



## **EDUCATION PORTFOLIO COMMITTEE EXAM MONITORING REPORT: 2025**

<b>Committee Details</b>	
<b>Name of the Committee</b>	<b>EDUCATION PORTFOLIO COMMITTEE</b>
<b>Exam Dates and Districts Monitored</b>	<b>22 OCTOBER 2025 – UMGUNGUNDLOVU DISTRICT 30 OCTOBER 2025 – UMKHANYAKUDE DISTRICT 04 NOVEMBER 2025 – UTHUKELA DISTRICT</b>
<b>Dates and Districts Monitored (Marking)</b>	<b>03 DECEMBER 2025 – VUKILE HIGH SCHOOL ILEMBE DISTRICT  05 DECEMBER 2025 – JAMES NXUMALO HIGH SCHOOL - ZULULAND DISTRICT</b>
<b>ACTING CHAIRPERSON</b>	<b>HON. HGS MAVIMBELA</b>

# **REPORT OF THE EDUCATION PORTFOLIO COMMITTEE ON THE 2025 NATIONAL SENIOR CERTIFICATE (NSC) MONITORING**

## **INTRODUCTION**

The purpose of this report is to present what transpired during the 2025 Exam Monitoring. The Portfolio Committee conducted oversight visits to the above - mentioned districts.

### **1. UMGUNGUNDLOVU DISTRICT**

The schools that were visited in uMgungundlovu District were Alexandra High School and Maritzburg College. The Department presented the Learner Teacher Support Material Report (LTSM) as well as the State of the Exams Report 2025. The school profiles for both schools were given to the Portfolio Committee prior to the visit.

According to the report, uMgungundlovu District had a total of 154 NSCE writing centres, inclusive of 7 independent centres and 2 designated (clustered) centres viz. Umgungundlovu Centre & Umgungundlovu Centre 2. The 2 designated (clustered) centres were in place as a phase-out to accommodate registered candidates from centres that were EMIS accredited but not UMALUSI accredited. Those 2 designated centres would no longer exist in 2026. The District NSCE centres were in three CMCs: Msunduzi CMC, Umngeni CMC and Vulindlela CMC.

### **CONCESSIONS AND ACCOMODATIONS**

There were 218 concessions and accommodations that were granted. Awards included large font, extra time, handwriting and spelling flags, reader/scribe, and medical concessions. Training of reader/scribes was done in September 2025. Arthur Blaxall School consisted of 7 blind candidates who were provided with braille question papers.

## **SECURITY MEASURES**

There were 2 security guards that were deployed both during the day and the night. Additional security staff were deployed by Province as a supplement to the existing guards. The district held consistent meetings with security guards to clarify roles and responsibilities. Access control registers and name tags were available. Visitors had name tags and were being escorted to the exam official. Other security measures included finger swipes and remote-controlled gates.

## **PROFILING OF EXAM CENTRES**

Exam centres were categorized based on risk levels as high, medium, or low. The profiling process aimed to identify the level of oversight and security required at each center to ensure the integrity of the examination process. The classification considered factors such as location, stability, enrolment numbers, and previous incidents. Centres identified as high risk included designated centers and certain independent centers, which required more intensive monitoring and administrative controls. Medium-risk centers typically included those in remote areas, those deemed unstable, or those with high enrolment figures. Centres classified as low risk generally demonstrated stable operations and fewer concerns, but their status could be escalated if issues arose during the examination period.

## **TRAINING OF INVIGILATORS AND MONITORS**

Chief Invigilators and Invigilators were trained by the Core Training Team from August 2025 using common training material. Considerable emphasis was placed on ensuring that all exam center personnel understood their respective duties and protocols. Clear communication channels were established to address any queries or issues arising before and during the examination period. The proactive approach contributed to a more organized and secure examination environment.

