



## Annexure A

### Contingency plan to deal with emergencies

1. As types of emergencies vary, the Western Cape Education Department (WCED) has developed the following procedure aimed at covering situations where there is a need to minimise the effect of an evacuation caused by an emergency. It is essential that all institutions that prepare candidates for examinations follow the same basic procedure.
2. In the event of an emergency occurring before the candidates commence writing, they must not enter the examination venue(s) before being instructed to do so. They must, however, be isolated from other groups or learners and kept under strict supervision.
3. If an emergency occurs while candidates are writing and should it prove to be absolutely necessary to evacuate the examination room, the candidates must be instructed as follows:
  - 3.1 To leave all books or examination material closed on their desks.
  - 3.2 To evacuate one room at a time, under constant supervision of the invigilator(s) and chief invigilator and under the overall control of the principal.
  - 3.3 Not to communicate with one another in any way.
  - 3.4 Not to have any books, papers, etc. in their possession.
  - 3.5 Not to have cellular phones in their possession.
  - 3.6 To sit in silence in a suitable place in the grounds of the institution, spaced apart to prevent any communication.
  - 3.7 To return in silence to the examination room(s) when given permission to do so and to carry on writing where they left off.
  - 3.8 Candidates must be given the rest of the designated time to complete the examination upon their return to the examination room(s), i.e. the total time allocated to the paper, less the time for which they had been writing prior to the evacuation.
4. The principal, chief invigilator and other invigilators must be in charge of candidates at all times. Each invigilator must be responsible for his or her group of candidates.



## Annexure B

### Risk management checklist for the National Senior Certificate and AET Level 4 examinations

	<b>Checklist for the principal or centre manager at an institution writing the above-mentioned examinations</b>	<b>Yes x</b>	<b>No x</b>
1	Are the principal/centre manager, chief invigilator and invigilators trained to ensure the proper administration and management of the entire examination process?		
2	Has the invigilation timetable been developed to include a 50:50 ratio of community invigilators and full-time employed teacher invigilators per session?		
3	Is the strong room prepared for the receipt of the question papers?		
4	Does the school keep a spare key to its strong room or safe at the district office?		
5	If the school does not keep its question papers on the school premises, is there a security plan for the daily transport of question papers from the strong room to the examination venue?		
6	Is the procedure for the removal of each question paper from the safe and the opening of the correct question paper understood and adhered to?		
7	Does the school have a policy and arrangements in place for the collection of cellular phones from candidates prior to entering the examination venue?		
8	Is there a plan to ensure that candidates are issued with their bar coded examination number stickers and the correct question papers?		
9	Does the chief invigilator, as well as the senior and assistant invigilators, know how to handle all types of irregularities?		
10	Are all the invigilators aware of the procedures with regard to the collecting, batching and dispatching and return of scripts to Head Office?		
11	Does the school have a management plan for the control of answer books?		
12	Is there a system to identify the invigilator who issued the sticker and the question paper to each candidate?		
13	Have all the candidates been briefed before the commencement of the examination?		
14	Does the risk management plan prescribe how the school will deal with unruly behaviour by candidates?		
15	Have the candidates been informed of the evacuation procedure in the event of an emergency on the day of an examination?		
16	Does the risk management plan indicate how the school will deal with a potentially dangerous situation during the writing of an examination, e.g. a gang fight on the school grounds or with any other sort of disturbance?		