



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

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TO: HEADS OF EXAMINATIONS
HEADS OF CURRICULUM
PRINCIPALS (SECONDARY SCHOOLS)
SUBJECT ADVISORY SERVICES
TEACHER UNIONS
UMALUSI

CIRCULAR E35 OF 2018

PREPARATIONS FOR THE CONDUCT AND ADMINISTRATION OF SOUTH AFRICAN SIGN LANGUAGE HOME LANGUAGE (SASL HL) NOVEMBER 2018 EXAMINATIONS

1. In order to ensure that the first National Senior Certificate (NSC) examination in South African Sign Language Home Language (SASL HL) is conducted in a credible and reliable manner, the Department of Basic Education (DBE) requests all stakeholders to adhere to the procedures outlined in this circular.
2. The *Guidelines for the Implementation and Conduct of Examinations in South African Sign Language Home Language* is attached and all stakeholders also need to familiarise themselves with the contents thereof.
3. Prior to the preparatory examinations, each school was audited, as per **Annexure A** of the attached guideline. It was observed that gaps were identified by schools and the PEDs. Subsequently, PEDs were requested to address the challenges highlighted by the audit. Schools are requested to conduct a final check to ensure that the gaps have been addressed.
4. **Annexure C** of the attached guideline must be completed by the Head of Examinations in the PED and submitted to Mr C Thurston at Thurston.C@dbe.gov.za by no later than 19 October 2018. This annexure serves as a declaration by the PED that all challenges identified in the audit conducted in July 2018, prior to the preparatory examination, have been resolved.
5. The school principal/chief invigilator must verify that the software and hardware used for the SASL HL examination comply with the set Information Technology requirements.

6. PEDs must support schools offering SASL HL to acquire software licences where necessary.
7. TWO weeks prior to the examination:
 - a) Schools must ensure that all equipment needed for the examination is serviced and in working order.
 - b) Schools must provide evidence to the PED that equipment was tested and working properly. Schools must make provision for a backup system to cater for a possible equipment failure.
 - c) PEDs must provide schools with DVDs on which candidates' responses will be recorded.
 - d) Local authorities should be informed about the examination timetable at least TWO weeks prior to the examination to ensure that load shedding is not applied.
 - e) Provision must be made to ensure that candidates will be seated in chairs without armrests, because armrests interfere with the signing of responses.
8. ONE day prior to the examination
 - a) The examination venue must be prepared and all pictures, posters and all other material not part of the examination process must be removed.
 - b) The lighting in the examination venue must be conducive for examination conditions. This implies that
 - i) There are no windows in the background
 - ii) No light shines from the background of the recording space
 - iii) Lighting is consistent for the full duration of the examination
 - iv) No reflections that could cast shadows into the recording space
 - c) The school must ensure that they have backup power in case of power failure. All electronic equipment in respect of SASL HL at the examination centre should be inspected prior to the examination, e.g. electricity cables and wall connections must be in good working order.
 - d) ONE DAY before the examination, the folders and the documents on the DVD must be loaded on each candidate's computer.
 - e) The recycle bin on each computer must be cleaned.
9. **Procedures on the day of the examination**
 - 9.1 It is the responsibility of the chief invigilator to ensure the following:
 - a) TWO HOURS prior to the examination, the chief invigilator will receive the passwords to access the question papers on the DVDs. Therefore, he/she must be at the examination venue at 06:30.
 - b) Test all equipment TWO HOURS prior to the commencement of the examination session.
 - c) TWO HOURS prior to the examination: ensure that all examination material is loaded and accessible.
 - d) Open ALL files/folders of the question paper to ensure that candidates will be able to access the paper to be written on that day.
 - e) Each candidate must be issued with the printed cover sheet and answer script.
 - f) Each candidate must complete the required information on the cover sheet of the script.



- g) The scripts for SASL HL may be used for planning answers for all papers. These scripts must be handed in to the chief invigilator at the end of the session.
 - h) The chief invigilator must ensure that these scripts are also submitted to the PED together with candidates' recorded responses (DVDs). No written responses will be considered during the marking processes.
 - i) Immediately after the examination session the chief invigilator must ensure that a backup DVD of each candidate's responses is made and that the files/folders can be accessed.
 - j) Any problem with accessing the files/folders must be reported to the PED IMMEDIATELY.
 - k) Attendance registers and mark sheets must be completed and must accompany the DVDs. These DVDs must be packaged in a sealed bag which will be placed in the PED secure box/envelope/bag for transporting scripts.
10. During the examination the chief invigilator must ensure that:
- i) In addition to the invigilator, the SASL HL teacher and an IT technician are present to provide assistance if necessary.
 - ii) All invigilation requirements are adhered to. In particular, it must be ensured that the SASL HL teacher, invigilators and monitors may not cause any disturbance/interference during the recording of candidate's responses.
 - iii) Invigilators and monitors must be positioned in front of the candidates and may not move around during the recording of responses.
 - iv) All security processes are carried out under the supervision of the chief invigilator.
 - v) The correct procedures are followed in case of a power failure.
 - vi) All laptops/computers are connected to power supplies for the full duration of the examination.
11. After the examination is completed, the chief invigilator must ensure that:
- i) Candidates check whether all files are saved in their examination folders and labelled with the correct examination number and examination centre number.
 - ii) The teacher retrieves all candidates' folders from their computers and copies the folders onto a DVD, per learner.
 - iii) The teacher writes the candidate's folders to the DVD to be submitted for marking. Each candidate's DVD must be clearly marked with the candidate's examination number.
 - iv) The teacher must ensure that a backup DVD is written for each candidate in the event that the first DVD is faulty at any point.
 - v) The copying of DVDs must be done under the supervision of the chief invigilator. One DVD is submitted to the PED and the backup DVD is stored safely at the school.
 - vi) Candidates may NOT leave the examination room until all administrative processes regarding the examination have been completed.



