



Isalathiso: 20191021-627
Inombolo yefayili: 13/1/2/1
Imibuzo: M Combrink

Ingcaciso eMfutshane yeCandelo loLawulo loVavanyo: 0015/2019

Iya: KumaSekela Balawuli-Jikelele, kuBalawuli abaziiNtloko, kuBalawuli (kwaNdlunkulu nakwii-ofisi zezithili), kumaSekela-Balawuli, kwiiNgcali zeMfundo eziziiNtloko, kwiiNtloko zoKunika iNkxaso kwiKharityhulam, kuBaphathi beeSekethe, kwiiNtloko zoLawulo noKuphathwa kwaMaziko, kumaSekela eeNgcali zeMfundo eziziiNtloko; kuBacebsisi beZifundo nakwiiNtloko zamaziko alungiselela abafundi kwiimviwo zeSatifikethi seMatriki sikaZwelonke

Isihloko: Ukubekwa esweni nolawulo lweemeko ezingayingxaki kwiimviwo zeSatifikethi seMatriki sikaZwelonke, eze-Adult Education and Training Level 4 nezeSatifikethi seMatriki ukususela ngo-Oktobha 2019 ukuya kuJulayi 2020

1. Ukuqinisekiswa komgangatho, ukuphathwa nokulawulwa ngendlela eyiyo kweenkqubo zeemviwo kubaluleke kakhulu kuwo onke amanqanaba nakuwo onke amaziko ekuqinisekiseni ukuthembeka nokunyaniseka kweziphumo zeemviwo. Oku kubandakanya ukutyelelwa okungachazwanga kwangaphambili kwamaziko okubhalela iimviwo kwakunye neenqununu/nabaphantsi bamaziko okubhalela uviwo abamkele uxanduva lokuphendula ngokuqhubekayo kuzo zonke iimviwo eziqhubeka ezikolweni zabo.
2. **Ukubekwa esweni kweemviwo zeSatifikethi seMatriki sikaZwelonke (NSC), eze-Adult Education and Training Level 4 nezeSatifikethi seMatriki (SC)**
 - 2.1 Abameli abavela kula maqumrhu mane alandelayo aya kubeka esweni inkqubo yeemviwo kumaziko okubhalela iimviwo:
 - (a) ISebe leMfundo leNtshona Koloni (WCED)
 - (b) IBhunga loQinisekiso lweMigangatho kwi-*General and Further Education and Training* (Umalusi)
 - (c) ISebe leMfundo esiSiseko (*Department of Basic Education (DBE)*)
 - (d) ISebe leMfundo ePhakamileyo noQeqesho (*Department of Higher Education and Training (DHET)*)

- 2.2 Ababeki-liso abavela ku-Umalusi, kwiSebe iDBE neSebe iDHET baqeshelwe kanye le njongo yaye akukho mfuneko yokuba bahambe namagosa eSebe iWCED xa endwendwela amaziko okubhalela iimviwo.
- 2.3 Bonke ababeki-liso abavela kwiSebe iWCED, ku-Umalusi, kwiSebe i-DBE nakwi-DHET baya kuba namaxwebhu okuzazisa neeleta zokuqeshwa kwabo njengababeki-liso yaye baya kutshekisha **yonke** imigaqo yeemviwo, umzekelo ukususwa kwamaphepha emibuzo kwisefu/kwigumbi elinqatyisiweyo, ukugcinwa ngokhuselekileyo nangokunqatyisiweyo kwamaphepha emibuzo kwisefu/kwigumbi elinqatyisiweyo, ukubhalwa kanye kanye kweemviwo kwiindawo zokubhalela iimviwo nenkqubo zokugada abaviwa.
- 2.4 Ababeki-liso bacelwe ukuba bakuxele ukubakho kwabo kwi-ofisi yentloko yeziko xa befika naxa bamkayo ngokunjalo. Iintloko zamaziko ziyacelwa ukuba zisayine isixhobo sokubeka esweni (*monitoring instrument*) yaye ziqinisekise ukuba umbeki-liso uyayisayina iRejista yaBabeki-liso (*Register for Monitors*).
- 2.5 Isixhobo sokubeka esweni (**Annexure A: Western Cape Education Department Monitoring Instrument 2019**) siya kusetyenziswa ngamagosa eSebe iWCED ukubeka esweni ukubhalwa kweemviwo.

