Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE HEAD OF DEPARTMENT: EDUCATION

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MEMORANDUM

TO : **CLUSTER CHIEF DIRECTORS**
DISTRICT DIRECTORS
PRINCIPALS OF ALL SCHOOLS
CMC HEADS
CIRCUIT MANAGERS
SCHOOL GOVERNING BODIES

FROM : **HEAD OF DEPARTMENT: EDUCATION**

DATE : **12 OCTOBER 2026**

SUBJECT : **URGENT PROVISION OF FANS AND DRINKING WATER IN GRADE 12 AND ALL EXAMINATION VENUES TO MITIGATE EXTREME HEAT CONDITIONS**

1. PURPOSE

The purpose of this memorandum is to instruct all public schools offering Grade 12 to implement immediate measures to mitigate the effects of extreme heat during the 2026 National Senior Certificate (NSC) examinations, thereby ensuring that all candidates are provided with a safe, comfortable and conducive environment in which to write their examinations.

2. BACKGROUND

The Eastern Cape Department of Education recognises that excessively high temperatures experienced during the examination period may adversely affect learners' concentration, physical well-being and overall examination performance.

It is therefore imperative that schools take proactive and appropriate measures to ensure that examination venues are adequately ventilated and that candidates have sufficient access to safe drinking water throughout the examination sessions.

The Department remains committed to ensuring that all Grade 12 candidates are afforded favourable examination conditions that support their well-being and enable them to perform to the best of their abilities.

3. DIRECTIVES TO SCHOOLS

All principals of schools offering Grade 12 are hereby instructed to implement the following measures with immediate effect:

3.1 Procurement and Provision of Fans

- Schools must utilise their available consumables budget or cash allowance to procure sufficient fans for all examination rooms.
- Principals must ensure that fans are appropriately positioned to provide adequate air circulation and ventilation in every examination venue.
- The number of fans must be determined according to the size of each examination room and the number of candidates accommodated.
- All procurement must comply with applicable financial management and procurement prescripts.

3.2 Provision of Drinking Water

- Schools must ensure that enough safe and clean drinking water are available to all Grade 12 and all other learners throughout each examination session.
- Drinking water must be readily accessible in examination rooms without unnecessary disruption to the examination process.
- Principals and examination invigilators must ensure that candidates are not deprived of access to drinking water during examinations.
- Appropriate arrangements must be made to maintain the availability of drinking water for the full duration of every examination session and you are advised to utilise the NSNP Budget.

3.3 General Examination Conditions

- Examination rooms must be adequately ventilated, wherever practicable.
- Principals must ensure that the examination environment remains safe, comfortable and conducive to effective concentration.

- Invigilators must remain vigilant for any signs of heat-related discomfort or illness among candidates and respond promptly in accordance with examination and health and safety procedures.
- All arrangements must be implemented without compromising examination security, integrity or the applicable NSC examination regulations.

4. RESPONSIBILITIES AND COMPLIANCE

School Principals are responsible for ensuring the immediate implementation of the above directives.

Circuit Managers and District Directors must monitor compliance and provide the necessary support to schools experiencing challenges in securing fans or adequate drinking water.

5. CONCLUSION

The Eastern Cape Department of Education places the health, safety, dignity and well-being of every Grade 12 and all learners at the centre of its examination readiness and support measures.

No candidate should be unnecessarily disadvantaged in their examinations as a result of excessive heat or inadequate access to drinking water.

All School Principals, Circuit Managers and District Directors are therefore urged to treat this directive as a matter of urgency and priority and ensure that the necessary arrangements are in place before the commencement of the examinations.

The Department appreciates the continued commitment and cooperation of all schools in creating an enabling environment for the successful conduct of the 2026 National Senior Certificate examinations.

Your immediate attention and strict compliance with this memorandum are required.

Yours in Quality Education

MS. S.A. MAASDORP
HEAD OF DEPARTMENT: EDUCATION

12.10.26
DATE

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