12. After the examination the SASL HL teacher must ensure that:
 - i) Each candidate's folder is labelled with the candidate's examination number and the examination centre number, has been saved onto the DVD and that all files in the candidate's examination folder can open, before the DVDs are packed and handed over to the chief invigilator.
 - ii) The number of DVDs must correlate with the number of candidates on the mark sheet. For example, if five candidates registered for the examination, then five DVDs must be submitted (one per candidate) to the PED and five backup DVDs must be kept at the school.
 - iii) Should complete and sign the checklist provided by the provincial examination directorate. A sample of this checklist is included as **Annexure B** in the attached guideline.
13. Under no circumstances may candidates' files be saved on flash drives. PEDs are requested to ensure that schools have access to DVD writers and that the SASL HL teachers know how to write DVDs before the SASL HL NSC examinations commence.
14. A full report on any technical irregularities or problems that might have occurred during the examination must be submitted to PED (e.g. missing/damaged files, time lost due to power outages, faulty equipment, and deviation from instructions).
15. The following writing time frames must be followed. It must be noted that a special concession is granted to SASL HL candidates with regard to the time allocation:

ACTION	TIME ALLOCATION	DURATION
Seated in SASL examination venue		08:30
Reading time	20 minutes	08:40 to 09:00
Signing of Paper 1	4 hours	09:00 to 13:00
Signing of Paper 2	4 hours	09:00 to 13:00
Signing of Paper 3	3 hours	09:00 to 12:00
Saving folders to DVD	120 minutes (will depend on the number of candidates)	Paper 1 and Paper 2: 13:00 to 15:00 Paper 3: 12:00 to 14:00

16. If there are any queries regarding the procedures for the conduct of the examination, it should be directed to the examinations directorate of the PED.
17. **Procedures in the event of a power failure**
 - 17.1 If a power failure occurs during the examination, the following procedure should be followed:
 - a) Candidates are to remain in the computer room until the power supply has been restored or two hours have elapsed.

- b) Candidates may NOT communicate with one another while waiting for the power supply to be restored.
- c) The time lost during the power failure should be allowed as additional examination time.
- d) If the power supply has not been restored after two hours, the examination should be rescheduled.
- e) When a power failure occurs, the school principal should inform the local authorities immediately. He/She should also ascertain, if possible, how long the power failure is likely to last.
- f) The PED must be informed immediately.
- g) If the examination is to be rescheduled, the DVDs with the candidates' responses must be handed in and submitted to the PED. The candidates will sit for the backup examination question paper on a date scheduled by the DBE.

18. Procedures in the event of a computer breakdown

- a) There should be at least TWO additional computers available as backup.
- b) Candidates must be moved to the backup equipment immediately and appropriate additional time must be provided to the candidates concerned.
- c) Candidates must complete the examination question paper within the allocated duration of the question paper.
- d) Only the saving of candidates' work to a DVD and the testing of DVDs will be allowed after the allocated time has elapsed.
- e) Invigilators must take all precautionary measures to ensure that the candidates' files are written to DVDs and files/folders can be accessed.

19. Returning candidates' responses (DVD) to the PED

- a) The examination DVD should either be collected from the examination centre by a PED official, or delivered to the PED by the chief invigilator.
- b) A register should be kept at all points where DVDs are being transferred. Officials involved in the transfer of examination DVDs should sign this register and indicate the time of transfer. The register should be kept at the regional or district office until the end of the examination and then transferred to the PED.
- c) Under NO circumstances should DVDs be kept overnight at an examination centre.
- d) DVDs should also be sealed in a special envelope/bag provided for this purpose in order to prevent them from being tampered with.
- e) When DVDs are received at the PED they should be checked against the relevant mark sheet before being transferred to the marking centre. A record should be kept of all DVDs transferred to the marking centre and the marking centre manager must sign for the receipt of these DVDs.



21. Enquiries regarding this circular on the conduct and administration of examinations in SASL HL should be directed to Mr C Thurston at Thurston.C@dbe.gov.za or telephone 012 357 4510.

22. Your support is highly appreciated.



MR SG PADAYACHEE

DEPUTY-DIRECTOR-GENERAL: PLANNING, INFORMATION AND ASSESSMENT

DATE: 2018/10/18



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REPUBLIC OF SOUTH AFRICA

Guidelines for the Implementation and Conduct of Examinations in South African Sign Language Home Language

2018

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1. Introduction

South African Sign Language (SASL) is a visual-spatial language and uses a different modality to spoken languages with meaning being made by non-verbal forms of communication including movement of the hands, upper body and face.

The basic principles of assessment, i.e. fair and equitable opportunities for all learners, is important in the examination process. Even though the examination of SASL HL will be conducted in signed (video) format, it must ascribe to the general principles of fairness, reliability and validity, as well as uphold the integrity of the National Senior Certificate examinations. It must not advantage the candidates in terms of technology access, assistance from officials or access to curriculum material in the examination room.

Credibility in assessment will be assured through sound and fair assessment procedures and practices that should not in any way hinder or advantage a learner.

