

CIRCULAR NO. 3/2024

30 January 2024

TO: PRINCIPALS OF SCHOOLS ENTERING CANDIDATES FOR THE 2024 FURTHER STUDIES SUBJECT EXAMINATIONS

ELECTRONIC LOCKING SYSTEM: SERVICING OF THE ELECTRONIC KEY

The electronic locking system is in place to preserve the security of high-stakes assessments. This system is in place primarily to protect schools from any accusations of irregular behaviour. To ensure that the system operates effectively, the keys require servicing on an annual basis. The cost of this service is R243.00; this will be included on the school's invoice.

The servicing has been arranged for the month of February. To that end you are requested to please send your key to the IEB Offices:

5 Anerley Road
Parktown
Johannesburg
2193

The keys must reach the IEB offices by **13 February 2024** to ensure that they can be serviced and returned to schools on time.

PLEASE ENSURE THE FOLLOWING:

- **The key must have a sticker on it with the serial number at the back;**
- **Please place your key in the padded envelope we've sent you, to protect it from wear and tear during transporting.**
- **When sending the key, DO NOT include the black case and the charger – we only need the key in the padded envelope supplied.**

The following arrangements will apply:

- RAM Couriers will collect from schools; please book a collection with the courier after receiving your stationery. To book, email Sizakele Zamisa: Sizakele.zamisa@ram.co.za
- Local Schools (Gauteng) – You are welcomed to hand deliver your key to the IEB office after packaging it in the padded envelope, should you opt not to courier it.

Should you have any further queries, please contact Mr Joe Darare on dararej@ieb.co.za or telephone at 011 483 9767; or Ms Noma Themba on themban@ieb.co.za or telephonically on 011 483 9742.



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