



Department of Education

BOKAMOSO SENIOR SECONDARY

Name of School

PIETERSBURG

Name of Circuit

CAPRICORN SOUTH

Name of Region



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The School Assessment Policy

School Stamp

This Policy was adopted by the SGB on

27/02/2026

(Date)

Previous adoption date-2023

Signatures:

SGB Chairperson

SGB Secretary

School Principal

The School Assessment Policy

1. Purpose

The school assessment policy is one of the critical guiding documents of Bokamoso Senior Secondary School. The purpose of this policy is to:

- a. Regulate the management of all the assessments administered in the school.
- b. Ensure that the school administers its assessments in line with the directives of the National and Provincial Education Departments.
- c. Uphold the quality of assessments and thus promote the validity of the outcomes achieved by the learners.
- d. To administer irregularity free assessment.

2. Definitions

Behavioural Offence - means misbehaving, creating a disturbance or wilfully disobeying legitimate instructions, which may have an adverse effect on the assessments process or the outcome of the assessments.

Candidate - means a person or learner who has entered for an assessment.

Chief Invigilator - is the Principal of a registered assessments centre or another person specifically appointed in that capacity that is accountable and responsible for the administration of the assessments of the National Senior Certificate (NSC) and other related assessment matters, at the examination centre.

Invigilator - is a person appointed and responsible for the conduct of an examination or related examination activity at the examination centre. Invigilators are teachers, deputy principals or reputable members of the community.

Examination Centre - a centre registered by a provincial education department or by an accredited examination body in terms of Section 18 of the General and Further Education and Training Quality Assurance Act, 2001 (Act No. 58 of 2001).

Examination irregularity - means any event, act or omission, and any alleged event, act or omission, which may undermine or threaten to undermine the integrity, credibility, security, or the fairness of the examination process.

Examination process - includes the total process of examination that commences with the registration of candidates, the setting of the examination question papers, moderation, the security and integrity of such examination, the marking and processing of results and the certification thereof.

Examination sitting - is either a main examination sitting during October to November each year or a supplementary examination sitting.

Full time candidate - is a learner who has enrolled for tuition and who offers a National Senior Certificate (**NSC**) in a full-time capacity at a public or independent school or any other registered institution and who presents at least seven (7) subjects in terms of the National Senior Certificate (**NSC**). Such a candidate must fulfil all internal assessment requirements, including oral and practical requirements where applicable.

Grade - means that part of an educational programme, which a learner may complete in one school year, or any other education programme, which the Member of the Executive Council (MEC) may deem to be equivalent thereto.

3. Preamble

- a. Assessment in the National Senior Certificate comprises examinations and internal assessment.
- b. The purpose of examinations is to provide reliable and fair measures of the achievements of learners across the country in the subjects offered.
- c. Internal assessment allows for learners to be assessed on a regular basis during the school year and also allows for the assessment of skills that cannot be assessed under examination conditions.
- d. Internal assessment includes a variety of assessment methods.
- e. Examinations and internal assessment are designed to address the learning outcomes assessment standards, content competencies, skills, values and attitudes of the subject and to provide learners, parents and teachers with results that are meaningful indications of what the learners know, understand and can do at the time of the assessment.

4. The School Assessment Irregularity Committee (SAIC)

The school shall establish the SAIC to perform the following functions:

- a. Management and administration of internal examination
 - i. The committee shall develop an examination time table and schedule for the school.
 - ii. Allocate educators their examination invigilation duties.
 - iii. Ensure the safe keeping of examination material.
 - iv. Ensure that the examination venues and furniture are adequately organised and ready for the examination.
 - v. Ascertain the timeous distribution of the examination material to candidates.