Regulations Pertaining to the Conduct, Administration and Management of Assessment for the National Senior Certificate, Government Gazette 31337 of 2014, and as amended, must be adhered to.

The guidelines relating to the conduct of SASL HL examination should be read in conjunction the regulations, relevant circulars issued by the National Department of Basic Education and the manuals on standard operating procedures.

This document will help to ensure that the conduct of the SASL HL examination is valid, reliable and consistent in all examination centres across all provincial education departments (PEDs).

2. Minimum requirements for offering SASL HL

2.1 Registration requirements for offering SASL HL

Learners need to comply with the promotion requirements for Grade 11 as contemplated in the policy document, *National Policy Pertaining to the Programme and Promotion Requirements of the National Curriculum Statement Grades R–12*.

A learner must be registered as a candidate for the National Senior Certificate examinations.

In order to offer SASL HL in schools for the Deaf the following must be in place:

2.2Resources

2.2.1 Human Resources

Schools should have a qualified sign language teacher as well as a Deaf teaching assistant (DTA) to teach SASL in the FET phase.

2.2.2 LTSM

Schools, teachers and learners must have minimum resources in order to offer SASL HL. There must be:

- Sufficient computers/laptops with a webcam and DVD player for each learner
- Appropriate software (as specified in number 2.4 of this document)
- Internet (at least 1 GB per month) for use by SASL teachers and DTAs

SASL HL teachers must have:

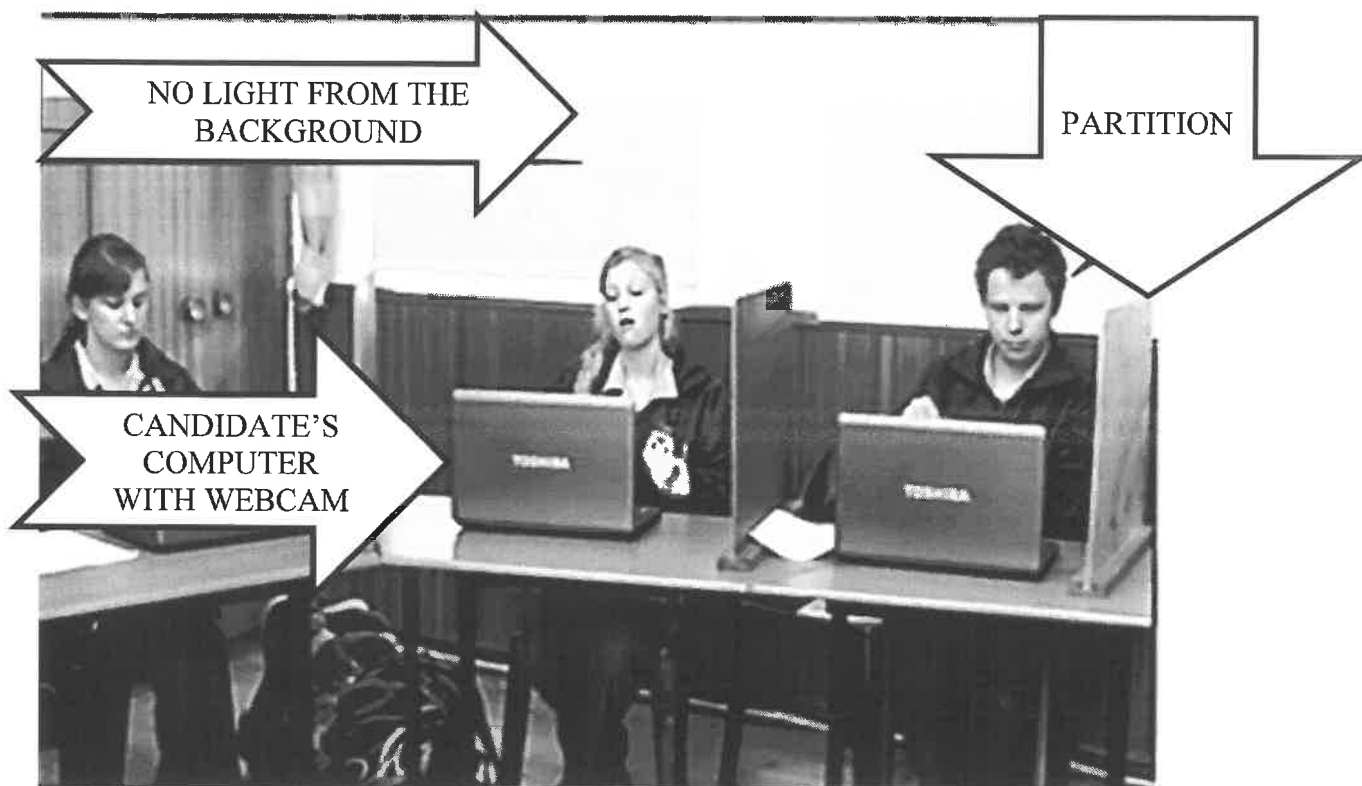
- Laptop or computer with a webcam and DVD player
- Software for editing, e.g. Photoshop, Pinnacle
- Memory stick or external hard drive to save learners' responses/answers
- Data projector
- Whiteboard/Screen
- Video camera with a memory card
- Tripod
- Rewritable DVDs for recording
- USBs for each learner (learner portfolio)
- A range of SASL materials/texts, as well as prescribed set works

2.2.3 Room for SASL teaching and assessment

The SASL examination room should be equipped with sufficient laptops/computers with a webcam for each candidate. Computers must comply with the hardware and software requirements as outlined in number 2.4 of this document.

