



SAHETI SCHOOL

POLICY

SAFETY AND SECURITY OF EXAMINATIONS AND LEARNER PROFILES AND ASSESSMENT RECORDS

This policy document must be read in conjunction with updated policy documents and manuals in particular:

1. IEB Manual for the Moderation of SBA for the NSC
2. IEB Manual for invigilation
3. SAHETI Manual for Invigilation
4. Academic Policy
5. Any further Circular forwarded by the IEB pertaining to policy change

SAFETY AND SECURITY OF EXAMINATIONS (INTERNAL):

1. Photocopying of examinations takes place from 14h00 – 16h00 in locked photocopying room.
2. Examinations are returned to Director of Academic's office for safekeeping.
3. Subject teacher collects and collates examinations. All examinations are placed in an examination folder, labelled with a standardised cover sheet. Instructions are to be clear.
4. Examinations are to be placed in the Academic Director strong room a minimum of 48 hours prior to the examination being written.
5. Completed examinations are collected from the Academic Director's office.

SAFETY AND SECURITY OF EXAMINATIONS (EXTERNAL):

1. NSC examinations are delivered and collected by the IEB and all instructions are followed.
2. These are unpacked and checked by the Academic Director and Grade Twelve Grade Controller.
3. All examinations are placed in the safe in the strong room in Academic Director's office.
4. The Academic Director and Headmaster are the only people with the keys.
5. Academic Director's office and strong room are protected by additional alarms.
6. UMALUSI and IEB officials have inspected the premises and are happy with the process followed.

WRITTEN INTERNAL NOVEMBER EXAMINATION SCRIPTS

1. After the end of year moderation process, examinations are bound and labelled and kept in Academic Director's strong room for six months. Thereafter they are shredded.

LEARNER PROFILES:

1. These are kept in Data Capturer's office in the Administration Building.
2. Grade Controller keep all documents pertaining to Grade Controller mentoring and monitoring in a file in their offices.
3. At year end, Grade Controllers have a hand-over meeting with the next Grade Controller and pass the file on.

MARKS RECORDS

1. All academic records are kept on EdAdmin.
2. A hard copy of end of term marks is kept for one year in the Data Collector's office. (file)
3. List of moderated (mandatory and random) is kept in Academic Director's office.