

Inombolo yefayili: 20/2/1/1
Isaziso: 20240926-7003

ISetyhula: 0030/2024

Umhla wokuphelelwa: Awukho

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdunkulu nakwii-ofisi zezithili), kwiiNgcali zeMfundu eziziiNtloko, kwiiNtloko zoKunika iNkxaso kwiKharityhulam, kwiiNtloko zoLawulo noKuphathwa kwamaZiko, kumaSekela eeNgcali zeMfundu eziziiNtloko, kuBaqquzeleli boVavanyo neeMviwo, kuBacebisi ngeZifundo nakwiiNtloko zamaziko alungiselela abaviwa iimviwo zoLwimi IwaseKhaya loLwimi IweZandla IwaseMzantsi Afrika (South African Sign Language Home Language) zeSatifikethi seMatriki sikaZwelonke

Isishwankathelo esifutshane: Ingcaciso yabo bonke abathathi-nxaxheba ngomyalelo wakutshanje omalunga namalungiselelo okuqhutywa nokusingathwa kweemviwo zoLwimi IwaseKhaya loLwimi IweZandla IwaseMzantsi Afrika (South African Sign Language (SASL) Home Language (HL)) zeSatifikethi seMatriki sikaZwelonke (NSC) zikaNovemba 2024

ISihloko: **Umyalelo wakutshanje omalunga namalungiselelo okuqhutywa nokusingathwa kweemviwo zoLwimi IwaseKhaya loLwimi IweZandla IwaseMzantsi Afrika (South African Sign Language (SASL) Home Language (HL)) zeSatifikethi seMatriki sikaZwelonke (NSC) zikaNovemba 2024**

1. INdibano kaZwelonke (National Assembly) yango-2023 izivumile izilungiso ezifakelwe kwicandelo 6 loMgaqo-siseko weRiphabliko yoMzantsi, 1996 zokuqukwa koLwimi i-SASL njengolwimi Iwaseburhulumenteni ukukhuthaza amalungelo abantu abangevayo ngeendlebe okanye abangeva kakuhle.
2. ISebi leMfundu esisiseko (ISebi i-DBE) likhuphe uMyalelo oyi-Examination Instruction No. 30 ka-2024, womhla we-29 Agasti 2024, ukwazisa amaphondo malunga neenkqubo eziza kulandelwa ukulungiselela ukuqhutywa nokusingathwa kweemviwo zeNSC zoLwimi IwaseKhaya i-SASL HL ngoNovemba ngo-2024.

3. Imihla yokubhalwa koviwo lokugqibela kumaPhepha 1, 2 nele-3 oLwimi lwaseKhaya lwe-SASL yile ilandelayo:

UMHLA	USUKU	IPHEPHA
25 Oktobha	NgoLwesihlanu	3
06 Novemba	NgoLwesithathu	1
20 Novemba	NgoLwesithathu	2

4. Ikopi yeSikhokelo i-Guidelines for the Conduct and Administration of Examinations in South African Sign Language Home Language, (**isiHlomelo D**) iqhotyoshelwe apha (nesiya kubizwa njengeSikhokelo emva koku), yaye kuyimfuneko ukuba bonke abathathi-nxaxheba babe nolwazi ngaso.
5. Izikolo mazizalise uxwebhu oluyi-examination readiness audit (**isiHlomelo A**) yaye iNtloko yeCandelo leeMviwo yeSebe leMfundu leNtshona Koloni (iSebe iWCED) mayizalise uxwebhu oluyingqinisekiso yokunyaniseka olubonakalisa ukuba ahloliwe (audited) ukwenzela ukulungela kwawo ukubhalela iimviwo, amaziko okubhalela iimviwo zoLwimi lwaseKhaya i-SASL HL (**isiHlomelo C**).
6. Inqununu/umgadi wabaviwa oyintloko kufuneka angqinise ukuba izixhobo ze-software ne-hardware ezisetyenzisiweyo ukulungiselela iimviwo zoLwimi lwaseKhaya i-SASL HL, ziyayithobela imigaqo (comply) ne-Information Technology (IT) emiselweyo ecaciswe kwiSikhokelo.
7. ISebe iWCED kufuneka linike inkxaso izikolo ezifundisa uLwimi lwaseKhaya i-SASL HL yokuba zifumane iilayisensi ze-software (software licences) apho kuyimfuneko.