- vi. Ensure that candidates understand and adhere to the examination rules and regulations.
 - vii. To issue programme of assessments to learners and parents in time.
- b. Management and administration of the external examinations
- i. The SAIC shall ensure that all learners who will be sitting for the external examinations have the correct timetables, rules of the examinations and ID.
 - ii. It shall, in collaboration with the Principal, ensure that the transport to be used for the collection of examination papers from the Circuit Office, if so arranged, is readily available at all times.
 - iii. Make sure that the safety of the examination papers is guaranteed at all times.
 - iv. To ensure that all learners sitting for examination are properly registered.
 - v. Only correct question papers to be distributed to candidates.
- c. The Committee shall compile a report at the end of each examination which report shall be submitted to the Principal and circuit office.

5. Examination entries

The success of the management of examinations in the school depends on the proper administration of examination entries. The school shall observe and ensure that all examinations in the school are in line with the Norms and Standards as stipulated in the National Education Policy Act, No. 27 of 1996.

The norms and standards state that learners must be informed well in advance that unregistered candidates will not be assessed internally or permitted to undertake the final examination.

6. Examinations scheduling

The success of the examinations depends on how they are scheduled and personnel allocated functions and responsibilities thereto. The principal shall be the Chief Invigilator for all external examinations in the school. In case the principal is unable to execute this duty, he or she must appoint the deputy principal in writing. Educators shall be scheduled as invigilators for specific grades and venues as shall be specified in the examination schedules. The scheduling shall also be done for all internal assessment examinations that will be conducted

by the school. The school declares the following directives with regard to the running of its examinations:

- a. The school acknowledges that educators may work extra hours during the examination season.
- b. The scheduling of work during examination times will attempt to distribute the workload equitable to all educators.
- c. It is the responsibility of each individual educator to inform the Principal of their personal circumstances which might affect them during the examination sessions for such circumstances to be taken into consideration when planning the schedule, if possible.
- d. In the case where an educator has other serious commitments, such an educator shall, after getting a written permission from the principal, be responsible to get a substitute for his/her session.

7. Examination rules

The learners and educators shall observe, over and above the rules of the National Examinations Body and the Limpopo Education Department.

8. Examination irregularities

The administration of examinations in the school is part of the academic activities of the school. Learners and educators are therefore expected to respect and uphold all the examination rules of the school and the department.

8.1. Types of irregularities

According to the National Education Policy Act, examination irregularities identified during the writing of the examination may be classified as:

- a. Learners misbehaving or wilfully disobeying regulations or instructions issued during an examination;
- b. Learners engaged in dishonest acts during the examination process; and
- c. Department officials/teachers contravening the legislation on the conduct of the National Senior Certificate examinations, so as to grant candidates an unfair advantage/disadvantage in the examination.
- d. Creating a disturbance or intimidating others or behaving in an improper or unseemly manner;

- e. Disorderly conduct;
- f. Disregard for the arrangements or reasonable instructions of the invigilator despite a warning; and
- g. Disregard for examination regulations.
- h. Any irregularity done by the educator during examination will be elevated to the relevant authorities.

8.2. Dealing with irregularities

The school shall deal with any irregularities in the following procedure:

- a. Report any irregularity to the SAIC chairperson and the principal in case of internal examination, failure to resolve the irregularity it will be elevated to the relevant authorities.
- b. In case of external examination report any irregularity to the chief invigilator who will then elevate it to the relevant authorities.

9. Examinations accountability

The school hereby declares that the principal, as the school's Chief Invigilator, shall bear the ultimate responsibility for the administration and management of all examinations in the school. The SGB shall hold the principal accountable for the success and failure of any examinations in the school.

10. Policy review

This policy shall be reviewed when it is necessary.

11. Policy effective date

This School Examinations Policy becomes effective as from the date when it is adopted and signed into effect by the Chairperson of the SGB, Secretary of the SGB and the Principal of the school.

12. Conclusion

The ultimate success of the school is usually determined by the outcome of its summative evaluations, which in the case of the schooling system are the examinations. It is therefore imperative that the examinations of the school are administered professionally and

appropriately. This policy has put in place the respective processes and procedures to be followed by those involved. It is therefore expected that all people that are associated with the running of examinations in the school conduct themselves accordingly. The school shall not tolerate any practices that may lead to the doubting and questioning of the validity and legitimacy of our assessment.