

	AREAS OF OBSERVATION	REMARKS (TICK ✓ appropriate box)		
A:	INVIGILATORS			
1.	The Chief Invigilator is a permanent member of the staff of the school.		YES	NO
2.	The Chief Invigilator has been appointed in writing. (Letter)		YES	NO
3.	The Principal/Chief Invigilator attended the official training session by WCED. (Certificate)		YES	NO
4.	The authority of Chief Invigilator is delegated to: (name, surname and designation) _____			N/A
5.	Sufficient number of invigilators appointed. (50:50 ratio)		YES	NO
6.	Invigilators received cascaded training. (Request register of the training.)		YES	NO
7.	Teachers don't invigilate the subjects that they teach.		YES	NO
8.	Invigilators can be identified.		YES	NO
9.	Relief invigilators are on standby.		YES	NO
10.	Invigilators' letters of appointment on file.		YES	NO
B:	SECURITY MEASURES			
11.	Safe/Secure environment		YES	NO
	24 hour security guards		YES	NO
	Burglar guard gates		YES	NO
	Functional surveillance cameras		YES	NO
	Alarm systems		YES	NO
	Alarm system with armed response		YES	NO
	Fire extinguishers		YES	NO
	Evacuation plan		YES	NO
	Access cards/visitors registers		YES	NO
	Biometric system		YES	NO
12.	Measures in place to deal with social protests.		YES	NO
C:	QUESTION PAPERS AND ANSWER BOOKS			
13.	All question papers received per consignment for the week.		YES	NO
14.	All question papers were sealed upon receipt. COPY OF THE Examination question paper packing list available.		YES	NO
15.	Documentation box and stationery box received with sufficient materials.		YES	NO
16.	Sufficient number of question papers received – information on the labels.		YES	NO
17.	Answer book register kept up to date.		YES	NO

D: SAFE/STRONG ROOM FACILITIES AND STORAGE						
18.	The following staff members have access to the question papers and answer books.	Staff name and surname: 1. _____ 2. _____	Designation: 1. _____ 2. _____			
19.	A copy of the examination timetable is clearly visible in the safe/strongroom.			YES		NO
20.	The removal of question paper register is available and up to date.			YES		NO
21.	Duplicate keys available and stored at the District. (If NO specify where it is kept.)	_____		YES		NO
22.	A copy of the policy on the school safe/strongroom and handling of safe/strongroom key is displayed in the safe/strongroom.			YES		NO
23.	Safe/strongroom is emptied of all old examination material from previous examinations.			YES		NO
24.	All answer books and examination stationery are stored in the safe/strongroom.			YES		NO
No. 25 – 30 are for schools using the Smartlock (SL) system only – Districts Central, Eden and Central Karoo, South and Overberg and schools used in the pilot						
25.	The principal's cell phone is in working order and on his/her person to receive SMSs from WCED.			YES		NO
26.	A legible copy of the Standard Operating Plan is displayed in the safe/strongroom.			YES		NO
27.	The Smart Glam Key is switched on and fully charged.			YES		NO
28.	Principal has downloaded sessions onto the Smart Glam Key (sessions will display on the key).			YES		NO
29.	The black canvas bags are removed from the brown boxes and sessions are packed in chronological order according to the examination dates and sessions.			YES		NO
30.	Electronic red seal unlocked successfully.			YES		NO
No. 31 is for schools NOT using the Smartlock (SL) system – Districts Cape Winelands, East, North, West Coast and excluding schools used in the pilot						
31.	Session boxes are packed in chronological order according to examination dates and sessions.			YES		NO
E: WRITING VENUE						
32.	The following is available and correctly drawn up: Comment if needed:	Invigilation timetable		YES		NO
		Seating plan		YES		NO
		Training manual for examination		YES		NO
33.	Location of the writing venue is clearly indicated.			YES		NO

