risk centres.

MONITORING STRATEGY

- The PED is in the process of refining a composite monitoring plan that is inclusive of the monitoring by the districts.
- The PED will intensify monitoring the districts with high-risk centres.
- The plan by the PED to monitor the adherence of districts to their monitoring plans is being finalized.
- The PED will achieve the 70% monitoring coverage.

MONITORING CHALLENGES AND MITIGATION

CHALLENGES	MITIGATION STRATEGIES
<ul style="list-style-type: none">• Competing programmes that pullout monitors from the monitoring teams.	<ul style="list-style-type: none">• A memo signed by the Acting Head of Department to all districts and Chief Directorates to focus on the writing of examinations
<ul style="list-style-type: none">• Non-adherence to 70% monitoring coverage	<ul style="list-style-type: none">• District directors engaged on how critical monitoring of examination is.• The PED will send out daily monitoring reports to districts (rating their status in RED/AMBER/GREEN)

MONITORING CHALLENGES AND MITIGATION

CHALLENGES	MITIGATION STRATEGIES
<ul style="list-style-type: none">• Shortage of vehicles	<ul style="list-style-type: none">• The PED will provide one vehicle per district (12 district)
<ul style="list-style-type: none">• Non-adherence to the monitoring schedule/plans by the districts.	<ul style="list-style-type: none">• A memo signed by the Acting Head of Department to all districts and Chief Directorates to focus on the writing of examinations
<ul style="list-style-type: none">• Late reporting/ late submission of daily reports by district monitors	<ul style="list-style-type: none">• This issue will be emphasised during the training of monitors.• And will be closely monitored throughout the entire examination period.

DISTRICTS MONITORING CAPACITY REPORTED

District	Total No. of Centres	Total No. of Monitors (Envisaged)	% Monitoring Coverage Possible	Rating
Alfred Nzo East	88	38	43 %	Yellow
Alfred Nzo West	85	84	99 %	Green
Amathole East	99	56	57 %	Yellow
Amathole West	95	27	28 %	Yellow
Buffalo City Metro	124	65	52 %	Yellow
Chis Hani East	88	51	58 %	Yellow
Chis Hani West	86	71	83 %	Green
Joe Gqabi	49	42	86 %	Green
Nelson Mandela Metro	107	58	54 %	Yellow

DISTRICTS MONITORING CAPACITY REPORTED

District	Total No. of Centres	Total No. of Monitors (Envisaged)	% Monitoring Coverage Possible	Rating
OR Tambo Coastal	78	59	76 %	
OR Tambo Inland	102	78	76 %	
Sarah Baartman	51	37	73 %	
Total	1052	666		

INVIGILATION CAPACITY

- The recruitment of the Invigilators has been completed and the submission for the appointment of invigilators is in circulation for approval.
- Training of Chief Invigilators will be done by the PED teams from 11 to 19 October 2023.
- Training of Invigilators will be done by district teams and monitored by the PED private monitors from 10 to 19 October 2023
- In order to improve the quality of reporting of Examination Irregularities a common template will be issued to all districts for the attention of the Chairperson of the DAIC for SBA related irregularities.
- It will be accompanied by MGM for legitimate registration related irregularities so that they are investigated and resolved before the writing of examination.

MANAGEMENT OF THE SBA MARKS VERIFICATION PROCESS

The PED conducted the Phase 1 centralized SBA moderation in July.

All sampled schools for Phase 1 Provincial Centralized moderation submitted the evidence.

Criteria for selection was done as follows :

- High enrolment subjects
- Centres that experienced SBA rejections in 2022.
- Centres that were not resulted due to compliance to SBA.
- Centres that are presenting Grade 12 for the first time.

MANAGEMENT OF THE SBA MARKS VERIFICATION PROCESS

- All schools received feedback for subject sampled for centralised moderation
- Same schools will be submitting evidence for the second phase of centralized moderation by PED.
- This is to verify that problems identified have been rectified by the districts

MANAGEMENT OF THE SBA MARKS VERIFICATION PROCESS

A memorandum will be crafted in consultation with IECS Systems management sub- directorate , giving the following guidance:

- That mark sheets will be distributed to districts from PED.
- That districts will control and verify that all schools received marksheets per schools and per subject (SBA, ORAL and PAT).
- That mark sheets will be distributed to school principal.
- That subject teachers will transfer marks from a signed/approved SASAMS schedules (both raw and moderated marks) after the third moderation.
- That the school principal must verify the correctness of the marks and sign the marksheet.
- That the school principal must submit to district examinations office wherein the mark sheets submitted will be controlled.
- That mark sheets to be handed over to subject advisors for verification and the signing-off.

