



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

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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
UMALUSI

MEMORANDUM 18 OF 2010

This Memorandum replaces *Examination Instruction 13 of 2003*.

DEVIATION FROM OFFICIAL STARTING TIMES

Chief Invigilators conducting examinations in colleges, private institutions and prisons may not deviate from the starting times printed on the examinations timetable, other than under the conditions outlined below. In the event of deviations from the stipulated starting time, the invigilator must allow only the specified time for each examination paper and no more, except where particular candidates have been granted extra time by concession as approved by the Department.

1. Procedure for dealing with timetable clashes involving two examinations:

- a. Where a college has candidates involved in a timetable clash, i.e. where the candidates are required to write two examinations at the same time, the Head of the Institution must notify the Chief Directorate: National Examinations and Assessment of the clash and provide the examination centre number of the campus and the subjects and papers involved. This should be done at least 14 days before the commencement of the Report 190/1 examinations timetable and 30 days before the commencement of the NC (V) examinations timetable.
- b. In the event of a clash on the timetable, the subject with more candidates must be written first and at the set time according to the examinations timetable.
 - (i) At the end of the session, the affected candidates must be separated immediately from the other candidates and granted an opportunity to rest for 30 minutes, but under close supervision of an invigilator during this period.
 - (ii) The candidates writing in the next session must under no circumstance be granted access to any kind of telephone or be allowed to make contact with other candidates or subject lecturers.

2. Procedure for dealing with computer related subjects requiring consecutive sessions

- a. Where a college requires that the examination in a computer related subject be conducted in more than one session, i.e. where there are too many candidates to sit for the examination in one session, the Head of the Institution should request approval in writing from the Chief Directorate: National Examinations and Assessment to conduct the examination in consecutive sessions. This should be done at least 14 days before the commencement of the Report 190/1 examinations timetable and 30 days before the commencement of the NC (V) examinations timetable.
- b. In the event of a computer related subject having to be conducted in consecutive sessions, the first session must start at the time printed on the examination timetable.
 - (i) The responsible subject lecturer must divide the candidates into two groups and inform the candidates of which session they will be writing in at least 7 days before the paper is written.
 - (ii) Group 1 will complete the examination in the first session and Group 2 in the second session.
 - (iii) Candidates in Group 2 must meet at least 10 minutes before the end of the first session. They should be escorted to the computer room before the start of the second session.
 - (iv) No candidate may leave the examination room before the end of the examination session.
 - (v) No contact between the two groups during either of the two sessions is permitted.

In the event of other challenges being experienced with the official starting times, the Head of the Institution must notify the Chief Directorate: National Examinations and Assessment of the challenge and provide an indication of how the situation will be managed at the College. The proposal may not be implemented unless it has been approved in writing by the Department.

All submissions and queries should be forwarded to Mr MP Mativandlela on the email address mativandlela.p@dhet.gov.za within the timeframes stipulated above before the commencement of the examinations timetable. The Department will thereafter issue approval in writing.

Kind regards



Mrs EM Malindi

Director: Examination Administration Support & IT System Administration

Date: 5/10/2010



Ms Nadine Pote

Director: Examinations and Assessment (Colleges & ABET)

Date: 05 October 2010