



OFFICE OF THE HEAD OF DEPARTMENT

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MEMORANDUM

TO : DDG IOM
: DDG CURRICULUM
: CLUSTER CHIEF DIRECTORS
: DISTRICT DIRECTORS,
: CMC HEADS, CIRCUIT MANAGERS,
: CHIEF EDUCATION SPECIALISTS, CURRICULUM ADVISORS,
: EXAMINATION OFFICIALS
: PRINCIPALS, SCHOOL MANAGEMENT TEAMS
: EDUCATORS

FROM : HEAD OF DEPARTMENT - EASTERN CAPE DEPARTMENT OF EDUCATION

SUBJECT : ILLEGAL ADJUSTMENT OF LEARNER MARKS AND CONSEQUENCE MANAGEMENT

DATE : 20 MAY 2026

1. The Department has noted with serious concern allegations and reported incidents relating to the unlawful adjustment, manipulation and alteration of learner marks at certain schools and administrative levels.
2. The adjustment of learner marks without due process, approval and supporting evidence is illegal, unethical and a direct violation of examination and assessment policies of the Department of Basic Education and the Eastern Cape Department of Education. Such actions undermine the credibility and integrity of the education system, compromise public trust and disadvantage deserving learners.

3. All officials are reminded that assessment processes must at all times be guided by the principles of:
 - Honesty and integrity;
 - Transparency and accountability;
 - Fairness and credibility; and
 - Compliance with all applicable assessment and examination policies.

4. Any unauthorized adjustment of marks, whether manual or electronic, constitutes serious misconduct and may amount to:
 - Fraud;
 - Falsification of official records;
 - Dereliction of duty; and/or
 - Gross misconduct in terms of the applicable public service and employment regulations.

5. Officials found to have participated in, instructed, facilitated or condoned the illegal adjustment of marks shall be subjected to disciplinary action, which may include:
 - Suspension;
 - Formal disciplinary proceedings;
 - Dismissal from service;
 - Criminal investigation where applicable; and
 - Recovery of losses or damages suffered by the Department.

6. Districts and schools are therefore instructed to:
 - Ensure strict compliance with all assessment and moderation policies;
 - Strengthen internal control measures relating to mark capturing and verification;
 - Adherence to the promotion and progression policy.
 - Ensure that all mark adjustments are supported by approved moderation processes and documented evidence;
 - Restrict access to assessment systems to authorized personnel only;
 - Report any suspected irregularities immediately to the District Director and relevant assessment authorities; and

- Conduct awareness sessions with all educators and officials involved in assessment and examinations.
7. Principals and Circuit Managers are specifically reminded of their responsibility to safeguard the credibility of assessment processes in schools and districts under their supervision. Failure to act on known irregularities shall also attract accountability measures.
8. The Department remains committed to protecting the integrity, credibility and fairness of learner assessment processes. All stakeholders are expected to uphold the highest ethical standards in the execution of their duties.

Your cooperation and immediate attention to this matter are appreciated.

Yours faithfully,


MS.S.A. MAASDORP
HEAD OF DEPARTMENT

21/05/2026

DATE