How are the SBA marksheets going to be flowing- value chain from distribution to districts, moderation, verification of marks, completion and submission for capturing?

- Marksheet with incorrectly transferred marks to be communicated with the school principals and the subject teacher to correct the marks in the presence of the subject advisor.
- Subject advisors to submit all correct and signed marksheets to examination office.
- All computerised marksheets will be forwarded for capturing.
- Manually Generated Marksheet will be used for legitimate registration related irregularities.
- These cases will be forwarded with evidence to Policy Unit for adjudication together with Systems Unit for capturing.

- The advocacy plans to communicate to candidates the importance of adhering to examination ethics are in place.
- Radio Slots will be arranged in consultation with Communications Directorate from 11 October 2023.
- Flyers and Posters will be printed and distributed to all schools and candidates before the commencement of examinations.
- Pledge Signing Ceremony will be hosted by Alfred Nzo West District.
- Talking to churches, Traditional Leaders and Youth Formations, shall be channelled through protocol and liaison directorates.

CHALLENGES AND MITIGATION – SBA, ORALS, PATS

CHALLENGES	MITIGATION STRATEGIES
<ul style="list-style-type: none">• Scarcity of subject specialists for Art subjects.	<ul style="list-style-type: none">• Compilation of teacher profiles for PAT subjects
<ul style="list-style-type: none">• Competing programs with curriculum	<ul style="list-style-type: none">• Close collaboration and planning together with Curriculum Directorate in the districts and PED
<ul style="list-style-type: none">• Selected moderators not pitching up for moderation	<ul style="list-style-type: none">• List of reserve moderators.
<ul style="list-style-type: none">• Monitoring of the compliance to SBA by the PED	<ul style="list-style-type: none">• Human resources and budget to be made available.

Irregularities (BOAD) have drastically decreased in the PED.

Irregularities identified during writing are reported by districts to PED and hearings are held.

All irregularities identified at the marking centre are resolved by the irregularities officers appointed in each marking centre (AEOs)

- The PED conducts hearings for all BAOD cases identified during writing, and at the marking centres.

A presentation is made to the PEIC and NEIC for all resolved and unresolved cases with recommendations/sanctions for approval.

The PED will hold a training on script control and marksheets management on the 5 and 6 October. This is to ensure a reduction of the AEOs.

Responding to Examination Irregularities

Serious irregularities will be reported immediately to Policy Unit.

Investigations and hearings will be done by districts heads of examinations for cell phones and crib note cases.

Reports will be submitted to Policy Unit with evidence before the completion of the writing and presented to the PEIC.

Support systems in place to assist with accurate information those candidates whose results have been withheld due to alleged irregularities?

- Information from writing centres and marking centres will be verified against the submitted information before submission to Systems Unit.
- Candidates whose results are to be blocked will be verified against the reports.
- Those that are cleared of irregularities will be sent to IECS Systems Support as soon as the reports are received, if possible before resulting.

CHALLENGES AND MITIGATION

CHALLENGES	MITIGATION STRATEGIES
<ul style="list-style-type: none">Community protest	<ul style="list-style-type: none">Districts to hold meetings with other departments including community leaders to inform them about the implications of the protests and how it affect the future of the candidates
<ul style="list-style-type: none">Management of examination answer scripts for candidates that do not write in their centres where they are registered at.	<ul style="list-style-type: none">This issue was address with districts heads of examinations during the training and will be addressed during the training of chief invigilators.

CHALLENGES AND MITIGATION

CHALLENGES	MITIGATION STRATEGIES
<ul style="list-style-type: none">• Loadshedding during the writing of CAT and IT	<ul style="list-style-type: none">• Districts and centres will be advised to have backup generators.• Loadshedding schedules will be closely monitored and writing times can be rescheduled and permission will be requested from DBE.
<ul style="list-style-type: none">• Extreme weather conditions e.g. flooding	<ul style="list-style-type: none">• This cases will be handled as they are reported by districts and centres.• Assistance by PROVJOINT when required.