3. Ulawulo lweemeko ezingayingxaki kwiimviwo ze-NSC, eze-AET Level 4 neze-SC

- 3.1 Lo gama kungalindelekanga ukuba kuphazanyiswe ukubhalwa kwazo naziphi na iimviwo, kubalulekile ukuba isicwangciso esintsonkothileyo sokulawulwa kweemeko ezingayingxaki masenziwe liziko ngalinye ukwenzela ukujongana nakuphi na ukuphazamiseka okunokuchaphazela ulawulo nokuqhutywa kwezi mviwo.
- 3.2 Apho kunokwenzeka ukuba bakhutshwe ngongxamiseko abaviwa kwisakhiwo (*evacuation*), umphathi wesekethe okanye umlawuli wesithili makaziswe ngesehlo ngokungxamisekileyo. Umphathi wesekethe okanye elinye igosa ekudluliselwe kulo amagunya elivela kwi-ofisi yesithili liya kundwendwela isikolo ngokukhawuleza ukungqinisisa imigaqo neenkqubo ezilandelwe sisikolo. Amagosa anyulelwe lo msebenzi avela kwi-ofisi yesithili makabeke iliso kulo meko ichaziweyo ngeliso lokhozi ukususela kwelo xesha afika ngalo esikolweni.
- 3.3 Ukungaphumeleli ukwenza inkqubo yokukhutshwa kwisakhiwo ngongxamiseko (*evacuation*) ngokwemigaqo emiselweyo kuya kudlelela ukuthembeka kweemviwo yaye kunokubaneziphumo ezizezinye zamanye amalungiselelo, afana nokulucwangciselwa omnye umhla oya kulandela uviwo.

- 3.4 Iinqununu/abaphathi bamaziko mabazise abaviwa ngesicwangciso semeko engekehli yokukhutshwa kwisakhiwo kwabafundi ngongxamiseko **(IsiHlomelo B: Isicwangciso sokuqulela okungekehli sokujongana neemeko zongxamiseko)** neziphumo ezixhomisa amehlo ukuba inkqubo yokukhutshwa kwisakhiwo ngongxamiseko ayiqhutywanga ngokwemimiselo yomgaqo-nkqubo.
- 3.5 Kwimeko engaxhaphakanga yokuba uviwo lwephondo okanye lukazwelonke luphinde lubhalwe kwakhona, iSebe iWCED liya lwazisa zonke iinqununu/abaphathi bamaziko kwangoko sakuba sithathiwe isigqibo ngalo mba.
- 3.6 Iinqununu/abaphathi bamaziko banokusebenzisa izintlu zokutshekisha zihamba nale ngcaciso imfutshane **(IsiHlomelo C: Uluhlu loKutshekisha loLawulo lweeMeko ezingayingxaki kwiimviwo zeSatifikethi seMatriki sikaZwelonke, eze-Adult Education and Training Level 4 nezeSatifikethi seMatriki)** njengesikhokelo sokuqaphela iimeko ezingayingxaki ekuqhutyweni kweemviwo nokwenza isicwangciso solawulo lweemeko ezingayingxaki esimalunga noku.

4. Ukulawulwa kwezitenxo (*irregularities*) zeemeko eziyingxaki

- 4.1 Ezi zitenxo zilandelayo zenzeka ngethuba lokubhalwa kweemviwo zeNSC zangoNovemba 2018:

Udidi lwesitenxo	Inani lezehlo ezichaziweyo
Iselula	09
Izinto/izixhobo zokubhala ezingagunyaziswanga	06
Incwadi yempendulo ifakwe kwibhetshi engachanekanga	09
Umviwa uphume kwindawo yokubhalela uviwo nencwadi yeempendulo	03
Ukukopa	01

- 4.2 Izitenxo zezolawulo ezibini (ukufakwa kwencwadi yempendulo kwibhetshi engachanekanga nabaviwa abaphuma neencwadi zeempendulo zabo) zinxulumene nendlela ekuqokelelwa ngayo iincwadi zeempendulo kubaviwa. **Kubalulekile ukuba kulandelwe imigaqo echanekileyo yokuqokelelwa nokufakwa kwibhetshi ezichanekileyo kweencwadi zeempendulo ngawo onke amxsha.**
- 4.3 Kubalulekile ukuba abagadi babaviwa beme ngasemnyango xa abaviwa baphumayo kwiziko lokubhalela uviwo ukuqinisekisa ukuba abaviwa abaphumi neencwadi zeempendulo kwiziko lokubhalela uviwo.