8. **linkqubo emazilandelwe**

8.1 linkqubo ezenziwa kwiiveki EZIMBINI eziphambi kokuqala kweemviwo:

- (a) Izikolo maziqinisekise ukuba zonke izixhobo ezifunekayo zokulungiselela iimviwo zitshekishiwe yaye ziyasebenza kakuhle.
- (b) Izikolo mazinike iSebe iWCED ubungqina obubonisa ukuba izixhobo zihloliwe yaye zisebenza ngokufanelekileyo. Mazenze amalungiselelo okubakho kwestistim eyi-backup system yokuncedisa xa kukho ingxaki yokungasebenzi kwezixhobo ezisetyenziswayo okunokwenzeka.
- (c) Kucelwa niqaphele ukuba ukulungiselela iimviwo zoLwimi i-SASL HL kukho ii-Digital Versatile Discs (DVDs) ekurekhodwe kuzo iphepha lemibuzo ngalinye, ngokwahlukeneyo, kwakunye nee-DVDs ezineempendulo zabafundi. Ezi mpPENDULO mazirekhodwe nokuba kukwi-DVD enye, ngephepha ngalinye, ngomviwa ngamnye, okanye kukwi-Universal Serial Bus (USB) storage device enye, ngephepha ngalinye, ukwenzela zonke iimpPENDULO zabaviwa.

- (d) Isabe iWCED liya kubonelela izikolo ngee-DVDs EZIMBINI ngephepha ngalinye, ngomviwa ngamnye okanye ii-USB storage device EZIMBINI, ngephepha ngalinye, ngesikolo ngasinye, ukulungiselela iimpendulo zabaviwa.
- (e) Makwensiwe amalungiselelo ukuqinisekisa ukuba abaviwa baya kuhlala kwizitulu ezingenazo iindawo zokubeka iingalo (armrests), ngoba iindawo zokubeka iingalo (armrests) ziphazamisana nokunika iimpendulo kusetyenziswa ulwimi lwezandla.
- (f) Izikolo zingakhetha ukungenisa izikriphthi zabaviwa bonke (irekhodingi) ezikwi-USB storage device enye, ibenyelwe elungiselelwe iphepha NGALINYE i-SASL P1, i-SASL P2 ne-SASL P3. Umthamo we-USB storage device kufuneka uhambelane nenani labaviwa kwisikolo ngasinye. Umzekelo, isikolo esinabaviwa abayi-15 singafuna ii-64GB USB storage device ezintathu. Izikolo kufuneka zenze ifolda (folder) ukulungiselela umviwa ngamnye zize zingenise izikriphthi zabaviwa abayi-15 bonke ngephepha ngalinye, zikwi-USB storage device enye. Ifolda (folders) zomntu ngamnye ezikwi-USB storage device ukwenzela iphepha loviwo ngalinye, mazibhalwe inombolo yoviwo yomviwa ngamnye. I-USB storage device mayibhalwe SASL P1 okanye SASL P2 okanye SASL P3. irekhodingi ezelungiselelwe ukunceda xa kukho ingxaki (Backup recordings) kufuneka zigcinwe esikolweni.

8.2 linkqubo ezenziwa ngosuku OLUNYE oluphambi koviwo:

- (a) Indawo yokuqhutywa kweemviwo mayilungiswe; makususwe imifanekiso, iipowusta nayo yonke enye imathiriyeli engeyiyo inxalenye yenqubo yeemviwo.
- (b) Ukukhanya kwindawo yokuqhutywa kweemviwo kufuneka kuncedisane neemeko zoviwo. Oku kuthetha ukuba:
 - i. Akukho zifesitile kwindawo engemva (*background*).
 - ii. Makungabikho zikhettini zishukumayo kwindawo engemva.
 - iii. Kungabikho zibane zikhanyise kwindawo yokurekhodela.
 - iv. Izibane kufuneka zihlale zikhanyisile ngalo lonke ixesha loviwo.
 - v. Makungabikho kukhanya kubonakalisa izithunzi kwindawo yokurekhoda.
 - vi. Makungabikho ntshukumo ingeyomfuneko okanye iphazamisayo kwindawo engemva.
- (c) Isikolo masiqinisekise ukuba umbane olungiselelwe ukuncedisa xa kukho ingxaki ukhona kwimeko yokucima kombane. Zonke izixhobo zombane eziya kusetyenziswa ngethuba leemviwo zoLwimi i-SASL HL kufuneka zihlolwe phambi kokuba kuqhutywe iimviwo, umz. iikheyibhuli zombane (*electricity cables*) neendawo zokukhonektha ii-wall connections zombane ezeludongeni mazikulungele ukusebenza kakuhle.
- (d) Mayihlale icocekile, ingenanto (*cleaned*) i-recycle bin yekhompyutha nganye.