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CHALLENGES AND MITIGATION

CHALLENGES	MITIGATION STRATEGIES
<ul style="list-style-type: none">• Shortage of vehicles for delivery of question papers to designated centres.	<ul style="list-style-type: none">- Audit of vehicles will be done in all districts and a memo to district directors will be issued to address the issue.- The PED will assist the district with at least one additional vehicle.

IRREGULARITIES CHALLENGES AND MITIGATION

CHALLENGES	MITIGATION STRATEGIES
<ul style="list-style-type: none">• Network challenges leading to late submission of reports	<ul style="list-style-type: none">• Districts report telephonically.
<ul style="list-style-type: none">• Candidates not availing themselves for hearings	<ul style="list-style-type: none">• Candidates are given a second chance. Failure to attend then leads to them sanctioned in absentia on the available evidence.
<ul style="list-style-type: none">• No cooperation by parents for implicated candidates.	<ul style="list-style-type: none">• Advocacy to communities on how irregularities affect the candidates
<ul style="list-style-type: none">• Threats from communities to officials that deal with irregularities	<ul style="list-style-type: none">• Appointment of private presiding officers.

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ENSURING EFFICIENCY IN THE MARKING OF ALL LEARNER'S SCRIPTS

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THE RECRUITMENT PROCESS OF MARKERS

- Assessment instruction No 21 was issued in April 2023 inviting the educators to apply on-line as markers
- Verification process was done at all levels i.e., school district and province. This process is checking that the educators are meeting the PAM requirements.
- Selection process took place as follows:
 - Small and few medium enrolment subjects: MMELI: 2 to 4 August 2023.
 - Medium and few big enrolment subjects: St Johns College in Mthatha: 15 to 18 August 2023

THE RECRUITMENT PROCESS OF MARKERS

- Big and few small enrolment subjects: Cillie High School in Gqeberha; 22 to 25 August 2023.
- List of the recommended markers has been sent to Umalusi and DBE for auditing, but the final audit will be held on the 2 - 3 October by both.
- Last leg of verification will be done after the outcome of Umalusi and DBE by HR and salaries (SGBs, teachers on leave, deceased, promoted, etc).
- 6580 markers will be appointed for marking Grade 12 in 2023.
- All the processes were followed, and selection ethics were observed & endorsed by social partners.

THE RECRUITMENT PROCESS OF MARKERS

- **Shortlisting of Examination Assistants**
- Assessment Instruction No 26 was issued in May 2023 for the recruitment of Examination Assistants /online applications.
- Shortlisting was done by the district with marking centres on the 1 to 11 August 2023 and social partners were involved in the process.
- 13353 applied, +- 9000 shortlisted and informed via emails about the date and time for the online test.
- Shortlisted candidates wrote online test on the 9 September 2023.
- 7376 candidates wrote the test, results were sorted and ranked in the following way: marking centre, results and alphabetically.
- 1835 Examination Assistants will be appointed for Dec 2023 marking.
- Allocation per marking centre is progressing.
- Successful EA's will be notified 1st week of November 2023.

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SHARPENING THE SPEARS

Training of Chief Markers and Internal Moderators

- Training of chief markers and moderators took place at Cillie HS on the 28 to 29 September 2023.
- EA' s will be trained at the marking centres before they assume their duties by the script control officers and chief markers in accordance with their allocation of duty.
- The sub-directorate will ensure the safety and accountability for all the written scripts and marksheets to and from the writing centres, districts and storage depot.
- Training of chief invigilators and invigilators will be held in October 2023 through collaboration with policy unit and script control manual shall be mediated accordingly.

SHARPENING THE SPEARS

- Training for the provincial monitors and district officials has been done on script control procedures.
- Training of district scripts controllers will be held on the 5 to 6 October 2023.
- The sub-directorate developed a manual on how to handle, control and manage scripts from school, district, provincial depot, marking centres and back to the depot. It will be printed and distributed at all levels and soft copy will be emailed as well.

