



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: NATIONAL EXAMINATIONS AND ASSESSMENT

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TO: REGIONAL OFFICIALS: DHET
PRINCIPALS: PUBLIC TVET, CET AND PRIVATE COLLEGES
CAMPUS/ CENTRE MANAGERS
DEPUTY PRINCIPALS
EXAMINATION OFFICERS

MEMORANDUM TE36 OF 2023 – EXAMINATION INSTRUCTIONS OCTOBER 2023

In accordance with the *National Policy Pertaining to the Conduct of Examination and Management of the Examinations of Colleges Established, Declared or Registered in terms of the Continuing Education and Training Act, 2006 (ACT No.16 of 2006)*), which provides and prescribes the functions of the Chief Directorate: National Examinations (CD: NEA), Examination officials, Chief Invigilators and Invigilators should be trained in the correct procedures and processes of conducting the national examinations to:

- Promote the integrity of the external assessments (examinations);
- Improve the quality and quantity of audits at examination centres;

The Examination Instructions 2023 (updated October 2023) assist all colleges to conduct the examinations with integrity and credibility, in a safe and conducive environment so that the standard of the examinations at all Colleges is upheld. These instructions should be utilised in the training of all examination officials and invigilators at the examination centres.

Please take note of the following new inclusions and amendments to mention a few:

- ❖ The inclusion of General Education and Training Certificate: Adult Basic Education and Training (GETC: ABET) processes and procedures where applicable
- ❖ Inclusion of a new section to explain concessions for alternative venue utilisation
- ❖ Annexures AF to AJ, which pertain to the documents necessary in maintaining the integrity of the examinations, including annexures necessary for the invigilators' file mentioned on pages 19-20
- ❖ There are also a few changes to the official DHET staff, included in Annexure Z.

These Examination Instructions are mandatory and all officials involved in the conduct, monitoring and processing of the examinations are expected to abide by all the instructions prescribed therein.

Ms VM Tshetlo.....
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Chief Director: National Examinations and Assessment

Date: 10 -10 -2023.....