



PROCESS FOR RECOGNITION OF DISTANCE EDUCATION PROVIDERS (INCLUDING ONLINE INSTITUTIONS) BY IEB

TO: DISTANCE EDUCATION INSTITUTIONS THAT WISH TO OFFER THE NSC THROUGH THE IEB

1. Institutions that join the Independent Examination Board (IEB) to write the National Senior Certificate (NSC) examination are required to begin the registration process with their current Grade 9 learners. In the case of traditional schools, the registration fee covers the support that the IEB professional and administrative staff provide to IEB-registered educational institutions, namely:

- to orientate them to the IEB requirements.
- to keep them informed of changes of policies and processes, events, and other relevant information in respect of the IEB.
- to provide guidance and support, as appropriate.
- to respond to queries,

To this effect, the same annual registration fee of R5 649,00 will apply to distance education providers and/online schools for the same abovementioned services provided.

2. Distance education and/online institutions that wish to be registered with the IEB for the NSC examinations, are required to go through a formal application and evaluation process to cover the initial compliance checks, enabling us to make an informed decision of whether the institution should be affiliated to the IEB. There is an upfront, once off non-refundable application fee of R10 000 for this evaluation.

3. The application process is not an evaluation of the institution's quality of teaching and learning but rather a process to determine whether it has the minimum professional and administrative requirements to operate. It is a process for the IEB to be assured that the institution has the capacity to teach and access the NSC curriculum and manage the conduct of site-based assessment, practical and oral assessments, as necessary.

4. The institutions will be required to apply for registration and accreditation, if and when the authorities, i.e. the Department of Education, determines and publishes those processes.

5. Online institutions that wish to apply and are operating in the FET phase, should submit their registration form to the IEB between **1 January to 30 June**, in the **Grade 9** year of the learners who will be the first to write the NSC under the auspices of the IEB. For example, if the first Grade 12 year at the online institution will be in 2027, then the application for registration as an IEB online school should be submitted by 30 June 2024. This enables the institution to be working within the IEB system for the full Further Education and Training phase (FET), i.e. from the start of Grade 10. Early application within the open timeline is preferable, in order to provide the teachers with sufficient time to adjust to the IEB approach.

6. The audit form for registration must be completed and submitted to applications@ieb.co.za
7. Applications received on or after 1 July, will only be processed the following year.
8. The aspects that will be considered in the application process are as follows:
 - 8.1 Legal status: registration as a company that can operate in the country, the financial sustainability of the institution.
 - 8.2 The contract details (including the responsible persons, addresses as relevant, emails, website addresses, telephone) the head office, any examination venue(s).
 - 8.3 Human resources and appropriate technology.
 - 8.4 Process for development of learning material, assessment, marking, i.e. criteria for the employment of full-time or part-time staff.
 - 8.5 A functional system for the delivery of learning and assessment via distance learning.
 - 8.6 Availability of the examination venues that will accommodate the number of registered learners in Grade 12 at 1 m apart.
 - 8.7 Availability of a safe or strong room to safeguard the examination materials during the writing of Grade 12 examinations.
 - 8.8 Examination venues' compliancy with regulations, with regards to possessing a valid health and safety certificate, as well as a fire certificate.
 - 8.9 Examination Accommodation for learners with disabilities in the system, e.g. hard of hearing, visually impaired.
 - 8.10 Examination Accommodations for learners with limited technical skills, poor access to a stable internet connection.
 - 8.11 Conduct of assessment, in particular, guaranteeing the authenticity of Site Based Assessment (SBA).
 - 8.12 Administration and student records.

8.13 Student management including the following:

- (a) access to the institution, e.g. baseline testing for access and/or for placement.
- (b) learner access to catch-up programmes.
- (c) learner support for work currently being taught.
- (d) management of sickly learners, learners who are away often, e.g. at sporting events through illness, etc.

9. Once an institution has met these compliance requirements and has been accepted by the IEB, the abovementioned IEB registration fee will apply, which will thereafter be billed annually. When the institution begins to register learners for the Grade 12 examinations, this fee will vary based on the number of learners registered.

10. Thereafter:

- The online institution will be included on the IEB mailing list, i.e. it will be included in the delivery schedule for circulars, newsletters, etc.
- Full access to the IEB website will be given to the institution and its teaching staff. Teachers must then download and review the Subject Assessment Guidelines (SAGS).
- An online meeting will be scheduled with the IEB assessment specialists, who will introduce themselves to teachers and brief them on the subjects and their specific requirements, i.e. SAGs. They will ensure that teachers are able to navigate the IEB website including the Cluster Report Manager (CRM) and are directed where to find resources for their subjects. These meetings occur bi-annually in the 1st and 2nd half of the year and co-ordinated by the D&D administrator, within 6 months after receipt of the IEB decision.
- Teachers will thereafter be allocated to cluster groups.
- Teachers must attend the User Group Conferences at national and regional level.
- Principals must attend the principals' meetings at the start of each year. The principal may be accompanied by the academic head.
- Online institutions are encouraged to attend workshops run by the IEB or training courses run by ASSET, the IEB's accredited training section.
- Online institutions have access to an extensive range of data, both internal and from the IEB, which can be used for a variety of purposes. The IEB has a workshop on the use of data, the aim of which is to enable delegates to understand how to best use data to inform teaching in ways that lead to improvements in learner performance. Academic Heads, Subject Heads, and teachers who want to be informed of how data can be used to generate change must attend.

11. Online schools are obliged to involve their qualified teachers in marking. Applications for marking by language teachers will be considered in Grade 11 and for all subjects in the Grade 12 year.

12. In addition, should the online institution choose to administer and invigilate their own exam sessions at a preferred venue, the IEB will conduct a site visit to inspect the compliancy of the exam venue according to IEB requirements, thereafter, apply for accommodation for the exam venue with Umalusi.

13. The date of the visit will be agreed beforehand and relevant staff from the online institution or examination venue must be available for a discussion with the IEB representatives.
14. The cost for this audit visit is for the online institution. However, if an IEB official will be in the area already on other business, there will be no additional cost to the institution.
15. The IEB uses an electronic packaging system for centres who choose host and invigilate the examinations themselves. To this end, each examination venue is required to purchase an electronic key at a cost of approximately R4 000,00 at the start of the Grade 12 year. The IEB also uses an audio-video camera monitoring system to monitor the conduct of the examinations from the moment the examination material is unlocked via the Electronic Locking System, until it is secured at the end of the examination session. Every exam venue is required to purchase a system (through the IEB or in your own capacity), that allows the IEB to monitor the examination session in real time. The camera must meet the IEB's minimum specifications. The following will also have to be fulfilled:
 - 15.1 The chief invigilator must attend an invigilation workshop before the commencement of the Grade 12 examination session.
 - 15.2 The appointed staff/invigilators must attend the electronic packaging workshop before the commencement of the Grade 12 examination session.
16. The IEB relies on the fees from registered schools for its operational requirements. Institutions are required to pay their fees timeously and in full. Should an institution not fulfil its financial obligations, it will be de-registered as an examination centre. The IEB will not provide any results for the candidates until the fees are paid in full.