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To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Heads: Management and Governance, Circuit Managers, Deputy Chief Education Specialists, Assessment and Examination Coordinators and Heads of public and independent schools/institutions that prepare learners for the National Senior Certificate examinations

Short summary: *The establishment of District Assessment Irregularities Committees.*

Subject: Directives for the establishment of District Assessment Irregularities Committees (DAICs)

1. This circular repeals and replaces Circular 0025/2008, dated 13 August 2008, and Assessment Management Minute 0006/2017, dated 15 March 2017, in their entirety.
2. The *Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate examination*, published in *Government Gazette* No. 31337 of 29 August 2008, as amended on 30 April 2019, mandates the establishment of DAICs and School Assessment Irregularities Committees (SAICs).
3. The DAICs will operate under the jurisdiction of the Provincial Examinations Irregularities Committee (PEIC) and will report to the PEIC on all cases reported to the DAICs on a quarterly basis. The PEIC will consolidate the reports from all the DAICs and present a provincial report to the National Examinations Irregularities Committee.
4. The DAICs will address all internal school-based assessment irregularities in the General Education and Training and Further Education and Training bands. They will also be responsible for the management of irregularities relating to national, provincial, district and formal School-based Assessments, Practical Assessment Tasks (PATs), Common Assessment Tasks including common PATs set at national, provincial and district level, and Language Orals.

5. The DAICs will have jurisdiction over any alleged irregularity that occurs at school-level within districts during internal assessment conducted at schools. These irregularities relate to the following processes:
 - 5.1 registration of learners for provincial and national examinations;
 - 5.2 management of school-based assessment processes;
 - 5.3 management of provincial and national processes of assessment;
 - 5.4 monitoring and moderation of internal assessments;
 - 5.5 compilation of internal assessment marks;
 - 5.6 capturing and processing of data in respect of internal assessments;
 - 5.7 setting and moderation of internal assessment question papers;
 - 5.8 adjustment of marks without following due processes and consultation with the district;
 - 5.9 quarterly school reports; and
 - 5.10 any other irregularity related to internal assessment, which cannot be resolved by the SAICs.
6. The Head of Department (HoD) must ratify all DAIC members nominated by the district director and the Head of Examinations in the province. The HoD may delegate this function.
7. The DAICs must comprise the following members at district-level:
 - 7.1 The district director or his/her delegate will serve as the chairperson of the DAIC, and such delegation must be in writing.
 - 7.2 The Assessment and Examinations Coordinator.
 - 7.3 The Head: Curriculum Support.
 - 7.4 The Head: Management and Governance.
 - 7.5 The Employee Relations Officer.
 - 7.6 Circuit managers (to a maximum of 10).
 - 7.7 In addition, one member of the PEIC. (This official, from either the Directorate: Assessment Management or Examinations Administration will serve as a link between the PEIC and DAIC.)
8. District directors are requested to submit the names of the nominated members **(Annexure A)** to the Director: Assessment Management by **31 March 2025**.
9. Districts are expected to have their DAICs established and fully functional by **15 April 2025**. Each DAIC must adopt a Terms of Reference to ensure functionality is supported by appropriate governance procedures.
10. Appropriate communication regarding the functioning of the DAICs must be sent to all schools in the district.
11. The Directorate: Assessment Management has an oversight role in the establishment of DAICs and may be consulted in this regard.

12. Please bring the content of this circular to the attention of all relevant officials.

SIGNED: B WALTERS

HEAD: EDUCATION

DATE: 2025-03-13