



NAME OF PROVINCIAL EDUCATION DEPARTMENT: WCED

NAME OF EXAMINATION: NSC, ABET LEVEL 4 AND SC

DATE: _____ **ARRIVAL TIME:** _____

CENTRE NAME AND CENTRE NO: _____

PHYSICAL ADDRESS OF CENTRE: _____

CONTACT NUMBER:

CENTRE

MANAGER/PRINCIPAL:

1. How many candidates enrolled for the National Senior Certificate Examinations?		
2. Have all candidates arrived for the examination? If not, have they provided reasons?		
3. Are there candidates who did not bring their ID documents? Indicate the number and how it was managed by the centre.	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
B. GENERAL OBSERVATIONS		
4. Are question papers/answer books/examination stationery stored in the strong room/safe?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
5. Were all question papers received?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
6. Were all question papers sealed upon receipt?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
7. Is the answer book register kept up to date?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
8. Is the chief invigilator engaged in the examination?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
9. Are all examination venues correctly invigilated?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
C. MANAGEMENT OF THE EXAMINATION		
10. Who keeps the strong room key?		
11. Where is the duplicate of the strong room key kept?		
12. Who has access to examination question papers and answer books?		
13. What security measures are in place (safe, location, burglar alarm, guards, access control, fire extinguisher, etc.)?		
14. What procedures and systems are in place to deal with the issuing, control, storage and return of examination material?		
15. Is the examination timetable, invigilation timetable, manual for examinations and seating plan available and correctly drawn up?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
16. How are unregistered candidates dealt with?		
17. Do you have candidates with Special needs?		
18. What type of concessions do they require?		
19. How are candidates with special needs accommodated / assisted?		

20. What procedure is followed when an irregularity is detected?		
21. What procedure is followed when a candidate arrives late for an examination?		
22. What procedure is followed when a candidate temporarily leaves the examination room during the writing of the examination?		
23. What procedure is followed when a candidate completes the examination before the scheduled time?		
24. How does an assistant invigilator call the chief invigilator for assistance when the examination is in progress?		
25. Is the Chief Invigilators' appointment in writing?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
26. Is the chief invigilator a permanent member of staff of the school?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
27. Has the Chief Invigilator attended the official training session?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
28. How and to whom is authority delegated in the absence of the Chief Invigilator?		
29. Is there evidence that the Chief Invigilator ensured that all equipment e.g. computers to be used by the candidates, was serviced prior to the examination?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
30. How are Invigilators appointed?		
31. Are all assistant Invigilators trained to conduct the invigilation of the examinations? If the answer is "yes" by whom and when? Request register of the training.	YES: <input type="checkbox"/>	NO: <input type="checkbox"/> WHOM: WHEN:
32. What measures are in place to ensure that teachers do not invigilate the subjects that they teach? (Except e.g. IT and CAT)		
33. What measures are in place to deal with a crisis?		

D. THE EXAMINATION ROOM			
34. Is the location of the examination room clearly indicated?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
35. Is the environment conducive for the writing of examinations? Refer to the following:			
a. Ventilation	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
b. Noise	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
c. Light & Temperature	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
d. Cleanliness	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
e. Water	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
f. Ablution facilities	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
36. Are the start/finish times of the examination clearly displayed to candidates?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
37. Is there any material in the room that could assist candidates during the examination?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
38. What measures are in place to ensure that candidates cannot access the work / computers of others during the writing of the examination?			
39. Are candidates seated according to the seating plan?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
40. Is there acceptable spacing between desks?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
41. Is there any sharing of desks?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
E. BEFORE COMMENCEMENT OF THE EXAMINATION			
42. Are invigilators punctual?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
43. How is the identity of Invigilators confirmed?			
44. Are candidates punctual?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
45. What is the candidate: invigilator ratio?			
46. Are there relief invigilators in place?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
47. Are calculators checked during the writing of Mathematics, Physical Sciences and Accounting to ensure that they are not programmable?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
48. What procedures are followed with regard to cell phones before each examination?			
49. Is there a clock or other means of displaying time?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	
50. Are the regulations on the conduct of the examinations read to candidates prior to the commencement of the examination?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>	

51. What procedure is followed where there are subject clashes or where insufficient equipment is available for candidates to write in a single session?		
F. WRITING OF THE EXAMINATION		
52. How and by whom are question papers opened and issued?		
53. How are errata dealt with?		
54. Are candidates instructed to verify that they are writing the correct paper?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
55. Do candidates check the number of pages and text on each page of the question paper?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
56. Are candidates given 10 minutes reading time (excluding time used for instructions)?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
57. Are invigilators attentive and do they move between candidates during the examination?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
58. Did the chief invigilator read instructions on the question paper to candidates?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
59. Are identification documents and/or examination admission letters displayed on the desks?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
60. Do invigilators check that candidates fill in the required information on the cover page of their answer scripts?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
61. Is a five-minute warning before the end of the examination given to candidates?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
62. Do candidates sign the attendance register after handing in their answer scripts?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
G. HANDLING OF ANSWER SCRIPTS		
63. How are answer scripts collected from candidates?		
64. How and by whom are answer scripts counted and recorded?		
65. How are answer scripts packaged?		
66. Is there a register to record the movement of answer scripts to Head Office?	YES: <input type="checkbox"/>	NO: <input type="checkbox"/>
67. Explain the procedure that is followed at the centre with regard to examination material after the examination?		

CRITICAL AREAS NEEDING URGENT

ATTENTION: _____

COMMENTS BY CHIEF INVIGILATOR:

CHIEF INVIGILATOR: _____

SIGNATURE: _____

PRINCIPAL/CENTRE MANAGER: _____

SIGNATURE: _____

NAME OF MONITOR: _____

SIGNATURE: _____

DATE: _____ **TIME:** _____