8.3 linkqubo ezenziwa NGOSUKU loviwo:

Ngumsebenzi oluxanduva **Iomgadi wabaviwa oyintloko** ukuqinisekisa oku kulandelayo:

- (a) KWIIYURE EZIMBINI phambi kokuba kuqhutywe uviwo, umgadi wabaviwa oyintloko uya kufumana ii-passwords zokufumana amaphepha emibuzo aseyivwe kwii-DVDs. Ngoko ke, umgadi wabaviwa oyintloko kufuneka afike kwindawo yokuqhutywa koviwo ngo-06:30.
- (b) Zonke izixhobo ziyahlolwa kwakhona KWIIYURE EZIMBINI phambi kokuqalisa kwaseshoni yoviwo.

- (c) Yonke imathiri yokuqhutywa kweemviwo ifakiwe yaye ifumaneka KWIIYURE EZIMBINI phambi kokuqalisa koviwo.
- (d) Zonke iifayili/iifolda zamaphepha emibuzo ziyavulwa ukuze kuqinisekiswe ukuba abaviwa baya kubanako ukufumana iphepha elibhalwa ngolo suku.
- (e) Incwadana eprintiweyo ekhutshwe liSebe i-DBE elungiselelwé ukwenza umsebenzi wokucwangcisa izimvo (rough work) inikwa umviwa ngamnye.
- (f) Umviwa ngamnye kufuneka abhale iinkcukacha ngokupheleleyo ezifunekayo kwiphepha eliykhava yencwadana yokucwangcisa izimvo (rough work), esenokusetyenziselwa ukwenzela ukucwangcisa iimpendulo kumaphepha onke.
- (g) Ezi ncwadana kufuneka ziqokelelwé ekupheleni kwseshoni yoviwo yaye umgadi wabaviwa oyintloko kufuneka aqinisekise ukuba umviwa ngamnye ubhala iinkcukacha zakhe ngokupheleleyo kwikhava yencwadana.
- (h) Incwadana kunye nee-DVDs/USB storage devices kufuneka zingeniswe kwiSebe iWCED. Kucelwa niqwalasele ukuba akukho zimpendulo zibhaliwego eziya kuthathelwa ingqalelo ngethuba lenqubo yokumakisha.
- (i) I-DVD/i-USB storage device eyi-backup yeempendulo zomviwa ngamnye yokuncedisa xa kukho ingxaki yensiwa ngoko nangoko emva kwseshoni yoviwo, yaye makungqinisiswe ukuba zinako ukufumaneka iifayili/iifolda.
- (j) Makuxelwe kwiSebe iWCED ngoko nangoko nayiphi na ingxaki yokufumana iifayili/iifolda.
- (k) Iirejista zokubakhona kiviwo mazialiswe zihambe nee-DVDs/nee-USB storage devices. li-DVDs/ii-USB storage devices mazibhalwe ngokuchanekileyo zize zipakishwe kwibhegi etywiniwego (sealed bag) eza kufakwa kwibhokisi/kwimvulophu/kwibhegi ekhuselekileyo elungiselelwé ukuhambisa izikriphthi yeSebe iWCED.