## **MANAGEMENT OF EXAMINATION IRREGULARITIES**

The district reported that prompt reporting, immediate evidence gathering and completion of forms / reports, prompt investigations, procure the assistance of specialists e.g., subject advisors, roles of School Assessment and Irregularities Committee (SAIC), District Assessment and Irregularities Committee (DAIC) and

Provincial Examinations Integrity Committee (PEIC) were unpacked during training sessions.

### **DAILY DELIVERY OF QUESTION PAPERS, STORAGE OF QUESTION PAPERS. CONTROL AND MANAGEMENT OF EXAM MATERIAL**

The districts further explained how the above processes would be done. There were 14 distribution points and mandatory audit operations when material was distributed and returned. Principals must check material before leaving – correct centre, correct paper, correct number of question papers. Returned material must be verified against the marksheets, register and seating plan.

### **SCRIPT CONTROLLING**

Dedicated groups to handle script control of specific centres. Scripts were checked and verified against mark sheets. Scripts were to be bagged immediately after controlling and the missing scripts to be reported immediately.

### **LEANER TEACHER SUPPORT MATERIAL (LTSM)**

The UMgungundlovu District's 2026 Resource Target List (RTL) reflected a total of 482 schools, of which 255 were Non-Section 21 schools and 227 Section 21(c) function schools. Schools that had submitted requisitions for central procurement were 305, i.e., 255 Section 20 schools and 50 Section 21c schools.

The KZN Provincial Treasury invoked Section 18 of the Public Finance Management Act (PFMA), which restricted the Department's ability to fully implement the Management Plan as outlined in the Sector Plan. Consequently, the Department experienced a five-month delay in the effective execution of the LTSM procurement process. Conditional approval was subsequently granted on 03 October 2025, authorising only the procurement of stationery for Grades R-12. Following the approval, due diligence was undertaken in collaboration with Supply Chain Management, and a purchase order was issued to the Managing Agent on 10 October 2025. On 13 October 2025, the Managing Agent confirmed that stationery orders had been placed with manufacturers and that order confirmations had been secured.

The Agent was finalising Service Level Agreements (SLAs) and preparing detailed delivery schedules.

To expedite the process, the district reported that Managing Agent was to employ additional casual workers, implement a three-shift staff rotation system, and authorize overtime work, including weekends and public holidays. The target completion date for all school deliveries had been set for 13 January 2026.

## **2. UMKHANYAKUDE DISTRICT**

The schools that were visited in Umkhanyakude District were Sithembinhlanhla High School and Mandlemfundo Secondary School. The Department presented the Learner Teacher Support Material Report (LTSM) as well as the State of the Exams Report 2025. The profiles for both schools were also given to the Portfolio Committee. The district had 166 centres with 16 504 candidates and reported the readiness to conduct and manage credible 2025 NSC October/November Examination.

### **CONCESSIONS AND ACCOMODATIONS**

There were 809 concessions and accommodations that were granted.

### **SECURITY MEASURES**

District had the following items in place:

- Strong room register and there were entries on the register to show that it was being used.
- The date of the last entry on the register was stated.
- 24-hour security guards and burglar guard gates.
- Double locking system in strong room.
- Functional surveillance cameras.
- Manual access and control systems.
- There was a delegation procedure in place if the responsible manager was unavailable
- Regular consultation and collaboration with SAPS took place.
- Key holder custody policy and a strong room policy.

## **PROFILING OF EXAM CENTRES**

Exam centres were categorized based on risk levels as high, medium, or low. The profiling process aimed to identify the level of oversight and security required at each center to ensure the integrity of the examination process.

## **TRAINING OF INVIGILATORS AND MONITORS**

Monitors were trained by the Core Training Team in October 2025 using common training material.

## **SORTING OF QUESTION PAPERS**

Declaration of secrecy was signed by all examination staff, monitors, chief invigilators, and invigilators. Examination staff members that had relatives writing the examination were not allowed to be involved in the process of sorting question papers. Strong room team was fully responsible for the sorting of question papers and answer books. They also checked the question papers against the packaging schedule from the province. Verification of whether all the centres had received their papers and the concession question papers (enlarged font size papers) was done.