34.	Environment is conducive for the writing of the examination. Comment if needed:	Ventilation		YES		NO
		Noise		YES		NO
		Light/Electricity		YES		NO
		Cleanliness		YES		NO
		Ablution facility		YES		NO
35.	Start and finish times clearly displayed.			YES		NO
36.	Clock/Time indication available to display the time.			YES		NO
37.	All materials removed that could assist candidates.			YES		NO
38.	Measures in place to ensure candidates have no access to each other's work. Comment if needed:	Acceptable spacing between desks		YES		NO
		No sharing of desks		YES		NO
		Where candidates share desks a divider is placed between them		YES		N/A
F:	BEFORE THE COMMENCEMENT OF THE EXAM					
39.	Invigilators are present prior to the start of the examination.			YES		NO
40.	Invigilators assigned to all examination venues – ratio 1:30.			YES		NO
41.	Candidates arrived on time.			YES		NO
42.	Admission letters and ID documents of all part-time candidates checked.		N/A	YES		NO
43.	Part-time candidates without ID documents instructed to submit it within 24 hours to the school.		N/A	YES		NO
44.	Number of part-time candidates without ID documents.		_____ candidates			
45.	Number of part-time candidates without admission letters.		_____ candidates			
46.	Candidates without admission letters: Comment if needed:	Candidate allowed to write		YES		NO
		Chief Invigilator contacted WCED		YES		NO
		Chief Invigilator explained outcome to candidate		YES		NO
47.	Number of candidates with accommodations/concessions.		_____ candidates			
48.	Number of candidates needing a separate venue due to accommodations/concessions.		_____ candidates			
49.	Number of candidates absent for the examination.		_____ With valid reason _____ No reason provided yet			
50.	Chief Invigilator gave instruction that no cell phones or any other electronic/technology devices are permitted in the examination room.			YES		NO
51.	All candidates seated according to the seating plan.			YES		NO
52.	Regulations on the conduct of the examination read to candidates prior to the commencement of the examination.			YES		NO
53.	Invigilators check that candidates fill in the required information on the cover page of their answer scripts.			YES		NO

54.	Two candidates selected to ensure that the correct question papers are in the room.			YES		NO
55.	The two candidates signed the register.			YES		NO
56.	Invigilators verified that question papers issued to them are the correct question papers.			YES		NO
57.	Candidates instructed to verify that they are writing the correct paper.			YES		NO
58.	Candidates instructed to check the number of pages and text on each page of the question paper.			YES		NO
59.	Errata provided (where applicable).	N/A		YES		NO
60.	Candidates given 10 minutes reading time (no writing allowed)			YES		NO
61.	Identification documents, admission letters and accommodation letters displayed on the desks.			YES		NO
G:	DURING THE EXAMINATION					
62.	The Chief Invigilator is engaged in the examination.			YES		NO
63.	Calculators are checked to ensure that they are not programmable.			YES		NO
64.	Number of candidates who arrived late (within the 1 st hour).		_____ candidates			
65.	Procedure followed when candidates arrived late (within the 1 st hour).	Allowed the candidate to write		YES		NO
	Comment if needed:	Provided the rules to candidate		YES		NO
		Ensured candidate has no unauthorised material and/or cell phones		YES		NO
66.	Number of candidates who arrived late (after the 1 st hour). * If a candidate arrives after the 1 st hour of the examination, the candidate is not permitted to write the examination.		_____ candidates			
67.	Procedure if a candidate temporarily leaves the examination room. Comment if needed:	An invigilator accompanies candidate.		YES		NO
68.	Procedure if a candidate completes the examination before the scheduled time.	Candidate remains seated and waits for the invigilator.		YES		NO
	Comment if needed:	The invigilator takes in the script and question paper.		YES		NO
		The candidate signs the register at his/her desk after handing in his/her script and question paper.		YES		NO