- 4.4 Iinqununu/abaphathi bamaziko okubhalela iimviwo mababe nolwazi ngokuqulethwe kwiNgcaciso eMfutshane yeCandelo loVavanyo 0013/2017 yomhla we-24 Agasti 2017, eyapapasha isikhokelo sokunciphisa izitenxo zovavanyo ngethuba lokubhalwa kweemviwo.
5. Ukuba kungakho nayiphi na intandabuzo ngokuba ungubani na umntu ongumbekiliso kwiimviwo, okanye nakuphi na ukuphazamiseka kwenkqubo yeemviwo okanye ukuvulwa kwephepha lemibuzo elingachanekanga, inqununu/umphathi weziko lokubhalela uviwo makakuxele oku **ngokukhawuleza** komnye wala magosa eSebe iWCED alandelayo:
- Mnu J Parbhoo, iNgcali yeMfundo eyiNtloko, apha 021 467 2572 okanye ngokubhalela kulo: Jaywant.Parbhoo@westerncape.gov.za
Mnu HJ Swart, uMlawuli weCandelo loLawulo loVavanyo, apha 021 4672057
Mnu B Loriston, uMlawuli weCandelo loLawulo lweemviwo apha, 021 467 2945
Mnu T Singh, uMlawuli oyiNtloko weCandelo loVavanyo neemviwo, apha 021 467 2541
6. ISebe iWCED liqwenenelela okuhle iinqununu/abaphathi bamaziko okubhalela iimviwo kulawulo lwezi mviwo zizayo.

ISAYINWE: NGU-PAD BEETS

USEKELA MLAWULI-JIKELELE WEKHARITYHULAM NOLAWULO LOVAVANYO

UMHLA: 2019-10-23



WESTERN CAPE EDUCATION DEPARTMENT MONITORING INSTRUMENT 2019 NOV – 2020 JUN

NAME OF EXAMINATION:

NATIONAL SENIOR CERTIFICATE (NOV 2019)

NATIONAL SENIOR CERTIFICATE and SENIOR CERTIFICATE (JUN 2020)

Tick (✓) appropriate box

Two empty rectangular boxes for tick marks.

Monitoring instrument section with three rows for MONITOR (1), (2), and (3). Each row includes fields for DATE, SUBJECT(S) MONITORED, ARRIVAL TIME, DEPARTURE TIME, and NUMBER OF CANDIDATES.

CENTRE NAME: _____ CENTRE NUMBER: _____

PHYSICAL ADDRESS OF CENTRE: _____

PRINCIPAL/CENTRE MANAGER: _____

CELL PHONE NUMBER: _____ TELEPHONE NUMBER: _____

INVIGILATORS AT FIRST (1 st) MONITORING SESSION			
INVIGILATORS (INITIAL, SURNAME)	EDUCATOR (EDU)/ COMMUNITY MEMBER (CMM)	INVIGILATORS (INITIAL, SURNAME)	EDUCATOR (EDU)/ COMMUNITY MEMBER (CMM)

INVIGILATORS AT SECOND (2 nd) MONITORING SESSION			
INVIGILATORS (INITIAL, SURNAME)	EDUCATOR (EDU)/ COMMUNITY MEMBER (CMM)	INVIGILATORS (INITIAL, SURNAME)	EDUCATOR (EDU)/ COMMUNITY MEMBER (CMM)

INVIGILATORS AT THIRD (3 rd) MONITORING SESSION			
INVIGILATORS (INITIAL, SURNAME)	EDUCATOR (EDU)/ COMMUNITY MEMBER (CMM)	INVIGILATORS (INITIAL, SURNAME)	EDUCATOR (EDU)/ COMMUNITY MEMBER (CMM)

	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 – not June)		YES		NO
6.	Invigilators received cascaded training. (Request register of the training and minutes of the meeting.)		YES		NO
7.	Teachers don't invigilate the subjects that they teach. (Proof)		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
	Security gates		YES		NO
	Functional surveillance cameras		YES		NO
	Alarm systems		YES		NO
	Alarm system with armed response		YES		NO
	Fire extinguishers (updated)		YES		NO
	Evacuation plan		YES		NO
	Access cards/visitor registers		YES		NO
	Biometric system		YES		NO
12.	Measures in place to deal with social protests		YES		NO
C:	SAFE/STRONGROOM FACILITIES AND STORAGE				
13.	The following staff members have access to the question papers and answer books:	Staff name and surname: 1. _____ 2. _____	Designation: 1. _____ 2. _____		
14.	A copy of the examination timetable is clearly visible in the safe/strongroom.		YES		NO
15.	The removal of question paper register is available and up to date.		YES		NO

