



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

<b>D: SAFE/STRONG ROOM FACILITIES AND STORAGE</b>					
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
<b>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</b>					
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
<b>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</b>					
31.	Session boxes are packed in chronological order according to examination dates and sessions.		YES		NO
<b>E: WRITING VENUE</b>					
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
<b>F:</b>	<b>BEFORE THE COMMENCEMENT OF THE EXAM</b>					
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
<b>G:</b>	<b>DURING THE EXAMINATION</b>					
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 <sup>st</sup> hour).		_____ candidates			
65.	Procedure followed when candidates arrived late (within the 1 <sup>st</sup> 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 <sup>st</sup> hour). * If a candidate arrives after the 1 <sup>st</sup> 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	
<b>H:</b>	<b>END OF THE EXAMINATION AND HANDLING OF SCRIPTS</b>					
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	
<b>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</b>						
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	
<b>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</b>						
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:**

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**SIGNATURE OF PRINCIPAL/CENTRE MANAGER**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF MONITORING OFFICIAL**

\_\_\_\_\_  
**DATE**



### **Isicwangciso sokusingatha okungekehli okumalunga neemeko zezongxamiseko**

1. Njengoko iindidi zongxamiseko zahlukile, iSebe leMfundo leNtshona Koloni (iWCED) lenze le nkqubo ilandelayo enenjongo yokwazisa ngeemeko apho kuye kwakho imfuneko khona yokunciphisa isiphumo sokusaba kwisakhiwo okubangelwe yimeko yezongxamiseko. Kubaluleke kakhulu ukuba amaziko alungiselela abaviwa iimviwo alandele le nkqubo isisiseko inye.
2. Kwimeko yezongxamiseko eyenzeka phambi kokuba abaviwa baqalise ukubhala uviwo, mabangangeni kwindawo yokubhalela uviwo (kwiindawo zokubhalela iimviwo) bengakhange bayalelwe kuqala ukuba mabenjenjalo. Kufuneka, nakuba kunjalo, bakhethelwe bucala kwamanye amaqela okanye abafundi yaye bagcinwe phantsi kweliso elibukhali.
3. Ukuba kwenzeka imeko yezongxamiseko lo gama abaviwa besabhalayo, yaye ukuba kufumaniseke kuyimfuneko ngokwenene ukusaba kwigumbi lokubhalela uviwo, abaviwa mabayalelwe ngokulandelayo:
  - 3.1 Ukuba baya kunikwa ixesha elishiyekileyo lexesha elimiselweyo ukuba babhale bagqibe uviwo besakube bebuyele kwigumbi lokubhalela uviwo (kumagumbi okubhalela uviwo), o.k.t. ixesha lilonke elabelwe iphepha, kuthatyathwe kwixesha ebebesele belichithile bebhala phambi kokuba basabe kwigumbi lokubhalela uviwo.
  - 3.2 Mabashiye zonke iincwadi okanye izinto zokubhala uviwo zivaliwe phezu kweeddesika zabo.
  - 3.3 Mabasabe baphume kwigumbi libe linye ngexesha, bephantsi kweliso elithe rhoqo lomgadi wabaviwa (labagadi babaviwa) kunye nomgadi wabaviwa oyintloko yaye bephantsi kolawulo ngokupheleleyo lwenqununu/lomphathi weziko. Ootitshala abongezelelweyo (hayi abo bezifundo ezibhalwayo) banokucelwa bancedise ekubekeni esweni abaviwa.
  - 3.4 Mabanganxibelelani omnye nomnye ngayo nayiphi na indlela.
  - 3.5 Mabangabi nazo naziphi iincwadi, njl. njl. kubo.
  - 3.6 Mabangaziphathi iiselula kubo.



- 3.7 Mabahlale phantsi bathi cwaka kwindawo efanelekileyo kwimihlaba yeziko elo, bathi qelele omnye komnye ukuthintela naluphi na unxibelelwano.
- 3.8 Mababuyele kwigumbi lokubhalela uviwo (kumagumbi okubhalela iimviwo) xa benikwe imvume yokwenjenjalo yaye baqhubele phambili ngokubhala bethatha apho bebeyeke khona.
4. Inqununu/umphathi weziko, umgadi wabaviwa oyintloko nabanye abagadi babaviwa mababalawule abaviwa ngawo onke amaxesha. Umgadi wabaviwa ngamnye makasingathe uxanduva ngeqela labaviwa bakhe.