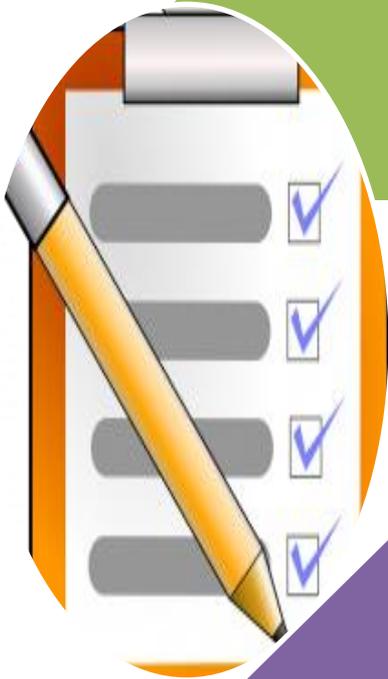
SHARPENING THE SPEARS

Evaluation of Marking Centres

- All the 26 marking centres are gazetted for Dec 2023 marking have been evaluated between April and July 2023 and are ready.
- Final visits have been done to Phandulwazi Agricultural High School and Vukuzenzele Special School in September 2023. However, Phandulwazi AHS shall not be a marking centre for 2023.

SHARPENING THE SPEARS

All District Exam Officials shall be trained on Script Control on 5-6 October 2023



Scripts must be accurately controlled and accounted on daily basis by the centres and district exam officials.

MARKING – SCOPE AND SIZE

25 Marking centres will be utilized for the marking in 2023. MARKING CENTRES OPEN 4 December 2023

The appointment process of 6580 Markers are in the final stage. It was an online application and appointment process for the first time in EC.

The appointment process of 1 835 Examination Assistants are in progress. Shortlisted candidates will write online test.

Actual marking will be from 07 -21 December 2023

ATTENDANCE OF NATIONAL MARKING STANDARDISATION MEETINGS

- ❑ DBE marking standardization meeting will be (hybrid) held at DBE (face to face) 10 subjects and the rest virtual, where CMs/IMs will be accommodated centrally at head office and interact with DBE panels through MS Teams. This is driven by the insufficient funds and cost containment.
- ❑ Submission for flights, shuttle and accommodation is underway, waiting for the final examination instruction from DBE with final dates (MSM schedule).
- ❑ Submission for the extension of generator progressing.
- ❑ Marking centres will open on the 4 to 21 December 2023. All the scripts will be back to the depot by the 22 December 2023 as per the plan the plan.
- ❑ Actual marking starts on the 7 to 20 December 2023.
- ❑ The first group of chief markers and internal moderators will submit their standardization reports on the 18 December the last group 20 Dec 2023, in essence (18-20 Dec 2023).

ALLOCATION OF MARKING CENTRE PERSONNEL

- ❑ Each subject will have a Chief marker and a Moderator
- ❑ Each marking centre will have a Centre Manager, Irregularity Officer, Script Control Officer, Claims Officer, 2 Admin Officer and 10 drivers servicing various centres.
- ❑ 166 officials will be accommodated.
- ❑ Allocation of marking centre management teams will be finalized between 9 to 13 October 2023 by all the sections affected.
- ❑ The sub-directorate is planning to finalize marking centre contracts by 15 October 2023 and thereafter finalize the submission of transfer of funds.
- ❑ Management plan for the sub-directorate is indicating that the signing of marking centre service level agreements will take place on the last week of October 2023, but this will depend on the finalization of accommodation for admin staff by Chief Directorate management.

MARKING CENTRES

1	Adelaide Gymnasium	13	Vukuzenzele Special School
2	Aliwal North High	14	Queenstown Girls
3	Byletts Combined School	15	Sive Special School
4	Collegiate High School	16	St Johns College
5	Cradock High School	17	Strelitzia High
6	Daniel Pienaar THS	18	Stutterheim High School
7	Gill College High Schools	19	Union High School
8	Grens High School	20	Middleburg High School
9	Khanyisa High School	21	Mthatha High School
10	Mvenyane Senior Secondary School	22	Burgersdorp High school
11	Nico Malan High School	23	Nyanga High Schools
12	Paul Sauer High	24	Clarkebury Agric School
		25	Graeme College