Each candidate should have his/her own cubicle or partitioned private space during assessment/examination sessions. Candidates should NOT be able to see each other, as information in SASL is easily communicated over a distance. The background should be uncluttered to facilitate ease of marking. There should be no light/window in the background that impacts negatively on the recording of candidates' responses.

The following picture serves as a typical example of an SASL examination room:



2.3 Assessment requirements

2.3.1 Application for accommodations/concessions for candidates

A learner that offers SASL HL and who is identified as having a barrier to learning may apply for accommodation to support him/her during the examination/ assessment.

It is advisable that all accommodations are applied for by the end of Term 3 in the Grade 10 year. Furthermore testing needs to be conducted at least six months before the application for accommodation is submitted.

An application for the accommodation should be submitted to the District Assessment Accommodations Committee (DAAC) with all the supporting documentation, including SIAS forms, medical reports, psychological assessments, supporting historical evidence, class or subject teacher comments, school report, school samples or any other supporting documentation. A schedule/log of consultation(s) with the parent/legal guardian/caregiver/learner should be available and, in the event of an assessment accommodation being requested, a declaration of consent from the parent/legal guardian/caregiver should be submitted with the other evidence listed above.

All applications will be evaluated by the DAAC and a recommendation will be made to the Provincial Assessment Accommodations Committee (PAAC) who will approve the accommodation and provide the learner with a letter of approval for the accommodation. Learners must present the approved accommodation letter during the examination.

2.3.2 School-based Assessment

a) Mark sheet and record sheet for SASL HL

Schools must ensure that SASL HL complies with the language requirements as indicated in the Curriculum Assessment Policy Statements (CAPS).

Schools must capture the candidates' marks on a record sheet that complies with CAPS requirements. This record sheet must be supplied by the provincial/national department.

After provincial moderation, the moderated mark for school-based assessment (SBA) must be recorded on the departmental National Senior Certificate mark sheet in October of the year of the examination. This departmental mark sheet will be submitted by the moderator to the PED for capturing the final SBA mark.

b) Moderation of SBA

After moderation at provincial level, the DBE will appoint a team of officials who will conduct the moderation of the SASL HL school-based assessment as well as the moderation of Paper 4 (Observations and Signing) in each province. Each candidates' SBA evidence and marks for Observation and Signing will be moderated by the DBE team of moderators.

2.4 Minimum IT requirements

Computers (with webcams) to be used for examination administration should have Adobe Flash Player and virus-protection programs. It should meet the hardware and software requirements as outlined below.

2.4.1 MINIMUM Office system requirements

- 1 GHz processor
- 2 GB RAM
- Screen resolution of a minimum 1280x800
- Windows 7 SP1, or above, operating system. This works best on the latest operating system according to Microsoft.
- The browsers used must be the latest versions or the versions immediately preceding the latest versions.

- At least Net 3.5. Preferred 4.5 LCR

2.4.2 MINIMUM QuickTime system requirements

- Intel, PowerPC G5 or Power PC G4 (867 MHz or faster) processor
- At least 512 MB of RAM
- QuickTimeInstaller 7

2.4.3 MINIMUM VLC media player requirements

- 3 GHz AMD Athlon processor
- Single-core 1 GB RAM 64/128 MB AMD
- On-board Graphics
- Windows XP Professional
- Screen resolution: 1080p or 720p minimum

2.5 Audit of IT requirements and examination venue

Two Months prior to the examination, the PEDs must ensure that all schools offering SASL HL are audited. The checklist for this process is attached (ANNEXURE A). PEDs must consolidate the audit reports and determine the readiness of schools offering SASL HL to conduct the examination.

After consolidation of the audit reports, PEDs must submit a declaration to the DBE indicating the outcome of the audit. The declaration form (ANNEXURE C) is attached and should be forwarded to the DBE

3. Role-players and their responsibilities in the administration of the examination

Several officials play a role in the conduct and administration of the examination, i.e. the chief invigilator, invigilator, SASL teacher, candidate, technician and monitor.

The roles and responsibilities of each role-player for SASL HL are highlighted in this section.

3.1 Role of the DBE

- a) The DBE takes responsibility for the setting and moderation of the NSC question papers for SASL HL.
- b) The question papers are issued to the PEDs on DVD at least two weeks before the date of the examination.

3.2 Role of the PED

3.2.1 Preparation for the schools offering SASL HL

An audit must be conducted at schools conducting the SASL HL examination to ensure that they fully comply with the technical requirements to conduct the SASL HL examination.

The PED must ensure that all gaps indicated by the audit are resolved prior to the commencement of the NSC examinations.

The PEDs must support schools offering SASL HL to acquire software licences where necessary.

3.2.2 Receipt of final SASL HL papers and checking thereof

Final SASL HL DVDs of question papers should be collected by the PEDs at the DBE offices.

The DBE will produce a DVD for each school, thus PEDs will not be expected to duplicate the DVDs for the schools themselves. The DBE will only provide an electronic copy of the question paper to the provinces. No hard copy of the question paper will be made available to PEDs.

3.2.3 Preparation of DVDs with question papers for schools

PEDs will prepare the DVDs as supplied by the DBE for each school.

3.2.4 Distribution of DVDs with question papers to schools

PEDs will supply the question paper to the examination centre on DVDs ONE DAY before the examination. The question papers on these DVDs will be password-protected until two hours before the commencement of the examination. Passwords will be provided to the chief invigilator by the PED.