16.	Duplicate keys available and stored at the district office. (If NO, specify where it is kept.)	_____	YES		NO
17.	A copy of the policy on the school safe/strongroom and handling of safe/strongroom key is displayed in the safe/strongroom.		YES		NO
18.	Safe/strongroom is emptied of all old examination material from previous examinations (At 1 st monitoring visit).		YES		NO
19.	All answer books and examination stationery are stored in the safe/strongroom.		YES		NO
No. 20–25 – Smartlock (SL) system					
20.	The principal's cellphone is in working order and on his/her person to receive SMSs from WCED.		YES		NO
21.	A legible copy of the Standard Operating Plan is displayed in the safe/strongroom.		YES		NO
22.	The Smart Glam Key is switched on and fully charged.		YES		NO
23.	Principal has downloaded sessions onto the Smart Glam Key (sessions will display on the key).		YES		NO
24.	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
25.	Electronic red seal unlocked successfully.		YES		NO
D:	QUESTION PAPERS AND ANSWER BOOKS				
26.	All question papers received per consignment for the week.		YES		NO
27.	All question papers were sealed upon receipt. Copy of the examination question paper packing list available.		YES		NO
28.	Stationery box received with sufficient materials.		YES		NO
29.	Sufficient number of question papers received – information on the labels.		YES		NO
30.	Answer book register kept up to date.		YES		NO
E:	WRITING VENUE				
31.	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
32.	Location of the writing venue is clearly indicated.		YES		NO
33.	Environment is conducive to the writing of the examination. Comment if needed:	Ventilation	YES		NO
		Noise level acceptable	YES		NO
		Light/Electricity	YES		NO
		Cleanliness	YES		NO
		Ablution facility	YES		NO

34.	Start and finish times clearly displayed.		YES		NO
35.	Clock/time indication available to display the time.		YES		NO
36.	All materials removed that could assist candidates.		YES		NO
37.	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
38.	WCED examination posters displayed in the examination venue(s).		YES		NO
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 candidates checked.		YES		NO
43.	Candidates without ID documents instructed to submit it within 24 hours to the school.		N/A	YES	NO
44.	Number of candidates without ID documents.	_____ candidates			
45.	Number of 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.	Invigilators are allocated to these separate venues, apart from the reader/scribe of the candidate.		N/A	YES	NO
50.	Readers/Scribes are trained (proof of certificate)		N/A	YES	NO
51.	All candidates with accommodations/concessions have a letter from the WCED.		N/A	YES	NO
52.	Candidates with additional time as accommodations/concessions can be identified with different coloured stickers indicating the amount of extra time allowed.		N/A	YES	NO
53.	Number of candidates absent for the examination.	_____ with valid reason _____ no reason provided yet			
54.	Chief Invigilator gave instruction that no cellphones or any other electronic/technology devices are permitted in the examination room.		YES		NO
55.	All candidates seated according to the seating plan.		YES		NO

56.	Examination rules on the conduct of the examination read to candidates prior to the commencement of the examination.		YES		NO
57.	Invigilators check that candidates fill in the required information on the cover page of their answer scripts.		YES		NO

58.	Two candidates selected to ensure that the correct question papers are in the room.		YES		NO	
59.	The two candidates signed the register.		YES		NO	
60.	Invigilators verified that question papers issued to them are the correct question papers.		YES		NO	
61.	Candidates instructed to verify that they are writing the correct paper.		YES		NO	
62.	Candidates instructed to check the number of pages and text on each page of the question paper.		YES		NO	
63.	Errata provided (where applicable).		N/A		YES	NO
64.	Candidates given ten minutes reading time (no writing allowed).		YES		NO	
65.	ID documents, admission letters and accommodation letters displayed on the desks.		YES		NO	
66.	The examination started on time.		YES		NO	
	If "NO", candidates were given the full examination time.		N/A		YES	NO

G: DURING THE EXAMINATION						
67.	The Chief Invigilator is engaged in the examination.		YES		NO	
68.	Calculators are checked to ensure that they are not programmable.		N/A		YES	NO
69.	Number of candidates who arrived late (within the first hour).	_____ candidates				
70.	Procedure followed when candidates arrived late (within the first hour).	Allowed the candidate to write		YES	NO	
	Comment if needed:	Provided the rules to candidate		YES	NO	
	*Not applicable if no 69 is 'nil'	Ensured candidate has no unauthorised material and/or cellphones		YES	NO	
71.	Number of candidates who arrived late (after the first hour). * If a candidate arrives after the first hour of the examination, the candidate is not permitted to write the examination.	_____ candidates				
72.	Procedure if a candidate temporarily leaves the examination room. Comment if needed:	An invigilator accompanies candidate.		YES	NO	
73.		Candidate remains seated and waits for the invigilator.		YES	NO	