CHALLENGES – MARKING PROCESSES

CHALLENGES	MITIGATION STRATEGIES
<p>(a) Shortage of markers for English HL P1, P2 & P3, Afrikaans HL P1, P2 & P3 and Afrikaans FAL P1, P2 & P3</p>	<p>Recruitment/Head-hunting finalized on Friday the 22 September 2023. Application forms are submitted to HR for verification. If there are shortages, staggered approach will be implemented more especially with English HL or 1 hour will be added in the morning from day 3 of marking i.e 7:00 to 8:00.</p>
<p>(a) Shortage of few markers for the following subjects:</p> <ul style="list-style-type: none">• History P1 & P2,• IsiXhosa HL P1, P2 & P3	<p>Addition of 1 hour per day from the 4th day of marking until the last date of marking. The markers will start at 7:00 instead of 8:00 in the morning only.</p>
<ul style="list-style-type: none">• Load shedding may affect marking if the levels are still high more especially the centre that will open latter due to late Marking Standardization Meetings by DBE	<p>Most marking centres are having generators but those without, the Chief Directorate has approached Infrastructure Chief Directorate to assist.</p>

PLAN TO PROCESS PAYMENTS FOR PERSONNEL WHO PERFORMED EXAMINATION RELATED WORK

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PREPATORY WORK IN LINE WITH PAYMENT COMPLIANCE

The Examination Administration Unit shall facilitate the following:

- District readiness checklists (storage, cameras, safes etc) will be sent to Districts on 2 October 2023;
- Deployment of security guards will be requested from auxiliary services once the submission is approved;
- Payments for contracted and non-contracted service providers is ongoing;
- Payment of 90% to marking centres will be done once the approved submission is received;
- 25 Vehicles for monitoring and marking centres will be requested by Transport section from the Govt Garage once the submission is approved;
- Procurement for memo discussions will be done once the approved submission has been received.

- Invigilator appointment package (assumption of duty forms, bank form and attendance register) will be emailed to Districts from 02-16 October 2023;
- Overtime for both Districts and head office will be paid after each month worked except for November and December that will be paid at the pay points;
- Deployment to marking centres will be done on Thursday, 16-13 October 2023;
- Training of district claims officials will be done in November 2023, using a cluster approach;
- Training manual review is in its final stages;
- A web-based claims programme is in place.

PREPARATORY WORK IN LINE WITH PAYMENT COMPLIANCE

CATEGORY	PAYMENT PERIOD	RESPONSIBILITY	AREA OF PAYMENT
820 Invigilators	Nov 2023-January 2024	Exams, HRA, ICU and Salaries	H/O and Paypoint
95 Monitors	Nov 2023-January 2024	Exams, HRA, ICU and Salaries	H/O and Paypoint
6 580 Markers	Dec 2023-January 2024	Exams, HRA, ICU and Salaries	Paypoint
EAs	Dec 2023-January 2024	Exams, HRA, ICU and Salaries	Paypoint
Overtime	Oct 2023-March 2024	Exams, HRA, ICU and Salaries	Head Office

- **The timeous payment of the above categories will depend on the run dates, as determined by Treasury**
- **Regular planning sessions with sister directorates are progressing well.**

PREPATORY WORK – PRELUDE TO EFFICIENCY

PE PAYPOINT

CENTRE NAME	NO OF MARKERS	NO OF EAS
COLLEGIATE	183	64
KHANYISA	157	49
PAUL SAUER	231	66
STRELITZIA	353	88
GREAME COLLEGE	308	84
NICO MALAN	164	49
DANIEL PIENAAR	389	99
VOLKSKOOL	412	105
GILL COLLEGE	262	72
TOTAL	2459	676

MTHATHA PAYPOINT

CENTRE NAME	NO OF MARKERS	NO OF EAS
VUKUZENZELE	262	72
SIVE	126	41
ST JOHNS	299	79
MVENYANE	169	54
MTHATHA	299	79
CLARKBURY	231	58
NYANGA	126	41
TOTAL	1512	424

EL PAYPOINT

CENTER NAME	NO OF MARKERS	NO OF EAS
GRENS	283	79
STUTTERHEIM	142	49
PHANDULWAZI	175	55
BYLETTS	302	74
ADELAIDE	244	68
TOTAL	1146	325

QUEENSTOWN PAY POINT

CENTRE NAME	NO OF MARKERS	NO OF EAS
BURGERSDORP	244	65
CRADOCK	225	65
QUEENSTOWN	401	103
ALIWAL NORTH	349	89
MIDDELBURG	244	88
TOTAL	1463	410

DEPARTMENT AT WORK

Results will be released by the Minister on 19 January 2023

The release of results function will be on 20 Jan 2023

The Province will release the results on 20 January 2023.