3.2.5 Managing the examination

PEDs must manage all matters pertaining to hardware and software requirements of the computers, camera, venues, invigilators, roles and responsibilities of chief invigilator, invigilators and candidates, what to do before, during and after the examination. They must follow the guidelines on how time should be managed during the examination.

A. Conduct of the SASL HL examination

The procedures stipulated in Annexure G of the *Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate Examinations* are applicable.

- a) Prior to the examination, PEDs must:
 - i. Ensure that all schools offering SASL HL have been audited and are ready to conduct the examination. Where schools do not have the resources to conduct the examination, PEDs must ensure that adequate arrangements have been made for candidates to sit for the examination at an alternative venue.
 - ii. Have plans in place to organise SASL HL laboratories and all hardware in preparation for the examination.
 - iii. Ensure that all software meet the minimum requirements to administer the examination successfully.
- b) During the examination the chief invigilator must ensure that:
 - i. In addition to the invigilator, an experienced SASL HL teacher and an IT technician are present to provide assistance if necessary.
 - ii. All invigilation requirements are adhered to.
 - iii. All security processes are carried out under the supervision of the chief invigilator.
 - iv. The correct procedures are followed in case of a power failure.
 - v. All laptops/computers are connected to power supplies for the full duration of the examination.
- c) After the examination is completed, the chief invigilator must ensure that:
 - i. Candidates check whether all files are stored in their examination folders and labelled with the correct examination number and examination centre number.
 - ii. The teacher retrieves all candidates' folders from their laptops/computers and copies the folders onto a DVD, per candidate.
 - iii. The teacher writes the candidate's folders to the DVDs to be submitted for marking.
 - iv. Each candidate's DVD must be clearly marked with the candidate's examination number.
 - v. The teacher must ensure that a backup DVD is written for each candidate in the event that the first DVD is faulty at any point.
 - vi. The copying of DVD must be done under the supervision of the chief invigilator.
 - vii. One DVD is submitted to the PED and the backup DVD is stored safely at the school.
 - viii. Candidates may NOT leave the examination room until all administrative processes regarding the examination have been completed.

- d) The SASL HL teacher must ensure that each candidate's folder is labelled with the candidate's examination number and examination centre number, has been saved onto the DVD and that all files in the candidate's examination folder can open, before the DVDs are packed and handed over to the chief invigilator.
- e) The number of DVDs must correlate with the number of candidates on the mark sheet. For example, if five candidates registered for the examination, then five DVDs must be submitted (one per candidate) to the PED and five backup DVDs must be kept at the school.
- f) The SASL HL teacher, together with the invigilators, should complete and sign the checklist provided by the provincial examination directorate. A sample of this checklist is attached (ANNEXURE B).
- g) Under no circumstances may candidates' files be saved on flash drives. PEDs are requested to ensure that schools have access to DVD writers and that the SASL HL teachers know how to write DVDs before the SASL HL NSC examinations commence.
- h) A full report on any technical irregularities or problems that might have occurred during the examination must be submitted to PED (e.g. missing/damaged files, time lost due to power outages, faulty equipment, deviation from instructions).
- i) The following timeframes are recommended for the examination:

ACTION	TIME ALLOCATION	DURATION
Seated in SASL examination venue		08:30
Reading time	20 minutes	08:40 to 09:00
Signing according to length of Paper 1	4 hours	9:00 to 13:00
Signing according to length of Paper 2	4 hours	9:00 to 13:00
Signing according to length of Paper 3	3 hours	9:00 to 12:00
Saving folders to DVD	120 minutes (will depend on the number of candidates)	Paper 1 and Paper 2: 13:00 to 15:00 Paper 3: 12:00 to 14:00

- j) Candidates may NOT leave the examination venue until all candidates' folders/files have been written to the DVD and submitted.
- k) If there are any queries regarding the procedures for the conduct of the examination, it should be directed to the examinations directorate of the PED.

B. Procedures in the event of a power failure

If a power failure occurs during the examination, the following procedure should be followed:

- a) Candidates are to remain in the computer room until the power supply has been restored or two hours have elapsed.
- b) Candidates may NOT communicate with one another while waiting for the power supply to be restored.
- c) The time lost during the power failure should be allowed as additional examination time.
- d) If the power supply has not been restored after two hours, the examination should be rescheduled.
- e) When a power failure occurs, the examination centre manager should inform the local authorities immediately. He/She should also ascertain, if possible, how long the power failure is likely to last.
- f) The PED must be informed immediately.
- g) If the examination is to be rescheduled, the DVDs with the candidates' responses must be handed in and submitted to the PED.
- h) In case the examination is cancelled due to a power failure, the candidates should sit for the backup examination question paper on a date scheduled by the DBE.

C. Procedures in the event of a computer breakdown

- a) There should be at least TWO additional computers available as backup.
- b) Candidates must be moved to the backup equipment immediately and appropriate additional time must be provided to the candidates concerned. A maximum period of 10 minutes must be provided in cases where the work has not been saved by the candidate.
- c) Candidates must complete the examination question paper within the set time.
- d) Only the saving of candidates' work to a DVD and the testing of DVDs will be allowed after the set time has elapsed.
- e) Invigilators must take all precautionary measures to ensure that the candidates' files are written to DVDs and files/folders can be accessed.

