

ANNEXURE A:



**basic education**

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

**STATE OF READINESS FOR SASL HOME LANGUAGE– NSC**

**1. GENERAL INFORMATION:**

<b>Name of School</b>	<b>Province &amp; District</b>	<b>Name of SASL HL teacher</b>	<b>Name of IT technician</b>	<b>Name of Principal</b>
<b>Tel:</b>	<b>E-mail:</b>	<b>Cell nr of SASL HL teacher</b>	<b>Cell nr of IT technician</b>	<b>Cell nr (principal):</b>
<b>Number of candidates:</b>	<b>Centre number:</b>			

**2. RESOURCES AND TECHNICAL REQUIREMENTS**

Please give details under each point below.


**2.1 MINIMUM Office system requirements:**

	<b>YES</b>	<b>NO</b>
2 GHz processor		
4 GB RAM		
10 GB available space per examination		
Screen resolution of a minimum 1280 x 800		
Webcam resolution: minimum 720i preferred 1080p		
Windows 7 SP1, or above, operating system. (According to Microsoft, this works best on the latest operating system.)		
The browsers used must be the latest versions or the versions immediately preceding the latest versions.		
At least Net 3.5. Preferred 4.5 LCR.		

	YES	NO	Comments
2.2 Does each candidate have a computer that meets the minimum software requirements and a webcam?			
2.3 <b>VLC media player requirements:</b>			
	YES	NO	
3 GHz AMD Athlon processor			
Single-core 4 GB RAM 64/128 MB AMD			
Onboard Graphics			
Windows XP Professional			
Screen resolution 1080p or 720p minimum			
2.4 <b>QuickTime system requirements:</b>			
	YES	NO	
Intel, PowerPC G5 or Power PC G4 (867 MHz or faster) processor			
At least 512 MB of RAM			
QuickTime 7			
	YES	NO	COMMENTS
2.5 Has Adobe Flash Player <sup>1</sup> been installed on all computers?			
2.6 Is the SASL HL examination centre networked?			
2.7 If the centre is networked, what type of network environment is installed? E.g. peer-to-peer; client-server			
2.8 Will the network and internet access be disconnected a day before the examination?			
2.9 Have computers been set to save at 5-minute intervals for every application?			
2.10 Which antivirus programme has been installed?			
2.11 Will the antivirus programme be updated a day before the examination?			

2.12 Are all webcams in a working condition?			
2.13 Will the recycle bin on each computer be cleaned a day before the examination?			
2.14 Has every computer been cleaned of files and folders not needed for the examination?			
2.15 Are all DVD writers or USB ports in a working condition?			
2.16 Each laptop's battery is fully functional and is supported by a UPS system to avert the effects of loadshedding or a power failure			
2.17 Are security systems in place to prevent the computers from being stolen or accessed?			

### 3. EXAMINATION VENUE/ENVIRONMENT:

	YES	NO	COMMENTS
3.1 Computers to be used for examination administration meet the hardware and software requirements			
3.2 Will your centre be using a venue other than your own examination centre?			
3.3 The laboratory/examination venue room has appropriate lighting conditions			
3.4 Learners are familiar with operating the computer and the software functions required by the examination.			
3.5 Each learner has his/her own cubicle or partitioned private space during the examination to prevent copying			 <p>The diagram, titled 'CLASS SET-UP FOR SASL HL EXAM ROOM', shows three students seated at desks in a row, each in their own cubicle. Each cubicle contains a laptop with a webcam. The cubicles are separated by vertical partitions. A 'Portfolios' rack is visible on the right side of the cubicles. A 'Grid' is also shown at the bottom right. Callouts point to 'Lighting' and 'Partitions'.</p>

4. GENERAL:

4.1 List the challenges that you are experiencing in preparing for the SASL HL examinations.	CORRECTIVE MEASURES PROPOSED

<p>SASL HL TEACHER</p> <p>_____</p> <p>NAME</p> <p>_____</p> <p>SIGNATURE</p> <p>_____</p> <p>DATE</p>	<p>DTA</p> <p>_____</p> <p>NAME</p> <p>_____</p> <p>SIGNATURE</p> <p>_____</p> <p>DATE</p>
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<p>SCHOOL PRINCIPAL</p> <p>_____</p> <p>NAME</p> <p>_____</p> <p>SIGNATURE</p> <p>_____</p>	<p>IT TECHNICIAN</p> <p>_____</p> <p>NAME</p> <p>_____</p> <p>SIGNATURE</p> <p>_____</p>
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DATE	DATE
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School stamp
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**Verified by:**

SUBJECT ADVISOR/DISTRICT EXAMINATIONS AND ASSESSMENT SERVICES/DISTRICT ICT SERVICES	Comments, if any
_____	_____
NAME	_____
_____	_____
SIGNATURE	_____
_____	_____
DATE	_____



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### Checklist for submission of learners' responses on DVDs or USBs

	Action/Instruction	Yes	No
<b>Candidates</b>			
1	All candidates labelled their electronic examination folder using their examination numbers		
2	All candidates checked that all their files submitted for marking are stored within their examination folder on the DVD or USB		
3	All candidates checked that the files submitted for marking can open (no shortcuts, no damaged or missing files, etc.)		
4	Each candidate's responses are saved on a DVD or USB, clearly marked with his/her examination number		
<b>SASL HL Teachers</b>			
4	SASL HL teacher checked that all the electronic folders of candidates have been retrieved/collected from a central computer		
5	SASL HL teacher checked that all the candidates' electronic folders or files can open from a central computer/folder (no shortcuts, damaged/missing files)		
6	DVD or USB, corresponding with mark sheet, was written and contained all the candidates' folders and files		
7	All files saved on the DVD or USB have been checked to ensure that they open.		
8	All files are saved on a backup DVD or USB. The files on this backup DVD or USB must be the same as the files on the DVD/USB to be handed over to the PED and the second one will be retained in a safe at the examination centre.		
<b>Chief Invigilator</b>			
9	DVDs/USBs have been packed according to instructions		
10	A report regarding any technical glitches/irregularities or deviation from instructions has been completed and submitted (if applicable).		
11	The checklist has been signed and submitted.		

EXAMINATION CENTRE NUMBER: \_\_\_\_\_

\_\_\_\_\_  
CHIEF INVIGILATOR

\_\_\_\_\_  
SASL HL TEACHER

\_\_\_\_\_  
INVIGILATOR 1

\_\_\_\_\_  
INVIGILATOR 2

\_\_\_\_\_  
DATE



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### PROCEDURES AND GUIDELINES FOR THE CONDUCT OF THE EXAMINATIONS IN SASL HL – NATIONAL SENIOR CERTIFICATE:

(To be submitted to [Thurston.C@dbe.gov.za](mailto:Thurston.C@dbe.gov.za))

NAME OF THE PROVINCE: \_\_\_\_\_

NAME OF THE HEAD OF PROVINCIAL EXAMINATIONS: \_\_\_\_\_

	Yes		No	
1. All examination centres where SASL HL for the November _____ NSC examinations will be examined have been audited.				
2. How many examination centres were audited?				
3. Were there any challenges and how were they resolved?				
Challenge(s)				
Solution:				
4. Do all the examination centres have the necessary software and hardware for the conduct of the November _____ examination?				

\_\_\_\_\_  
HEAD OF PROVINCIAL EXAMINATIONS

\_\_\_\_\_  
DATE