	Procedure if a candidate completes the examination before the scheduled time. 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

74.	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
75.	Five minutes time indication before the end of the examination given to candidates.		YES		NO	
76.	Candidates at this school remained for the full duration of the question paper.		YES		NO	
H: END OF THE EXAMINATION AND HANDLING OF SCRIPTS						
78.	Answer scripts collected from all candidates at their desks.		YES		NO	
79.	All candidates sign the script control register at their desks after handing in their answer scripts.		YES		NO	
80.	All answer scripts counted and recorded.		YES		NO	
81.	Answer scripts and spoilt answer books correctly batched and packaged in the green plastic bag.		YES		NO	
82.	Unused answer books packaged in the red plastic bag.		YES		NO	
83.	Answer book register completed.		YES		NO	
No. 84–88 – Smartlock (SL) system						
84.	Batched and packaged answer scripts are immediately taken to the safe/strongroom.		YES		NO	
85.	Final batched answer scripts placed in the same black canvas bag.		YES		NO	
86.	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	
87.	The black canvas bag is packed in the grey plastic bag and is sealed.		YES		NO	
88.	Distribution labels and waybills pasted on the outer grey plastic bag and NOT the black canvas bag.		YES		NO	

89.	The Senior Invigilator (Private invigilator) completed the online monitoring report.		YES		NO
90.	All irregularities/incidents reported to the Circuit Manager, Directorate: Assessment Management and District Assessment Coordinators.		YES		NO

1ST MONITOR

OTHER COMMENTS:

SIGNATURE OF PRINCIPAL/CENTRE MANAGER _____

DATE _____

SIGNATURE OF MONITORING OFFICIAL (1) _____

DATE _____

2ND MONITOR

OTHER COMMENTS:

SIGNATURE OF PRINCIPAL/CENTRE MANAGER _____

DATE _____

SIGNATURE OF MONITORING OFFICIAL (2) _____

DATE _____

3RD MONITOR

OTHER COMMENTS:

SIGNATURE OF PRINCIPAL/CENTRE MANAGER _____

DATE _____

SIGNATURE OF MONITORING OFFICIAL (3) _____

DATE _____

NB: THE ORIGINAL OF THIS DOCUMENT MUST BE KEPT BY THE SCHOOL IN THEIR INVIGILATION FILE AND A COPY MUST BE MADE AND GIVEN TO THE MONITOR



Isicwangciso sokuqulela okungekehli okumalunga neemeko zezongxamiseko

1. Njengoko iindidi zongxamiseko zahlukile, iSebe leMfundo leNtshona Koloni (iWCED) lenze le nkqubo ilandelayo enenjongo yokwazisa ngamalungiselelo kwiimeko apho kuye kwakho imfuneko yokunciphisa iziphumo zokukhutshwa kwisakhiwo ngongxamiseko. Kubaluleke kakhulu ukuba onke amaziko alungiselela abaviwa iimviwo alandele le nkqubo isisiseko ifanayo.
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 abanye abafundi yaye bagcinwe phantsi kweliso elibukhali.
3. Ukuba kwenzeka imeko yezongxamiseko **lo gama abaviwa babhalayo**, yaye ukuba kufumaniseke kuyimfuneko ngokwenene ukuba bakhutshwe kwigumbi lokubhalela uviwo, abaviwa mabayalelwe ngolu hlobo lulandelayo:
 - 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 bakhutshwe kwigumbi lokubhalela uviwo.
 - 3.2 Mabashiye zonke iincwadi okanye izinto zokubhala uviwo zivaliwe phezu kweedesika zabo.
 - 3.3 Mabakhutshwe baphume kwigumbi libe linye ngexesha, bephantsi kweliso elibukhali lomgadi wabaviwa (labagadi babaviwa) kunye nomgadi wabaviwa oyintloko yaye bephantsi kolawulo ngokupheleleyo lwenqununu/lomphathi weziko. Banokucelwa ootitshala abongezelelweyo (ingengabo abo bezifundo ezibhalwayo) bancedise ekubekeni esweni abaviwa.
 - 3.4 Mabanganxibelelani omnye nomnye ngayo nayiphi na indlela.
 - 3.5 Mabangabi nazo naziphi iincwadi, amaphepha 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 (kumagumbi okubhalela) uviwo bethe cwaka 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 makathwale uxanduva ngeqela labaviwa bakhe.