## **DAILY DELIVERY OF QUESTION PAPERS**

The question papers were delivered on daily basis from the district to the distribution points. Norm time applied for the collection of question papers. The question papers were delivered by hired vehicles which were escorted by security guards. There was acknowledgement receipt of question papers by chief invigilators.

## **STORAGE OF QUESTION PAPERS**

The question papers were kept for five days at the storage point. There was a double locking system in a strongroom where question papers were kept. Only strongroom team had access to question papers at the strongroom.

## **MANAGEMENT OF WRITTEN MARK SHEETS**

White mark sheets were sent to schools prior to the commencement of the examination. Chief invigilators were advised to sort white mark sheets as per the timetable and they used the white mark sheets when controlling scripts at school level. Script control managers use white mark sheets at the Distribution Points during the script control process. Coloured mark sheets are sorted per centre and kept in a strong room.

## **MANAGEMENT OF UNUSED ANSWER BOOKLETS**

The used/unused/ spoilt answer booklets were returned daily by Chief Invigilators after each session to the distribution point. There was a register controlling the flow of spoilt and unused answer scripts. There was a designated room where unused answer scripts were kept for the entire session of examination. Control sheets from examination centres were kept in the file.

## **ACCESSIBILITY AND ACCOMODATIONS FOR LEARNERS WITH SPECIAL NEEDS**

The district had recorded 36 accommodations requiring extended time and 35 large print papers.

## **LEANER TEACHER SUPPORT MATERIAL (LTSM)**

The total number of public schools in the district was 528. Number of Schools with Function C was 352 and Schools without Function C was 176. Function C schools that procured central were 77 for stationery and 283 for textbooks. All schools without Function C made central procurement. The district reported that there was a delay due to system technicalities.

### **3. UTHUKELA DISTRICT**

The schools that were visited in uThukela District were Bhekathina High School and Wembezi Secondary School. The district presented the Learner Teacher Support Material Report (LTSM) as well as the State of the Exams Report 2025. The profiles for all schools were also given to the Portfolio Committee. uThukela District was ready to conduct and administer 2025 National Senior Certificate examinations for 12 348 full time and 873 part time candidates. The total number of registered centres was 141.

#### **SECURITY MEASURES**

The uThukela District operated from No. 46 Settlers Drive, Ladysmith (nodal point). The entrance to the building was always manned by security personnel who record the details of people coming into and out of the offices. There was also CCTV cameras that record all activities taking place in the examination office. The security had been upgraded with a Biometric system.

#### **TRAINING OF INVIGILATORS**

Chief Invigilators, Invigilators and Monitors had been trained by the District Training Core Team. Training focused on:

- Quality of invigilation
- Seating of candidates
- Elimination of Examination malpractices
- Protection of sensitive material
- Chief Invigilators had been appointed in writing by the District Director.
- Mop-up training was also done for monitors who did not attend the first training session.

## **MANAGEMENT OF IRREGULARITIES**

The district had trained and appointed monitors to ensure that the integrity of the examination was not compromised. The Chief invigilators and invigilators were also trained on examination malpractices as well as consequences thereof. Daily reports were designed and included daily status reports on irregularities.

Use of irregularity structures like District Assessment & Irregularities Committee (DAIC) and School Assessment and Irregularities Committee (SAIC) to mediate irregularities on time. Centres also had contact details of District Officials in case of irregularity.

Regarding the Bhekathina High School issue of group copying in 2024, the 2024 Chief Invigilator had been excused from 2025 NSC examination. Two permanent monitors had been placed to strengthen monitoring.