GENERAL RISKS & MITIGATION STRATEGIES

GENERAL RISKS	MITIGATION STRATEGIES
<ul style="list-style-type: none"> • Load shedding 	<p>Support from Eskom and Municipalities during examinations.</p>
<ul style="list-style-type: none"> • Community Protests 	<p>Prov- Joints to support .</p>
<ul style="list-style-type: none"> • Imminent budget cuts 	<p>Appeal for the Protection of the funds for the administration of NSC Public Examinations by DBE, Treasury and the Department.</p>
<ul style="list-style-type: none"> • Financial Constrains 	<p>The static and crumbling examination infrastructure due to lack of or poor maintenance due to budget constraints pose a security threat.</p>
<ul style="list-style-type: none"> • Incorrect Subject combinations- Maths Lit + Physical Sciences – 21 cases Cluster A; 38 cases in Cluster B – Total PED - 59 	<p>The PED to apply for concession from the Minister.</p>
<ul style="list-style-type: none"> • Candidates with no IDs 	<p>Schools and parents urgently link with Department of Home Affairs and Social Workers to assist.</p>
<ul style="list-style-type: none"> • Inclement weather 	<p>Emergency services at all levels alerted through Prov- Joint and Provincial Govt. Inter-departmental Structures</p>

SUPPORT REQUIRED

- Ensure uninterrupted Electricity supply
- Improve connectivity in all districts/Head Office
- Assist the learners and teachers to reach school for writing during community protest and inclement weather.
- Support of all sister Directorates in the smooth administration of examinations.
- Inter-government structures to support when faced by any natural calamity.
- Strengthen the awareness to parents, learners and stakeholders on the consequences involvement by candidates in any form of examination mal-practices-advocacy – churches, community structures etc



CERTIFICATION ISSUES

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CERTIFICATION PROCESSES

- Certification datasets will be sent to Umalusi after approval of results and after registration of Remark/Recheck applications.
- Bulk certificates are received from Umalusi, updated on the system and distributed to Districts using schedules.
- Individual subject certificates are also distributed to relevant Districts.
- After Umalusi has certified the candidates, combinations of PT candidates are processed.
- New machines have been installed in 12 Districts for printing certification related documents.

CERTIFICATION CHALLENGES & MITIGATION

CHALLENGES	MITIGATION STRATEGIES
<ul style="list-style-type: none">• Loadshedding and connectivity	<ul style="list-style-type: none">• Sourcing of Wi-Fi routers
<ul style="list-style-type: none">• Uncertified records	<ul style="list-style-type: none">• Sita to train Provincial officials on how to attend to QA data challenges
<ul style="list-style-type: none">• Non availability of some historical records	<ul style="list-style-type: none">• DBE intervention