8.4 linkqubo ezenziwa NGETHUBA lokuqhutywa kweemviwo:

Umgadi wabaviwa oyintloko makaqinisekise ukuba:

- (a) Ukongezelela kumgadi wabaviwa, utitshala woLwimi lwaseKhaya i-SASL HL negosa eliyi-IT technician bakhona ukwenzela ukunika inkxaso xa kuyimfuneko yaye oko kungqinelana nemimiselo ebhalwe kwiSikhokelo.
- (b) Onke amaqela achaphazelekayo ayazithobela ngqo iimfuno zokugadwa kwabaviwa. Makuqinisekiswe ngokukodwa, ukuba ootitshala boLwimi lwaseKhaya i-SASL HL, abagadi babaviwa nababekiliso abenzi naziphi na iintshukumo eziphazamisayo ngethuba lokurekhoda iimpendulo zabaviwa.
- (c) Abagadi babaviwa nababekiliso bahlala phambi kwabaviwa yaye abajikelezi ngethuba lokurekhoda iimpendulo.
- (d) Kulandelwa iinkqubo ezichanekileyo ngethuba lokucima kombane.
- (e) Zonke iilephutophu/iikhompyutha zikhonekhthwe kwiindawo ezinombane (power supplies) ngalo lonke ixesha lokuqhutywa koviwo.

8.5 Iinkqubo ezenziwa EMVA kokuba kugqitywe uviwo:

8.5.1 Umgadi wabaviwa oyintloko makaqinisekise ukuba:

- (a) Abaviwa bakutshekishile ukuba zonke iifayili ziseyiviwe (saved) kwiiifolda zoviwo zabo yaye zibhalwe ngenombolo yoviwo yomviwa nangenombolo yeziko lokuqhutywa koviwo ezichanekileyo.
- (b) Utitshala uvula zonke iifolda zabaviwa kwikhompyutha/kwilephutophu aze akhuphele iifolda kwi-DVD yomviwa ngamnye okanye kwi-USB storage device ukwenzela isikolo.
- (c) Kuseyivwa iirekhodingi zomviwa kanye ngqo kolo xwebhu lokwenza umsebenzi yaye akuseyivwa kwi-shortcut ekwi-desktop (shortcut on the desktop).
- (d) Izikolo ziyazi ukuba zivumelekile ukuba zisebenzise i-USB storage device enye, ngephepha ngalinye, ukulungiselela zonke iimpendulo zabaviwa.
- (e) Izikolo ezikhetha ukuseyiva iimpendulo zabaviwa kwi-USB storage device, maziqinisekise ukuba iimpendulo zomviwa ngamnye zigcinwe kwifolda yakhe yaye inombolo yoviwo iseyiviwe ngokuchanekileyo njengegama lefayili.
- (f) Ukuba isikolo sinokukhetha ukusebenzisa ii-DVDs, i-DVD yomviwa ngamnye mayiphawulwe ngokucacileyo ngenombolo yoviwo yomviwa.
- (g) I-DVD enye yephepha ngalinye, yomviwa ngamnye, okanye i-USB storage device yephepha ngalinye yeempendulo zabaviwa bonke ingeniswa kwiSebe iWCED zize zonke ii-DVD/ii-USB storage devices ezizii-backup zigcinwe ngokuhuselekileyo esikolweni.
- (h) Ukukhutshelwa kweefayili/kweefolda kwii-DVDs/kwii-USB storage devices makwenziwe phantsi kweliso lomgadi wabaviwa oyintloko.
- (i) Abaviwa ABAPHUMI kwigumbi ekuqhutywa kulo iimviwo kude kugqitywe zonke iinkqubo zolawulo ezimalunga noviwo.

8.5.2 Utitshala wolwimi lwaseKhaya i-SASL HL:

- (a) Makavule zonke iifolda zabaviwa ezikwiikhompyutha zabo aze azikhuphele iifolda kwi-DVD/kwi-USB storage device yomviwa ngamnye, ukulungiselela injongo yokungeniswa kwazo ukuze zimakishwe.
- (b) Makayibhale/makayithiye ngenombolo yoviwo yomviwa ngokucacileyo i-DVD/i-folda yomviwa ngamnye ekwi-USB storage device.
- (c) Makenze i-DVD eyi-backup (write a backup) yokunceda xa kukho ingxaki yomviwa ngamnye ukulungiselela imeko yokuba i-DVD yokuqala ibenengxaki nangaliphi na ithuba OKANYE aseyive zonke iifolda (ezibhalwe ngokucacileyo inombolo yoviwo yomviwa) kwi-USB storage device eyi-backup yokunceda xa kukho ingxaki.
- (d) Makaqinisekise ukuba zonke iifayili ezikwifolda yeemviwo yomviwa zinako ukuvuleka phambi kokuba ii-DVDs/ii-USB storage devices zipakishwe zize zingeniswe kumgadi wabaviwa oyintloko.
- (e) Aqinisekise ukuba inani lee-DVDs OKANYE inani leefolda ezikwii-USB storage devices liyangqinelana nenani lamagama abaviwa akwirejista. Umzekelo, ukuba ngabaviwa abahlanu ababhale uviwo ngoko ke makungeniswe ii-DVDs ezintlanu (ibenye ngomviwa ngamnye) kwiSebe iWCED OKANYE ukuba ngabaviwa abahlanu abavavanywe kwiimviwo, makufakwe iifolda ezintlanu kwi-USB storage device ekufuneka ingeniswe kwiSebe iWCED ukulungiselela ukumakisha.