## **STORAGE AND SORTING OF QUESTION PAPERS**

A double locking strongroom was used for the storage of question papers and answer books. There were CCTV cameras inside the strong room. A strong room register was kept recording officials entering the strong room. Question papers were stored for a maximum of five days. Sorting of question papers according to schools and distribution points was done in the strong room by strong room team. Question papers were sorted the day before the paper was written as per the time prescribed by Chief Director. The District Examinations Head monitors the sorting of the question papers.

## **DELIVERING OF QUESTION PAPERS**

All five (5) distribution points had been audited. Drivers sign the Delivery Note after checking the subject, number of bags per Distribution Points. Cars delivering question papers were escorted by private security. Weekly report was shared with SAPS on progress. Each vehicle always had two examination personnel whenever delivery of question papers was done. CES maintained constant communication with drivers. Distribution point Managers gave reports immediately after distribution. Question

papers were delivered at the distribution points on daily basis. Chief Invigilators collected question papers from Examination personnel at the distribution points per norm times. Norm time – return within an hour from the end time of the paper. The question papers and answer scripts were not stored overnight at the distribution points. There were no alarm systems and CCTV cameras in all five distribution points, but the district relied on security and strong rooms for safety. Distribution Points had security guards hired by Province & local were available on site. Collection and retrieval plan was displayed at all Distribution Points.

### **SCRIPT CONTROLLING**

To secure scripts a register was used to take and returning scripts in the strong room.

No movements, cell phones or food allowed while doing script control. Once subject was opened, it had to be finished and bagged. Exam officials and Interns do script control. Supervision was done the script control leader and the CES. Once the process was completed scripts were prepared for dispatching to marking centers [receipts were developed per marking center].

### **MANAGEMENT OF UNUSED ANSWER BOOKLETS**

The distribution point manager and the Chief invigilator opened and rechecked scripts against the mark sheet. They both sign the control form indicating the number of scripts. The unused and spoiled stationery is returned. Receipts were checked daily to see if all stationery is accounted for.

### **RISK MANAGEMENT PLAN AND MITIGATION STRATEGY**

The district had a risk management plan and mitigation strategy for the following risks:

Inclement weather, group copying, community protest and candidates carrying crib notes.

## **LEARNER TEACHER SUPPORT MATERIAL**

The demographics of the district were as follows:

Total number of public schools - 441

Number of schools with Function C - 122

Number of schools without Function C – 319

The district was experiencing delays due to system technicalities.

## 4. MARKING CENTRE OVERSIGHT VISITS



### 4.1 ILEMBE DISTRICT – VUKILE HIGH SCHOOL

The Dramatic Arts, Religion Studies P1 & P2 were allocated to Vukile High School. The school has several health facilities in the surrounding that will serve and cater for emergencies: Maphumulo Clinic which is 5 km away and Umphumulo Hospital at 5,3 km. For all policing matters and reporting the Maphumulo Police station is 6 kilometres away from the marking centre.

## PERSONNEL BREAKDOWN

No	CATEGORY	NUMBER OF PERSONELL
1.	Centre Manager	01
2.	Deputy Manager	02
3.	Admin Team	05
4.	Examination Assistants	16
5.	Chief Markers	3
6.	Internal Moderators	3
7.	Deputy Chief Markers: Dramatic Arts	3
	Senior Markers: Dramatic Arts	14
	Markers	
	• Dramatic Arts	68
	• Religion Studies P1	04
	• Religion Studies P2	04
	<b>TOTAL</b>	<b>123</b>

## ACCOMODATION

Accommodation for both males and females has been provided at a capacity of 100 per gender (100 males and 100 females). The centre has 2 hostels to accommodate males and females.

## CATERING

The centre strives in presenting edible meals that ensure fulfilment, with the best hygiene measures being maintained throughout the process from preparing, to serving and to the aftermath of scrubbing and always maintaining tidiness. It has only one dining hall that carries a capacity of 200. Regular inspection and quality checks are done, and stock take as well as cleanliness of the kitchen well maintained.

