



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

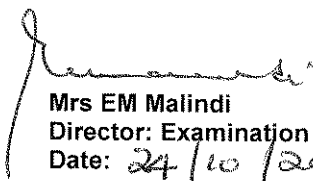
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SOUTH AFRICAN COLLEGE PRINCIPALS' ORGANISATION (SACPO)
FET COLLEGES ADVISORY COMMITTEE
UMALUSI

MEMORANDUM 27 OF 2012: NEW METHOD OF PACKING FET COLLEGE EXAMINATION QUESTION PAPERS

- 1 As you are aware the DHET seals examination question papers in black / dark green tamper proof plastic bags. On receipt at examination centres, the campus manager and examination officer check the consignment against the accompanying control sheet to ensure that all question papers had been received.
- 2 These tamperproof bags are then sorted and stored in the centre's strong room / safe. This process is in most centre's a huge task as many bags are received and takes time and careful checking.
- 3 To assist examination centre's with this task and to enhance security a **new outer plastic bag** has been introduced. This bag is known as the outer bag as it will contain **the black / dark green tamper proof bags (now known as inner bags)**. The outer bag's main purpose is to group together all question papers written on the same date and time (**now known as the examination session**), thus making it simpler for centre's to check, store and identify a particular group of question papers.
- 4 These outer bags will be identified on the outside of the bag with the examination date and time. The number of inner bags required for a particular date and time at a centre will determine the number of outer bags. This is also indicated on the outside of the outer bag. As all the inner bags for a particular examination session are to be opened at the same time, a variety of question paper may be sealed in an outer bag.
- 5 **PLEASE NOTE THAT THE OUTER BAG MAY NOT BE OPENED DURING THE CHECKING PROCESS.** As in the case of the inner bags the outer bag may only be opened in the examination venue in front of the candidates.
- 6 The accompanying control list has also been amended to coincide with the examination time table. After each examination session on the control list the number of outer bags will be indicated as well as in which box these outer bags are placed.
- 7 This new packing method has been used during the packing of question papers for the November 2012 Report 191 (Business and Engineering Studies) examinations.


Mrs EM Malindi
Director: Examination Management & Monitoring

Date: 24/10/2012