D. Reporting an irregularity

ANNEXURE M: Dealing with Discipline and Misconduct – Examination Irregularities, in The Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate Examination, will be applicable for the SASL HL examination.

E. Returning candidates' responses (DVD) to the PED

- a) PEDs will collect the answer script DVDs and mark sheets from schools on the day of the examination.
- b) The DVDs must be checked to ensure that answer videos from each candidate are present on the DVD.
- c) A register should be kept at all points where DVDs are being transferred.
- d) Officials involved in the transfer of examination DVDs should sign this register and indicate the time of transfer. The register should be kept at the regional or district office until the end of the examination and then transferred to the PED.
- e) Under NO circumstances should DVDs be kept overnight at an examination centre.
- f) DVDs should also be sealed in a special envelope/bag provided for this purpose in order to prevent them from being tampered with.
- g) When DVDs are received at the PED they should be checked against the relevant mark sheet before being transferred to the marking centre.
- h) A record must be kept of all DVDs transferred to the marking centre and the marking centre manager must sign for the receipt of these DVDs.

3.2.6 Monitoring of SASL HL examination

Monitors from the district and province should monitor the SASL HL to ensure that the integrity of the examination is upheld.

Monitoring reports from each school must be forwarded to the PED who will collate the reports and supply a daily monitoring report to the DBE.

3.2.7 Reporting on SASL HL examination

PEDs will report on the daily conduct of the SASL HL examination for the final examination. An overall detailed report on the conduct of the SASL HL examination will be reported by the PEDs. The detailed report will include any incidents, irregularities and technical issues that may have arisen during the examination of the three papers.

3.3 The role of the Chief invigilator

- a. The chief invigilator should be the principal or the head of the institution appointed by the district/provincial office.
- b. The chief invigilator must undergo intensive training by the provincial examination training team or by the district examination training team and is appointed in writing by the PED.
- c. At no time should a chief invigilator be allowed to perform his/her duties if he/she is not trained and/or declared unfit to carry out his/her roles and responsibilities.

- d. Training must include all processes and procedures that must be implemented to ensure that a fair, valid and reliable examination is conducted.
- e. The principal must fulfil his/her role as chief invigilator, as specified in the Examination Procedure Manual for Chief Invigilators/Invigilators.
- f. All security processes must be carried out under the supervision of the chief invigilator.
- g. Two days before the examination commences, schools should receive a DVD containing the documents (folders/documents) for retrieval on the day of the examination.
- h. When the DVD is received by the chief invigilator, it must be placed in safekeeping.
- i. One day before the examination: the folders and the documents on the DVD must be loaded on each candidate's computer.
- j. At the end of the examination session, after each DVD has been written, the chief invigilator must ensure that all folders/files can be accessed and opened.
- k. The examination number and the centre number must be clearly indicated on all DVDs submitted to the PED after completion of the SASL HL examination.
- l. The chief invigilator must arrange all DVDs according to the register/mark sheet and place them in a marked box/bag.
- m. Candidates' responses will be marked from the DVDs, therefore it is essential that DVDs reach the marking centre intact.
- n. All DVDs must be verified for completeness and accessibility of all files/folders by the PED BEFORE marking commences.

3.4 The role of the Invigilator

- a) All appointed invigilators must be suitably qualified teachers who are SACE registered and must be accountable and responsible for all their actions during the examination.
- b) Invigilators are not allowed to invigilate the subjects they teach; however, in the case of SASL HL (such as other practical examinations, e.g. CAT and IT), the SASL HL teacher may be present, but NOT in the role of an invigilator.
- c) Appointed invigilators must undergo intensive training by the chief invigilator and must be issued with a certificate of attendance.
- d) Invigilators play a vital role in ensuring that no copying of any kind takes place. Therefore, it is crucial that all supervisory requirements are strictly adhered to.
- e) An invigilator must conduct his/her duties as specified in the National Examination Procedure Manual for Chief Invigilators/Invigilators.
- f) The invigilator may not cause any disturbance/distraction during the recording of candidate's responses. He/she should avoid walking around because learners are easily distracted by movement.
- g) Invigilators must ensure that no editing or keying in takes place after the examination time has elapsed.

3.5 The role of the SASL HL teacher

- a) The SASL HL teacher may be present in the examination room, but may NOT invigilate.
- b) The SASL teacher may NOT explain or answer any questions about the examination paper. Texts may NOT be resigned or clarified by the SASL teacher.
- c) Any problem with accessing the files must be reported to the PED immediately.
- d) Examination venues must then be off-limits to candidates or any other learners or teachers on this day.
- e) The SASL HL teacher may NOT, under any circumstances, have access to the examination data (folders/files) prior to the examination.
- f) The SASL HL teacher may not cause any disturbance/distraction during the examination. He/she should avoid walking around because learners are easily distracted by movement and this interferes with the recording.

3.6 The Candidate

- a) One day prior to the SASL HL examination, the specific examination centre to be used for this examination should be off-limits to all candidates.
- b) No cell phones, manuals and/or electronic documents are allowed inside the examination centre, unless otherwise specified by the DBE and the PED.
- c) Each candidate must complete the required information on the cover sheet of the script.
- d) The scripts for SASL HL may be used for planning answers for all papers. These scripts must be handed in to the chief invigilator at the end of the session.
- e) The chief invigilator must ensure that these scripts are also submitted with candidates' recorded responses. No written responses will be considered during the marking processes.
- f) Candidates use the webcam to record their responses on their individual computers.
- g) Candidates must answer the questions by indicating the number first.
- h) Candidates must rename the clips according to the question numbers.
- i) Responses must be saved in a folder and renamed to the relevant sections of the question paper. The folder must contain the candidate's examination number, examination centre number and the question paper he/she is sitting for, e.g. 045254 SASL HL Paper 1.
- j) After completion of the examination each candidates must make sure that answers are stored in his/her examination folder and that each file opens.