PROVIDING FEEDBACK TO THE SCHOOLING SYSTEM

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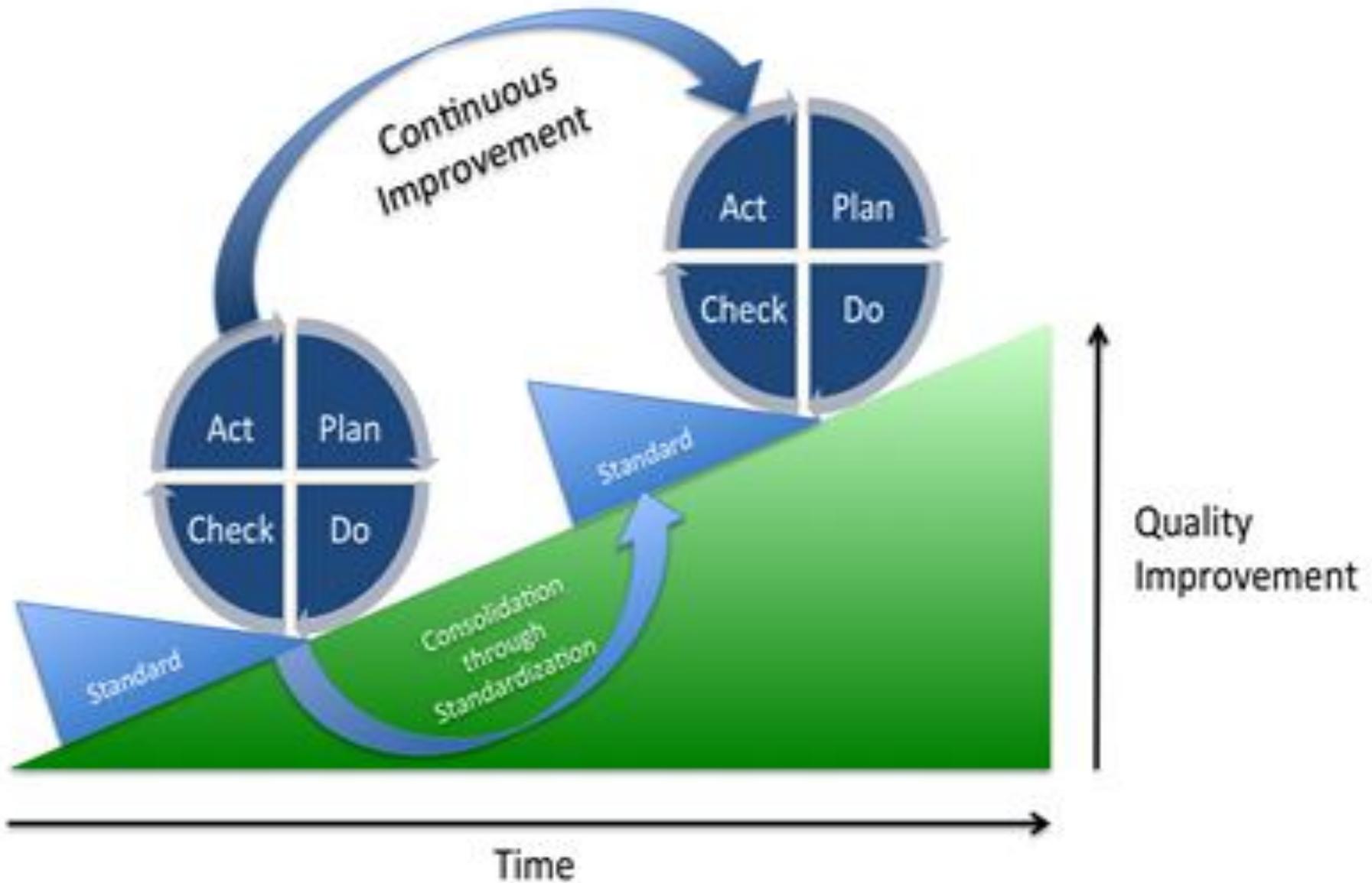
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FEEDBACK TO THE SYSTEM

- Chief Markers and Marking Moderators shall compile diagnostic reports which will then be printed and sent to all schools through district offices.
- These reports are a feedback loop to the schooling system and inform remediation strategies.
- Teachers will utilize these reports to develop their subject improvement plans, subject advisors also develop their intervention plans and support required by teachers working collaboratively with Teacher Development Chief Directorate.
- Top achiever's scripts may be made available to learners as a motivation and how to respond to / approach questions.
- SBA reports are also sent to schools for mediation to educators on the quality of tasks, marking and moderation.
- Markers who participate in marking processes in various centres become a resource in their respective schools and districts in sharing marking experience as part of developing other teachers.

IMPROVEMENT MODEL



CONCLUSION

Dear Past,
thank you for
all the lessons.

Dear Future,
I am ready!!!

The desire to conduct, manage and administer a credible examinations is a never-ending battle. As examination authorities we continually monitor our security procedures.

We shall continue to frequently carry out random unannounced visits to examination sites.

Daunting as this task may be, failure to address the threats posed by malpractice in examinations, whatever their origin, is likely to have very serious negative consequences for the student selection and certification process, for teacher behaviour, for the quality of student learning, and, in some instances, for the perceived effectiveness of the Department of Education. Examination malpractice “is no more justifiable than telling a sick patient that he is well and then sending him on his way” (Cizek 2001). We are ready for 2023.