- (f) Azalise aze asayine ilisti yokutshekisha ekhutshwe liSebe iWCED. Isampuli yale listi yokutshekisha ifakwe **njengesiHlomelo B** kwiSikhokelo esiqhotyoshelwego.
- 8.6 Kucelwa iSebe iWCED liqinisekise ukuba izikolo zinazo ii-DVD writers/ii-USB storage device ports yaye ootishala be-SASL HL bayakwazi ukuba iseyivwa njani ingcaciso kwii-DVDs/kwii-USB storage devices phambi kokuba kuqale iimviwo ze-NSC ze-SAHL HL.
- 8.7 Ingxelo epeheleleyo yazo naziphi na izitenxo kwiinkqubo nezixhobo ezisetyenziswayo (*technical irregularities*) okanye iingxaki ezinokwenzeka ngethuba loviwo mayingeniswe kwiSebe iWCED (umz. lifayili ezilahlekileyo/ezonakeleyo, ixesha elibe yilahleko ngenxa yokungabikho kombane, izixhobo ezisebenziyo, kunye/okanye isenzo sokungayithobeli imiyalelo).
- 8.8 Makulandelwe la maxesha abekiwego ukuvavanya ukusebenzisa ulwimi lwezandla alandelayo. Makuqatshelwe ukuba uvunyiwe umnyinyiva wokuxolelwa okukhethekileyo okumalunga nokwabiwa kwexesha elinkwe abaviwa be-SASL HL. Abaviwa mababe sebehleli phantsi engadlulangwa u-8:30.

INYATHELO	IXESHA ELIBEKIWEYO	UBUDE BEXESHA
Ixesha lokufunda	Imizuzu eyi-20	08:40 ukuya ku-09:00
Ukusebenzisa ulwimi lwezandla (signing) iPhepha 1	Ubuninzi ziyyure ezine	09:00 ukuya ku-13:00
Ukusebenzisa ulwimi lwezandla (signing) iPhepha 2	Ubuninzi ziyyure ezine	09:00 ukuya ku-13:00
Ukusebenzisa ulwimi lwezandla (signing) iPhepha 3	Ubuninzi ziyyure ezintathu	09:00 ukuya ku-12:00
Ukuseyiva iifolda kwi-DVD	Ngokumalunga nemizuzu eyi-120 (kuxhomekeke kwinani labaviwa)	Amaphepha 1 no-2: 13:00 –15:00 Iphepha 3: 12:00 –14:00

- 8.9 Ukuba kukho nayiphi na imibuzo enxulumene neenkqubo ezilungiselelwu ukuqhutywa kweemviwo, kufuneka ithunyelwe ngqo kwicandelo leemviwo leSebe iWCED.
- 8.10 linkqubo ezisetyenziswa xa kungekho mbane okanye xa umbane ucimile (*loadshedding*):

Zonke iikhompyutha/iilephutophu zabaviwa kufuneka zikhonekhthwe kwisistim yombane eyi-backup power system enceda xa kukho ingxaki yokungabikho kombane enjenge-Uninterruptible Power Supply (UPS). Ukuba kubekho ukucima kombane ngethuba lokuqhutywa koviwo, kufuneka kulandelwe le nkqubo ilandelayo:

- (a) Abaviwa kufuneka bahlale kwigumbi ekuqhutyelwa kulo iimviwo kude kubuye umbane okanye kuphele iijure ezimbini ungekho umbane.
- (b) Abaviwa ABANAKO ukunxibelelana ngethuba belinde ukubuya kombane.
- (c) Ixesha ekuphulukenwe nalo ngethuba lokucima kombane kufuneka livunywe njengexesha elongezelelwego loviwo.
- (d) Ukuba umbane awubuyanga emva kweeyure ezimbini, uviwo kufuneka lucwangciselwe omnye umhla.
- (e) Xa kucima umbane, inqununu kufuneka yazise abasemagunyen'i kwingingqi ngoko nangoko yaye iqinisekise nobude bexesha lokucima kombane.
- (f) Makwaziswe iSebe iWCED ngoko nangoko.

