



Enquiries: W van Rooyen

Reference no.: 12/2/3/2

09 October 2019

**TO: DIRECTOR: SECONDARY SCHOOLS CURRICULUM  
DIRECTORS: DISTRICT OFFICES  
CHIEF EDUCATION SPECIALISTS: SECONDARY SCHOOLS CURRICULUM  
DISTRICT CHIEF EDUCATION SPECIALIST CURRICULUM  
CIRCUIT MANAGERS  
EXAMINATION OFFICIALS: DISTRICT OFFICES  
PRINCIPALS OF SECONDARY SCHOOLS  
UNIONS**

**IM 36 of 2019**

**COMMITMENT AGREEMENT RELATING TO THE 2019 NATIONAL SENIOR CERTIFICATE EXAMINATION**

1. All schools will be participating in the Pledge Signing Ceremony on 11 October 2019, to conscientise learners against committing irregularities. In addition to the, Pledge Signing, learners and parents are required to sign a Commitment Agreement, which provides a detailed list of the key rules and regulations relating to the NSC examination.
2. The original Commitment agreement should be kept until after the writing of May/June examinations. A copy should be handed over to the candidate, while an original is kept at the school.
3. Kindly bring the information to the attention of all role players.
4. For any enquiries contact Mr W van Rooyen, Tel: 051 404 8380.

Your cooperation will be highly appreciated.

  
MR TK BASJAN  
DIRECTOR

DATE: 9/10/2019



- (c) Parents and guardians must check and ensure the following:
  - (i) Dates and times when each paper is written.
  - (ii) Arrival at the examination centre in good time (at least 30 minutes before commencement time).
  - (iii) Ensure that the admission letter and the Identity Document are with them and they have all the necessary stationery for the paper.
  - (iv) Candidates are expected to be in their school uniform when writing the examination.

4. The candidates must note the following:

- (a) Candidates are bound in all matters relating to the examination to obey the instructions of the invigilator and the chief invigilator
- (b) Candidates are expected to respond to the questions in the question paper, on their own, without the assistance of their peers or educators. In cases where assistance is offered by an educator or invigilator, or a learner, it is the responsibility of the candidate to bring this to the attention of the chief invigilator. Failure to report such assistance, will result in the candidate being implicated.
- (c) It is therefore the responsibility of the candidate to report any information or rumour regarding examination irregularities to the invigilator/chief invigilator. Failure to do so will be considered to be collusion for which the candidate will be held accountable.
- (d) In cases where a candidate is forwarded, via email, sms, whatsapp or through any other electronic means, with a question paper, or part/s of a question paper and fails to report such an incident to the invigilator/chief invigilator, he/she will be regarded as being complicit.
- (e) Once in the examination room, the candidate, must ensure the following:
  - (i) No notes or any other material that is not allowed in the examination room is in his/her person. Being found in possession of any notes or material in the examination room is regarded as an act of misconduct.
  - (ii) No cell phones, or any other device is brought into the examination room. Any such device found in your possession, also constitutes an act of misconduct.
- (f) It is the responsibility of the candidate to check that they receive the paper and/or subject for which they are registered.
- (g) No examination answer book (or part of an answer book/answer sheet), whether used or unused, may be removed from the examination room. Should this occur, it will be considered an irregularity and the candidate will receive **NO** credit for the examination.

- (h) Should a candidate write the wrong subject or wrong language level (in the case of a language paper), this will be considered to be a technical irregularity and will lead to the candidate's results being blocked/ cancelled / delayed.
  - (i) Candidates are strongly advised not to use different styles of handwriting in their answer books, as the resulting investigation of this will delay the release of their results.
  - (j) The conduct of the candidate before, during and after the question paper is written is important. Disruptive and unruly behaviour will not be tolerated and the candidate could be barred from writing the examination.
  - (k) In the event a candidate is implicated in an examination irregularity, the parent/guardian and candidate must avail himself/ herself for a hearing as failure to do so will lead to further delays in the results of the candidate being released
  - (l) Only progressed learners are allowed to follow the multiple examination opportunity (MEO), option. Failure to comply with this rule, will lead to the candidates not being resulted.
5. The key types of irregularities that may occur during the examination are listed on the last page.
6. In the event that a candidate is found to have contravened any of the rules and regulations as specified above, the Department of Basic Education reserves the right to nullify the candidate's results and they could be barred from writing all examinations for a period of **one to three years** (as stipulated in the *Regulations in Gazette No. 31337 of August 2008*). Criminal prosecution could be imposed should it be found that a learner is involved in the leakage of any examination question paper or related act.
7. Disciplinary action will also be taken against officials who are involved in irregularities at their examination centres.

**DECLARATION BY PARENT/GUARDIAN**

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_  
state that I have read and understood the rules and regulations pertaining to the conduct of the National Senior Examination and the consequences should my child/ward contravene any of the regulations.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

**DECLARATION BY LEARNER**

I, \_\_\_\_\_  
(Full Name of Learner) Examination Number \_\_\_\_\_

state that I have read and understood the rules and regulations pertaining to the conduct of the National Senior Examination and the consequences should I contravene any of the regulations.

\_\_\_\_\_  
(Signature) Date \_\_\_\_\_

**Commissioned By School Principal (Ex Officio)**

I, \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_  
(Name of Principal) School \_\_\_\_\_

Attest that the above mentioned declaration has been signed in my presence on:

\_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_  
(Date) (Name of School)

\_\_\_\_\_  
(Signature) Date: \_\_\_\_\_

School Stamp

Commitment agreement should be kept until after the writing of supplementary examinations. A copy should be handed over to candidate, while an original is kept at the school.

### TYPES OF IRREGULARITIES THAT MAY OCCUR

NO	NATURE OF IRREGULARITY
1	Late coming (candidates will not be allowed to write if they arrive more than an hour after the commencement time and no extra time will be given to candidates who arrive late)
2	Unauthorised material brought into examination room (crib notes, cell phones, other electronic devices etc.)
3	Copying (from another person/any other source)
4	Allowing other Candidates to copy from you
5	Imposters (any other person writing on behalf of candidate/s)
6	Removing pages from the answer book or damaging the answer book (all rough work to be done in the answer book in pencil and put a line across and write "rough work")
7	Writing the incorrect examination number on answer book
8	Accepting answers from invigilators or any other official
9	Failure to submit the answer script and loose answer sheets to the invigilator at the end of the examination session
10	Drunk or under the influence of any illegal substance & disorderly behaviour by candidate
11	Any form of intimidation
12	Getting the question paper from another source prior to the stipulated writing date and time and distributing the question paper in hardcopy or electronically using social media (e.g. WhatsApp etc.)
13	Writing the examination outside the examination venue
14	Failure to check with the invigilator the correctness of the paper (number of pages, number of questions, duration of paper, errata-if any)
15	Any act or behaviour on the part of the candidate or any other person that will allow him/her to gain an unfair advantage during the writing of the examination
16	Failure to report any knowledge or possession of a leaked paper or by gaining direct or indirect access to a leaked paper