3.7 The role of the Monitor

- a) All official monitors must produce the necessary credentials to the chief invigilator before entering the examination venue.

- b) The chief invigilator must ensure that the monitor signs the monitors' attendance register.
- c) The monitor may not cause any disturbance/distraction during the recording of candidate's responses. He/she should avoid walking around because learners are easily distracted and this interferes with the recording.

3.8 The role of the Technician

- a) All electronic equipment in respect of SASL HL at the examination centre should be inspected prior to the examination, e.g. the electricity cables and wall connections must be in good working order. This may prevent a power failure caused by defective electrical apparatus.
- b) Preferably, each computer room should be on its own circuit breaker as strenuous loads, e.g. due to air conditioners, create problems.
- c) Prior to the examination, all hardware and software must be checked to ensure that these are working properly.
- d) Computers/Networks must be virus-free. Antivirus software must be updated one day before the examination.
- e) E-mails and/or messaging systems must be deactivated during the examination period.
- f) The SASL teacher and/or technician must ensure that all computers are 'clean'. No program or documents (other than those required by the said examination), hidden files and/or examples of any kind may be stored or be accessible on the hard disks or the network.
- g) Security should be in place to prevent candidates from accessing any other computers, folders and/or documents other than those required by the said examination.
- h) In the case of peer-to-peer networks or where learners store on local hard drives, all network communication devices must be switched off. This includes wireless and wired network connectors such as switches and routers.
- i) There should be AT LEAST TWO additional computers available in the event that a candidate's computer malfunctions.
- j) An IT technician must be present during the examination so that he/she can provide the necessary technical assistance. He/She is NOT part of the invigilation team and may NOT work on any computer during the examination session, unless when providing technical assistance.
- h) The PED must supply each examination centre with two DVDs per candidate on which to save responses. Each candidate will have two DVDs. One DVD with responses must be submitted to the relevant PED IMMEDIATELY after the examination. The second DVD must be used as a backup on which to save each candidates' responses. This second DVD must be kept at the examination centre for at least six months after the conclusion of the examination. Therefore, one DVD must be sent to the marking centre and one DVD must be kept at the school.

- k) At the end of the session, the technician must assist with verifying that candidates' files are written to these DVDs and responses are saved correctly. The technician must ensure that all candidates' responses saved on the DVDs.
- l) The same procedures as specified under numbers 6 and 7 in ANNEXURE A of the National Policy Pertaining to the Conduct, Administration and Management of the National Senior Certificate Examinations should be followed when a computer malfunctions or during a power failure.
- m) All laptops/computers must be connected to power supplies for the full duration of the examination.

4. Preparations prior to the examination

4.1 TWO weeks prior to the examination

- a) Schools must ensure that all equipment needed for the examination is serviced and in working order.
- b) Schools must make provision for chairs without armrests.
- c) Schools must provide evidence to the PED that equipment was tested and working properly. Schools must make provision for a backup system if any of the equipment fails.
- d) PEDs must provide schools with two DVDs per candidate on which their responses will be recorded.
- e) Local authorities should be informed about the examination timetable at least TWO weeks prior to the examination to ensure that load shedding is not applied.

4.2 ONE day prior to the examination

- a) The examination venue must be prepared and all pictures, posters and all other material not part of the examination process must be removed.
- b) The examination centre must ensure that they have backup power in case of power failure.
- c) All electronic equipment in respect of SASL HL at the examination centre should be inspected prior to the examination, e.g. electricity cables and wall connections must be in good working order.

4.3 Procedures on the day of the examination

It is the responsibility of the chief invigilator to ensure the following:

- a) TWO HOURS prior to the examination, the chief invigilator will receive the passwords to access the question papers on the DVDs. Therefore, he/she must be at the examination venue at 06:30.
- b) Test all equipment TWO HOURS prior to the commencement of the examination session.

- c) Ensure that all examination material is loaded and accessible.
- d) Open ALL files/folders of the question paper to ensure that candidates will be able to access the paper to be written on that day.
- e) Immediately after the examination session the chief invigilator must ensure that a backup DVD of each candidate's responses is made and that the files/folders can be accessed.
- f) Any problem with accessing the files/folders must be reported to the PED IMMEDIATELY.
- g) Attendance registers and mark sheets must be completed and must accompany the DVDs. These DVD must be packaged in a sealed bag which will be placed in the PED secure box/envelope/bag for transporting scripts.

5. Marking of SASL HL examination

- a) To standardise marking in SASL HL, the Grade 12 SASL HL will be marked centrally at the DBE.
- b) The centralised marking of SASL HL scripts and training of teachers will be conducted at the DBE in Pretoria.
- c) PEDs should recommend SASL HL teachers for appointment as markers to the DBE.
- d) Markers will be appointed by the DBE.
- e) All laptops for marking must meet the following requirements:
 - i. An up-to-date antivirus programme
 - ii. The latest version of Adobe Flashplayer and VLC media player
 - iii. Must be able to play videos on at least Windows Media Player

ANNEXURE A:



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

STATE OF READINESS FOR SASL HOME LANGUAGE– NSC 2018

1. GENERAL INFORMATION:

Name of School	Province & District	Name of SASL HL teacher	Name of IT technician	Name of Principal
Tel:	email:	Cell nr of SASL HL teacher	Cell nr of IT technician	Cell nr (principal):
Number of candidates:	Centre number:			

2. RESOURCES AND TECHNICAL REQUIREMENTS

Please give details under each point below.