8.11 linkqubo ezisetyenzisa kwimeko yokungasebenzi kwekhompyutha:

- (a) Kufuneka kubekho iikhompyutha EZIMBINI ubuncinane ezonegezelwego ukwenzela xa kunokubakho ingxaki.
- (b) Kwimeko apha kukho ingxaki yokusebenza kwekhompyutha/kweekhompyutha, umviwa/abaviwa kufuneka basiwe ngoko nangoko kwisixhobo esiyi-backup equipment esilungiselelwego ukunceda xa kukho ingxaki, yaye umviwa/abaviwa abachaphazelekayo mabanikwe ixesha elongezelelwego elifanelekileyo.
- (c) Abaviwa kufuneka bagqibe ukuphendula iphepha ngexesha elabelwe iphepha.
- (d) Kukuwuseyiva umsebenzi womviwa kwi-DVD/kwi-USB storage device nokuhlolwa (*testing*) kwee-DVDs/kwee-USB storage devices kuphela okuya kuvunyelwa emva kokuba ixesha elabelwe uviwo liphelile.
- (e) Abagadi babaviwa kufuneka bathathe onke amanyathelo afanelekileyo ngobulumko ukwenzela ukujinisekisa ukuba iifyili zabaviwa zifakiwe kwii-DVDs/kwii-USB storage devices yaye ezi fayili/folda zinako ukufumaneka.

8.12 Ukubuyiselwa kweempendulo zabaviwa (DVD/USB storage device) kwiSebe iWCED:

- (a) li-DVDs/ii-USB storage devices kufuneka zithathwe kwiziko ekuqhutyelwa kulo iimviwo nokuba ligosa leSebe iWCED okanye zisiwe ngumgadi wabaviwa oyintloko kwiSebe iWCED.
- (b) Irejista kufuneka igcinwe kuzo zonke iindawo apha ii-DVDs/ii-USB storage devices zigqithiselwa khona. Amagosa abandakanyekayo kumsebenzi wokugqithiselwa kwenye indawo kwee-DVDs/kwee-USB storage devices zoviwo, kufuneka asayine le rejista aze abonise ixesha lokugqithiselwa kwazo kwenye indawo. Irejista kufuneka igcinwe kwi-ofisi yesithili kude kufike ixesha lokugqitywa kweemviwo emva koko zigqithiselwe kwiSebe iWCED.
- (c) li-DVDs/ii-USB storage devices AKUFUNEKI naphantsi kwazo naziphi na imeko ukuba zigcinwe ubusuku bonke kwiziko ekuqhutyelwa kulo iimviwo.
- (d) li-DVDs/ii-USB storage devices kufuneka zitywinelwe kwimvulophu/kwibhegi ekubonelelwego ngayo ukulungiselela le njongo ukuze zithintelwe ekonakalisweni.
- (e) Xa ii-DVDs/ii-USB storage devices zifunyenwe liSebe iWCED kufuneka zitshekishwe ngokuzithelekisa nemakhishithi efanelekileyo phambi kokuba zigqithiselwe kwiziko lokumakisha. Kufuneka kugcinwe irekhodi yazo zonke ii-DVDs/ii-USB storage devices

ezigqithiselwe kwiziko lokumakisha yaye umphathi weziko lokumakisha makakusayinele uzikufumana ezi-DVDs/ezi-USB storage devices.

9. Kucelwa nazise okukule ngcaciso imfutshane bonke abasebenzi abachaphazelekayo ukuze bakuthathelo ingqalelo.

ISAYINWE: NGU-B WALTERS

INTLOKO: YESEBE LEMFUNDO

UMHLA: 2024-10-18