



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS, ASSESSMENT AND MEASUREMENT

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TO: EXAMINATION CENTRES
CAMPUS MANAGERS
PRINCIPALS OF FET PUBLIC AND PRIVATE COLLEGES
SOUTH AFRICAN COLLEGE PRINCIPALS' ORGANISATION (SACPO)
FET COLLEGES ADVISORY COMMITTEE (ADCOM)
UMALUSI

MEMORANDUM 20 OF 2009

REPORTING ON THE CONDUCT OF THE NOVEMBER 2009 FET COLLEGE EXAMINATIONS

Dear Colleagues

Please note the following:

1. The reporting of all examination irregularities is mandatory, irrespective of the nature and degree of seriousness, to the Department of Education.
2. All irregularities must be included in the Daily Report submitted to the Department of Education. A comprehensive report is to follow three days after the occurrence of an irregularity, providing more details which were not available at the time when the irregularity was initially reported.
3. The Daily Report must cover the subjects written in the previous afternoon session and the morning session.
4. College head offices need to collect reports from their respective campuses, complete all sections of the attached daily report and fax it to Ms M Malherbe on the fax number (012) 328 2037 by 14:00 every day.
5. Irregularities of a serious nature where the security of a question paper has been breached or the wrong question paper has been opened must be reported immediately to the Director: Ms N Pote on the telephone number (012) 312 5861/4. It is the responsibility of college head offices to ensure that such irregularities do not occur.

Should you have any queries, kindly contact Mr O Neluheni on the telephone number (012) 312 5807.

Kind regards

A handwritten signature in blue ink, appearing to be 'N POTE', with a stylized, cursive script.

N POTE

DIRECTOR: FET EXAMINATIONS AND ASSESSMENT (COLLEGES AND ABET)

DATE: 26 October 2009



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

DATE: ____ / ____ / 2009

TO: Ms M Malherbe

FAX: (012) 328 2037

NUMBER OF PAGES: ____

DAILY REPORT: CONDUCT OF THE FET COLLEGE EXAMINATIONS – NOVEMBER 2009

1.	COLLEGE:			
2.	DATE/S OF EXAMINATIONS:			
3.	SUBJECT/S WRITTEN:		PREVIOUS AFTERNOON	MORNING
		3.1		
		3.2		
		3.3		
		3.4		
		3.5		
		3.6		
		3.7		
		3.8		
		3.9		
		3.10		

4. REPORT ON THE CONDUCT OF THE EXAMINATIONS

YES	NO

4.1 Were there any irregularities encountered in the conduct of the examinations?

4.2 If YES, fill in the details on the table provided below.

Number of centres at which irregularities occurred:	
Number of subjects in which irregularities occurred:	
Number of irregularities reported:	

4.3 Provide the details of the centres, subjects, nature of irregularities and action taken with regard to the information provided in 4.2.

NAMES OF CENTRES AT WHICH IRREGULARITIES OCCURRED		NAMES OF SUBJECTS IN WHICH IRREGULARITIES OCCURRED PER CENTRE		NUMBER AND NATURE OF IRREGULARITIES REPORTED PER CENTRE		ACTION TAKEN	
1		1		1		1	
2		2		2		2	
3		3		3		3	
4		4		4		4	

5		5		5		5	
6		6		6		6	
7		7		7		7	
8		8		8		8	
9		9		9		9	
10		10		10		10	

5. RESPONSIBLE OFFICIAL

NAME OF OFFICIAL: _____

SIGNATURE: _____

DESIGNATION: _____

DATE: _____