2.1 MINIMUM Office system requirements:

	YES	NO
1 GHz processor		
2 GB RAM		
Screen resolution of a minimum 1280 x 800		
Windows 7 SP1, or above, operating system. (According to Microsoft, this works best on the latest operating system.)		
The browsers used must be the latest versions or the versions immediately preceding the latest versions.		
At least Net 3.5. Preferred 4.5 LCR.		
		Comments

2.2	Does each candidate have a computer that meets the minimum software requirements and a webcam?		
2.3	VLC media player requirements:	YES	NO
	3 GHz AMD Athlon processor		
	Single-core 1 GB RAM 64/128 MB AMD		
	Onboard Graphics		
	Windows XP Professional		
	Screen resolution 1080p or 720p minimum		
2.4	QuickTime system requirements:	YES	NO
	Intel, PowerPC G5 or Power PC G4 (867 MHz or faster) processor		
	At least 512 MB of RAM		
	QuickTime 7		
		YES	NO
2.5	Has Adobe Flash Player' been installed on all computers?		
2.6	Is the SASL HL examination centre networked?		
2.7	If the centre is networked, what type of network environment is installed? E.g. peer-to-peer; client-server		
2.8	Will the network and internet access be disconnected a day before the examination?		
2.9	Have computers been set to save at 5-minute intervals for every application?		
2.10	Which antivirus programme has been installed?		
2.11	Will the antivirus programme be updated a day before the examination?		
2.12	Are all webcams in a working condition?		

2.13	Is there a plan in place for emptying the recycle bin a day before the examination commences?			
2.14	Has every computer been cleaned of files and folders not needed for the examination?			
2.15	Are all DVD writers in a working condition?			
2.16	Are security systems in place to prevent the computers from being stolen or accessed?			

3. EXAMINATION VENUE/ENVIRONMENT:

		YES	NO	COMMENTS
3.1	Computers to be used for examination administration meet the hardware and software requirements			
3.2	Will your centre be using a venue other than your own examination centre?			
3.3	The laboratory/examination venue room has appropriate lighting conditions			
3.4	Learners are familiar with operating the computer and the software functions required by the examination.			
3.5	Each learner has his/her own cubicle or partitioned private space during the examination to prevent copying			
3.6	Is the candidate's recording space clearly visible in the webcam recording?			
3.7	Is the lighting conducive for examination conditions? This implies that <ul style="list-style-type: none"> There are no windows in the background No light shines from the background of the recording space Lighting is consistent for the full duration of the examination No reflections that could cast shadows into the recording space 			

4. GENERAL:

4.1 List the challenges that you are experiencing in preparing for the SASL HL examinations.	CORRECTIVE MEASURES PROPOSED

SASL HL TEACHER	DTA
NAME	NAME
SIGNATURE	SIGNATURE
DATE	DATE

SCHOOL PRINCIPAL	IT TECHNICIAN
NAME	NAME
SIGNATURE	SIGNATURE
DATE	DATE

School stamp

ANNEXURE B



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Checklist to be signed and submitted to the examination section of the PED with DVDs

	Action/Instruction	Yes	No
Candidates			
1	All candidates labelled their electronic examination folder using their examination numbers		
2	All candidates checked that all their files submitted for marking are stored within their examination folder		
3	All candidates checked that the files submitted for marking can open (no shortcuts, no damaged or missing files, etc.)		
4	Each candidate's responses are saved on a DVD, clearly marked with his/her examination number		
SASL HL Teachers			
4	SASL HL teacher checked that all the electronic folders of candidates have been retrieved/collected from a central computer		
5	SASL HL teacher checked that all the candidates' electronic folders or files can open from a central computer/folder (no shortcuts, damaged/missing files)		
6	DVD, corresponding with mark sheet, was written and contained all the candidates' folders and files		
7	After the DVD was written, it has been checked for folders or files that could not open		
8	Two backup DVDs were written. One will be sent with the original to the PED and the second one will be retained in a safe at the examination examination centre.		
Chief Invigilator			
	DVDs have been packed according to instructions		
9	A report regarding any technical glitches/irregularities or deviation from instructions has been completed and submitted (if applicable).		
10	The checklist has been signed and submitted.		

EXAMINATION CENTRE NUMBER: _____

CHIEF INVIGILATOR

SASL HL TEACHER

INVIGILATOR 1

INVIGILATOR 2

DATE


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 Department:
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DECLARATION BY THE HEAD OF EXAMINATIONS FOR NOVEMBER 2018

(To be submitted to the Department of Basic Education at least three weeks before the examination)

NAME OF THE PROVINCE: _____

NAME OF THE HEAD OF PROVINCIAL EXAMINATIONS: _____

	Yes		No	
1. All examination centres offering SASL HL in the 2018 NSC examinations have been audited.				
2. How many examination centres were audited?				
3. Were there any challenges and how were they resolved?				
Challenge(s)				
Solution:				
4. Do all the examination centres have the necessary software and hardware to conduct the SASL HL for the November 2018 examinations?				

 HEAD OF PROVINCIAL EXAMINATIONS

 DATE