**UluHlu lokuTshekisha uLawulo lokuNgaziphazamiso kwiimviwo zeSatifikethi seMatriki sikaZwelonke, ezeMfundo noQeqesho lwaBadala u-Level 4 kunye nezeSatifikethi seMatriki**

linqununu/abaphathi bamaziko banokusebenzisa olu luhlu lokutshekisha njengesikhokelo sokuqwalasela okungaziphazamiso ekuqhutyweni kweemviwo nokwenza izicwangciso zolawulo ngendlela eyiyo oko kungaziphazamiso kwiimviwo.

	<b>Uluhlu lokutshekisha lwenqununu/lomphathi weziko kwiziko elo libhala ezi mviwo zikhankanywe ngentla</b>	<b>Tikisha ikholam efanelekileyo (✓)</b>	
		<b>Ewe</b>	<b>Hayi</b>
1.	Ingaba inqununu/umphathi weziko, umgadi wabaviwa oyintloko kunye nabagadi babaviwa bakuqeqeshelwe ukuqinisekisa ulawulo nokuphathwa ngendlela eyiyo kwenkqubo yoviwo iyonke?		
2.	Ingaba ithayimtheyibhile yokugada abaviwa yenziwe ukubandakanya umyinge we-50:50 yabagadi babaviwa basekuhlaleni kubagadi babaviwa abangootitshala abaqeshwe isigxina kwiseshoni nganye?		
3.	Ingaba isefu/igumbi elinqatyisiweyo likulungiselelwe ukugcina amaphepha emibuzo?		
4.	Ingaba isikolo sinaso isitshixo esisipere sokuvula isefu/igumbi elinqatyisiweyo esikwi-ofisi yesithili?		
5.	Ukuba isikolo asiwagcini ngaphakathi amaphepha emibuzo aso, ingaba sikhona isicwangciso sezokhuseleko sokuthuthwa kwamaphepha emibuzo yonke imihla ukusuka kwisefu/kwigumbi elinqatyisiweyo ukuya kwindawo yokubhalela uviwo?		
6.	Ingaba inkqubo yokukhutshwa kwephepha lemibuzo ngalinye kwisefu/kwigumbi elinqatyisiweyo nokuvulwa ngokuchanekileyo kwephepha lemibuzo kuqondakele yaye kuyathotyelwa (kuqukwa nezo zikolo zisebenzisa idivayisi yethekhinoloji i-SmartLock security system)?		
7.	Ingaba isicwangciso solawulo lokungaziphazamiso ezingachaphazela iimviwo siyayimisela indlela isikolo esiya kuyisingatha ngayo indlela yokuziphatha ngokungalawulekiyo komviwa ( <i>unruly candidate behaviour</i> )?		
8.	Ingaba abaviwa bayichazelwe inkqubo yokusaba ( <i>evacuation procedure</i> ) kwisihlo songxamiseko esinokuthi sehle ngosuku lokubhalwa koviwo?		
9.	Ingaba isikolo sinawo umgaqo-nkqubo namalungiselelo amiselweyo okuthatha iiselula kubaviwa phambi kokuba bangene kwindawo yokubhalela iimviwo?		
10.	Ingaba sikhona isicwangciso sokuqinisekisa ukuba abaviwa banikwa izitikha zeenombolo zoviwo ezinebhakhowudi kunye namaphepha emibuzo achanekileyo?		
11.	Ingaba ikhona isistim yokuqaphela umgadi wabaviwa obenike umviwa ngamnye isitikha nephepha lemibuzo?		
12.	Ingaba umgadi wabaviwa oyintloko, kwakunye nabagadi babaviwa abaneqhuzu kwanabagadi babaviwa abancedisayo, bayakwazi ukusingatha zonke iindidi zezitenxo ( <i>irregularities</i> )?		

13.	Ingaba bonke abagadi babaviwa bayazazi iinkqubo ezimalunga nokuqokelelwa, ukufakwa ngokweebhetshi, ukuthunyelwa nokubuyiselwa kwamaphepha eempendulo kwaNdlunkulu?		
14.	Ingaba isikolo sinaso isicwangciso solawulo esimalunga nokulawula iincwadi zeempendulo?		
15.	Ingaba bonke abaviwa bayichazelwe imigaqo yoviwo phambi kokuqala koviwo olo?		
16.	Ingaba isicwangciso solawulo lokungaziziphazamiso ezingachaphazela iimviwo siyayichaza indlela isikolo esiya kujongana ngayo nayo imeko esengehla eyingozi ngethuba lokubhalwa koviwo, umz. umlo wemigewu ( <i>gang fight</i> ) kwimihlaba yesikolo okanye nalo naluphi na olunye uphazamiseko olunjalo?		