

NASCA CONDUCT OF EXAMS REGULATIONS



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

DRAFT NATIONAL POLICY 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 (NQF)

Draft National Policy 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 (NQF)

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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 policy document and will have the same meaning, unless specifically indicated in this text.

Act of dishonesty: means 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.

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 of omission or commission.

Assessment: means 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 or registered 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 candidate 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. A public or private college, learning institution, Correctional Services or AET Centres may enroll candidates on the National Senior Certificate for Adults.

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

Examination: is a component of the assessment process and refers to the summative assessment process which candidates write at the end of the academic year.

Educators: 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: all processes involved in the conduct of an examination sitting commencing with the registration of centres and candidates and other preparatory phases culminating in the release of results for that examination sitting.

Examination Sitting: is the examination writing session conducted each year.

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.

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 to assist the Chief Invigilator in the conduct 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 or 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 a script.

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 with the responsibility to conduct, administer and manage the National Senior Certificate for Adults examinations.

National Senior Certificate for Adults: 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, *National Senior Certificate for Adults: A Qualification at Level 4 on 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.

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)*.

Site-Based Assessment: refers to the assessment tasks administered by the educator 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, *National Senior Certificate for Adults: A Qualification at Level 4 on 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, *National Senior Certificate for Adults: A Qualification at Level 4 on 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 (Act No. 58 of 2001)*.

CHAPTER 1

INTRODUCTION

1. General

- (1) The *National Policy 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 National Qualifications Framework (NQF)*.
- (2) The *National Policy on the Conduct, Administration and Management of Assessment for the National Senior Certificate for Adults* provides a legal framework for the implementation of the policy for the *National Senior Certificate for Adults: A Qualification at Level 4 on the National Qualifications Framework (NQF)*.
- (3) This policy is 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, 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.
- (3) Each written examination must be designed to address the subject outcomes, learning outcomes, assessment standards, content competencies, skills, values and attitudes of the subject and to provide candidates, educators 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) Department of Higher Education and Training;
 - (d) Public and private Technical and Vocational Education and Training Colleges;
 - (e) Higher Education South Africa (HESA);
 - (f) Public and private Community Education and Training Centres; and
 - (g) 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 National Qualifications Framework (NQF)* 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 internal 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 Further 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 policy will be the *National Policy 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 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 to write 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.
- (2) The external examinations include the following requirements for all subjects:
 - (a) A written examination for all subjects, conducted by the Department of Higher Education and Training 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 National Qualifications Framework (NQF)*;
 - (b) The written examination mark will have a weighting of 100%;
 - (c) The written examination must be subjected to a moderation process put in place by the Department of Higher Education and Training; 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) The Department of Higher Education and Training as the national assessment body for NASCA must 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 for the NASCA qualification in accordance with national policy and directives.
- (2) Planning and preparations for the conduct of the external examination must commence at least 18 months prior to the scheduled examination date.
- (3) All examination and monitoring processes with respect to state of readiness to conduct examinations must 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) To enter an examination for the NASCA a candidate must register with a registered institution on or before 15 January each year.
- (2) The deadline for the registration of candidates with the Department of Higher Education and Training will be 15 February of the year of the examination.
- (3) 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.
- (4) The Department of Higher Education and Training will institute a process to manage unregistered candidates.
- (5) Entry forms for candidates must be made available by the Department of Higher Education and Training on or before 15 January of each year.

11. Registration and De-registration of Examination Centres

- (1) All sites offering the NASCA examinations must be registered with the Department of Higher Education and Training as examination centres.
- (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 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 examination centres is subject to review by the Department of Education every three years.
- (6) 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 examination centres.

12. Fees

- (1) The Director-General shall determine fees for:
 - (a) Registration of centres and candidates;
 - (b) Re-marking and re-checking of answer scripts;
 - (c) Re-issue of statements of results; and
 - (d) Any other administrative process related to examinations.

Language Medium

- (1) Question papers will be set in the language of instruction.
 - (2) Language questions papers will be set in the applicable language.
-
- (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 30 June 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 15 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 mid-year 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 examination 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 policy stipulated in this document.
- (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 Exam

- (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) Standardisation of external examination marks is done by the quality assessor in conjunction with the assessment body based on directives provided by the quality assessor.
- (3) The release of results is subjected to the approval of Umalusi 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 National Qualifications Framework (NQF)*, a candidate will be issued with a NASCA certificate by the quality assessor.
- (6) On partial fulfillment of the requirements stipulated in Paragraph 9 of the *Policy for the National Senior Certificate for Adults: A Qualification at Level 4 on the National Qualifications Framework (NQF)*, a candidate will be issued a NASCA subject certificate by the quality assessor.

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.
- (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 the mid-year examination sitting 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 by the quality assessor.

19. Printing and Distribution

- (1) The Department of Higher Education and Training will determine the printing, packing and distribution mechanisms best suited for the conduct of NASCA examinations.

CHAPTER 5

CONDUCT OF THE EXAMINATION

- (1) The Head of the institution or examination centre shall be deemed the Chief Invigilator for the NASCA examination and the Department of Higher Education and Training 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) The Department of Higher Education and Training 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 and mark sheets 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) The Department of Higher Education and Training 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 the Department of Higher Education and Training and monitoring by the quality assessor.

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

- (1) To ensure the credibility and integrity of computer-based examinations, the Department of Higher Education and Training 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 the Department of Higher Education and Training to develop and implement directives for monitoring.
- (2) The monitoring must 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.

CHAPTER 6

THE MARKING PROCESS

23. Marking centre management and marking

- (1) The Department of Higher Education and Training 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) The Department of Higher Education and Training 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) The Department of Higher Education and Training will provide directives and responsibilities for marking centre management teams and marking teams. All marking 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 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 must be taken by the Department of Higher Education and Training to ensure a common standard of marking.
- (10) Both the marking 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 management team will provide leadership and oversight of the marking process at a marking centre. The marking teams will engage primarily in the marking of answer scripts and be responsible for the compilation of marking reports.

- (12) The Department of Higher Education and Training 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 and oversight by the Department of Higher Education and Training and monitoring by the quality assessor.

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 the Department of Higher Education and Training.
- (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. The Department of Higher Education and Training 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 the Department of Higher Education and Training.

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 examination data. The Director-General approves access to 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) The assessment body must keep all answer examination scripts and other examination related documentation, for at least six months from the date of release of examination results.
- (4) The assessment body 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) The assessment body must submit approved candidate records for certification to Umalusi subject to the directives issued by Umalusi.
- (2) The assessment body must thereafter immediately transfer the certification records to the historical certification records section of the examinations information technology (IT) system.
- (3) The assessment body 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) The assessment body must ensure stringent security measures during the storage, management and retrieval of all examination data and queries thereof.

27. Security and Confidentiality

- (1) The assessment body 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 the assessment body. The assessment body 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 will 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.
- (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.

31. Release of results under investigation

- (1) The assessment body must ensure that irregularities are finalised 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 finalised before the release of the results, the results of these candidates must be withheld pending further investigation.