



higher education

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS, ASSESSMENT AND MEASUREMENT

Private Bag X110, Pretoria, 0001, South Africa, 222 Struben Street, PRETORIA,
0002. Tel: +27 12 3573894, Fax: 012 328 2026 <http://www.education.gov.za>

Enquiries: KE Moroke
Tel: 0123573984
E-mail: moroke.k@dhet.gov.za

TO: MARKING CENTRE MANAGERS
DEPUTY MARKING CENTRES MANAGERS
CHIEF MARKERS
DEPUTY CHIEF MARKERS
MODERATORS
MARKERS

MEMORANDUM 28 OF 2012

REPORTING AND SUBMISSION OF EXAMINATION IRREGULARITIES TO DHET

According to UMALUSI's "Directives for reporting of irregularities of August 2005, the Chief Directorate: National Examinations and Assessment, (CD: NEA) has the responsibility to ensure that all examination irregularities are reported before the results are approved for publication.

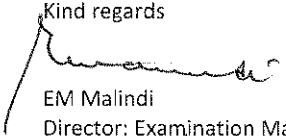
In view of this, all irregularities detected by Markers should be submitted to the department as soon as possible.

In order to achieve this, the following procedures should be applied after the answer books have been marked and subjected to all the marking processes.

1. Examination centres send scripts with "Irregularities" detected during the writing phase. These need to be marked and dispatched urgently.
2. All irregularities detected by Markers should be analysed per question and a detailed report submitted.
3. After marking each batch, the Chief Marker should ensure that each answer book with suspected irregularities together with copies of the Mark Sheets are dispatched immediately to the Department. This should be addressed for the attention of MR J NKABINDE, 222 Struben Street, Second Floor: Workstation 956, PRETORIA 0001.
4. The same answer books should be separated with coloured paper, clearly marked "IRREGULARITY" and placed together with the whole batch of other answer books.

Please ensure that the information is communicated to all concerned.

Kind regards


EM Malindi

Director: Examination Management and Monitoring

Date: 29/10/2012