**Uluhlu loKutshekisha loLawulo lweeMeko ezingayiNgxaki kwiimviwo zeSatifikethi seMatriki
sikaZwelonke, eze-Adult Education and Training Level 4 kunye nezeSatifikethi seMatriki**

Iinqununu/abaphathi bamaziko banokusebenzisa olu luhlu lokutshekisha njengesikhokelo sokuqwalasela iimeko ezingayingxaki ekuqhutyweni kweemviwo nokwenza izicwangciso zokulawulwa ngendlela eyiyo kweemeko ezingayingxaki kwiimviwo.

	Uluhlu lokutshekisha lwenqununu/lomphathi weziko kwiziko elo libhala ezi mviwo zikhankanywe ngentla	Tikisha ikholam efanelekileyo (✓)	
		Ewe	Hayi
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 ka-50:50 wabagadi 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.	Ingaba isikolo sinayo isistim yokutshixa ngokuphindwe kabini (<i>double locking system</i>) ukwenzela ukugcinwa kwezinto zokubhala iimviwo?		
6.	Ukuba isikolo asiwagcini ngaphakathi amaphepha emibuzo aso, ingaba sikhona isicwangciso sezokhuseleko sokuthuthwa kwamaphepha emibuzo yonke imihla ukusuka kwisefu/kwigumbi elinqatyisiweyo ukuya kwindawo yokubhalela uviwo?		
7.	Ingaba iyaqondakala yaye iyathotyelwa inkqubo yokukhutshwa kwephepha lemibuzo ngalinye kwisefu/kwigumbi elinqatyisiweyo nokuvulwa ngokuchanekileyo kwephepha lemibuzo?		
8.	Ingaba isicwangciso solawulo lweemeko ezingayingxaki ezingachaphazela iimviwo siyayimisela indlela isikolo esiya kuyisingatha ngayo indlela yokuziphatha ngokungalawulekiyo komviwa (<i>unruly candidate behaviour</i>)?		
9.	Ingaba abaviwa bayichazelwe inkqubo yokukhutshwa ngongxamiseko (<i>evacuation procedure</i>) kwimeko yongxamiseko enokuthi yehle ngosuku lokubhalwa koviwo?		
10.	Ingaba isikolo sinawo umgaqo-nkqubo namalungiselelo amiselweyo okuthatha iiselula kubaviwa phambi kokuba bangene kwindawo yokubhalela iimviwo?		
11.	Ingaba sikhona isicwangciso sokuqinisekisa ukuba abaviwa banikwa izitikha zeenombolo zoviwo ezinebhakhowudi kunye namaphepha emibuzo achanekileyo?		
12.	Ingaba ikhona isistim yokuqaphela umgadi wabaviwa obenike umviwa ngamnye isitikha nephepha lemibuzo?		
13.	Ingaba umgadi wabaviwa oyintloko, kwakunye nabagadi babaviwa abaneqhuzo kwanabagadi babaviwa abancedisayo, bayakwazi ukusingatha zonke iindidi zezitenxo (<i>irregularities</i>)?		
14.	Ingaba bonke abagadi babaviwa bayazazi iinkqubo ezimalunga nokuqokelelwa, ukufakwa ngokweebhetshi, ukuthunyelwa nokubuyiselwa kweencwadi zeempendulo kwaNdlunkulu?		

15.	Ingaba isikolo sinaso isicwangciso solawulo esimalunga nokulawulwa kweencwadi zeempendulo?		
16.	Ingaba bonke abaviwa bayichazelwe imigaqo yoviwo phambi kokuqala koviwo olo?		
17.	Ingaba isicwangciso solawulo lweemeko ezingayingxaki ezingachaphazela iimviwo siyayichaza indlela isikolo esiya kujongana ngayo neemeko ezinokwehla ezingayingozi ngethuba lokubhalwa koviwo, umz. umlo wemigewu (<i>gang fight</i>) kwimihlaba yesikolo okanye nalo naluphi na olunye uphazamiseko olunjalo kumabala esikolo?		
18.	Ingaba kukho enye indawo yokubhalela uviwo elungisiweyo xa kunokwenzeka kubekho iintshukumo zoqhankqalazo kufutshane nesikolo neziya kuthintela abaviwa ekubhaleni iimviwo kwiindawo zabo zokubhalela iimviwo?		