69.	Procedure followed if an irregularity is detected. Comment if needed:	Chief Invigilator is called.		YES		NO
		Candidate's script is confiscated correctly and time written on script.		YES		NO
		Candidate issued with new script and question paper to continue exam.		YES		NO
		Chief invigilator completes irregularity form and process.		YES		NO
70.	Five minutes time indication before the end of the examination given to candidates.		YES		NO	
71.	Candidates at this school remained for the full duration of the question paper.		YES		NO	
H:	END OF THE EXAMINATION AND HANDLING OF SCRIPTS					
72.	Answer scripts collected from all candidates at their desks.		YES		NO	
73.	All candidates sign the attendance register at their desks after handing in their answer scripts.		YES		NO	
74.	All answer scripts counted and recorded.		YES		NO	
75.	Answer scripts correctly batched and packaged.		YES		NO	
No. 76 – 80 are for schools using the Smartlock (SL) system only – Districts Central, Eden and Central Karoo, South and Overberg and schools used in the pilot						
76.	Batched and packaged answer scripts are immediately taken to the safe/strong room.		YES		NO	
77.	Final batched answer scripts placed in the same black canvas bag.		YES		NO	
78.	The hasp is firmly placed over the loop and the seal is locked within an hour after the examination session. (Time for accommodations/ concessions is allowed.)		YES		NO	
79.	The black canvas bag is packed in the grey plastic bags and is sealed.		YES		NO	
80.	Distribution labels and waybills pasted on the outer grey plastic bag and NOT the black canvas bag.		YES		NO	
No. 81 – 83 are for schools NOT using the Smartlock (SL) system – Districts Cape Winelands, East, North, West Coast and excluding schools used in the pilot						
81.	Batched and packaged answer scripts are immediately taken to the safe/strong room.		YES		NO	
82.	Final batched answer scripts placed in grey plastic bags and are sealed.		YES		NO	
83.	Distribution labels and waybills pasted on the outer grey plastic bag and NOT the black canvas bag.		YES		NO	

ANY OTHER COMMENTS:

SIGNATURE OF PRINCIPAL/CENTRE MANAGER

DATE

SIGNATURE OF MONITORING OFFICIAL

DATE



Contingency plan to deal with emergencies

1. As the types of emergencies vary, the Western Cape Education Department (WCED) has developed the following procedure aimed at providing for 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 candidates commence with the writing of the examination, 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 That they will 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 for the paper, less the amount of time they had been writing prior to the evacuation.
 - 3.2 To leave all books or examination material closed on their desks.
 - 3.3 To evacuate one room at a time, under the constant supervision of the invigilator(s) and chief invigilator and under the overall control of the principal/centre manager. Additional teachers (not those whose subjects are being written) may be asked to assist in the supervision of the candidates.
 - 3.4 Not to communicate with one another in any way.
 - 3.5 Not to have any books, papers, etc. in their possession.
 - 3.6 Not to have cellphones in their possession.
 - 3.7 To sit in silence in a suitable place on the grounds of the institution, spaced apart to prevent any communication.
 - 3.8 To return in silence to the examination room(s) when given permission to do so and to carry on writing where they left off.
4. The principal/centre manager, chief invigilator and other invigilators must be in charge of the candidates at all times. Each invigilator must be responsible for his or her group of candidates.



Risk Management Checklist for the National Senior Certificate, Adult Education and Training Level 4 and Senior Certificate examinations

Principals/centre managers may use this checklist as a guideline to identify potential risks to effective examination conduct and to develop risk management plans accordingly.

	Principal/centre manager checklist at an institution writing the abovementioned examinations	Tick appropriate column (✓)	
		Yes	No
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 to full-time employed teacher invigilators per session?		
3.	Is the safe/strongroom prepared for the receipt of question papers?		
4.	Does the school keep a spare key to its safe/strongroom 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 safe/strongroom to the examination venue?		
6.	Is the procedure for the removal of each question paper from the safe/strongroom and the opening of the correct question paper understood and adhered to (including those schools using the SmartLock security system)?		
7.	Does the risk management plan prescribe how the school will deal with unruly candidate behaviour?		
8.	Have candidates been informed of the evacuation procedure in the event of an emergency on the day of the examination?		
9.	Does the school have a policy and arrangements in place for the collection of cellphones from candidates prior to them entering the examination venue?		
10.	Is there a plan to ensure that candidates are issued with their barcoded examination number stickers and the correct question papers?		
11.	Is there a system to identify the invigilator who issued the sticker and the question paper to each candidate?		
12.	Does the chief invigilator, as well as the senior and assistant invigilators, know how to handle all types of irregularities?		
13.	Are all the invigilators aware of the procedures with regard to the collecting, batching, dispatching and returning of scripts to Head Office?		
14.	Does the school have a management plan for the control of answer books?		
15.	Have all the candidates been briefed on the rules of the examination before the commencement of the 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 any other sort of disturbance?		