## THE BACK-UP PLAN

The centre has an alternative course of action to use if primary plan fails serving as a contingency, providing "Plan B" for when unexpected circumstances, errors or failures

disrupt the original strategy. In the case of power outages, the centre is well equipped with 2 generators that are in good working order. The centre also has a borehole and 6 water tanks service as a back-up for any water shortages.

## **SAFETY AND SECURITY**

The centre has a security company with one security manager and a security management team of 54 security guards which are distributed as follows:

Day shift - 42

Night shift - 12

## **4.2 ZULULAND DISTRICT – JAMES NXUMALO AGRICULTURAL HIGH SCHOOL**

The Mathematical Literacy Paper 1 was being marked at the centre. The distance to Nkonjeni hospital is 15 kms and 5 kms to Unit A clinic. Nearest Police Station is Magudwini Police Station which is 10 Kms. The Centre has received 112 284 Scripts and 5 886 marksheets.



## MARKING PERSONNEL

NO.	CATEGORY	NUMBER OF PEOPLE
1.	Admin Team	6
2.	(Examinations Assistants) EAs	59
3.	Chief Marker	01
4.	Internal Moderator	02
5.	Deputy Chief Markers	14
6.	Senior Markers	71
7.	Markers	361
	<b>Total =</b>	<b>513</b>

## MARKING SPACE

The Centre is using 14 classrooms to accommodate 30 markers per room, plus one office for chief marker and one office for internal moderators. The Centre has one nerve centre where scripts are received, controlled and further data capturing by Administration with help of Examination Assistants. An additional room serving as a control for the chief marker for all scripts allocated to him by the admin manager. Another room is allocated for the Data Capturers for marksheets.

## SECURITY PERSONNEL

The center has a total of 50 guards, 36 day and 14 night.

## **BACK-UP PLAN**

The school has a generator that supplies the whole school in case of power failure. Food is cooked on gas stoves. The school has boilers which carry a capacity of 10 000 cubic litres. The school has a borehole with 50 000 litres.



## **OVERNIGHT ACCOMODATION**

The Centre has 4 hostels that are separate, 2 for males and 2 for females. The female residence accommodates 175 markers of which some are in single room, double room and three bed accommodation room. The male residence accommodates the same as females. The total number of markers accommodated at the hostels is 204. Each hostel residence has 14 ablution facilities and 28 showers.

## **RESPONSIBILITY OF THE MARKSHEET CAPTURE MANAGER**

- Supervise the Data Capturer and provide guidance and support for all capturing processes.
- Resolve all queries on the marksheets (blank spaces, illegible marks, etc.)
- Ensure that there is a constant flow of marksheets received from Script Control Manager to be captured communication with Script Control Manager is important.
- Ensure that all the confidentiality and integrity of the marks are maintained.
- Ensure that all captured marksheets are handed over to the Script Control Manager without delay.

## RESPONSIBILITY OF THE DATA CAPTURERS

- Capture 250-350 marksheets per day.
- Ensure that the correct marksheet number is captured and accuracy of the marks of the capturing of marks.
- Report all challenges or anomalies to the marksheet capture manager.
- Confidentiality and integrity of the marks must be always maintained.
- Daily performance will be monitored by the Systems Administrator at the Province to ensure that the deadline date is met.

## RESOLUTIONS

1. Noting the challenges regarding LTSM, the Committee resolved:

**Resolution DoE 01/11/2025, that:**

The Committee to invite Senior Official from Treasury to give more clarity on the matter, at the next meeting.

2. Noting the 2024 NSC group copying that took place in uThukela District and the principal of Bhekathina High School was at school in spite irregularities being investigated, the Committee resolved:

**Resolution DoE 02/11/2025, that:**

The Department to submit a progress report on NSC 2024 irregularities, in the next meeting.



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**ACTING CHAIRPERSON OF EDUCATION PC**  
**HON HGS MAVIMBELA**

.....17/02/2026.....

**DATE**

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