



**WESTERN CAPE EDUCATION DEPARTMENT
MONITORING INSTRUMENT FOR THE 2020 NOVEMBER EXAMINATION**

This monitoring instrument may be used by up to 3 monitors and can be used for different examination sessions at the school/writing centre. The Principal/Chief Invigilator must provide the last signed monitoring instrument to the 2nd and 3rd monitor until the instrument is completed fully. The Principal/Chief Invigilator must provide a copy of the completed instrument to the monitor for District record purposes.

NAME OF EXAMINATION:

NATIONAL SENIOR CERTIFICATE and SENIOR CERTIFICATE (COMBINED 2020)
ADULT EDUCATION AND TRAINING (AET)

Tick (✓)
appropriate
box

MONITOR (1): _____

ARRIVAL TIME: _____

DATE: _____

DEPARTURE TIME: _____

SUBJECT(S) MONITORED: _____

NUMBER OF CANDIDATES: _____

MONITOR (2): _____

ARRIVAL TIME: _____

DATE: _____

DEPARTURE TIME: _____

SUBJECT(S) MONITORED: _____

NUMBER OF CANDIDATES: _____

MONITOR (3): _____

ARRIVAL TIME: _____

DATE: _____

DEPARTURE TIME: _____

SUBJECT(S) MONITORED: _____

NUMBER OF CANDIDATES: _____

CENTRE NAME: _____

CENTRE NUMBER: _____

PHYSICAL ADDRESS OF CENTRE: _____

PRINCIPAL/CENTRE MANAGER: _____

CELL PHONE NUMBER: _____

TELEPHONE NUMBER: _____

NB: Monitors should request the school's NSC examination file to check documentation

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)

COVID PROTOCOLS	Monitor 1		Monitor 2		Monitor 3	
	Y	N	Y	N	Y	N
Invigilators and monitors: Screened upon entry, always adhere to social distancing, wear face masks and sanitise regularly	Y	N	Y	N	Y	N
Candidates: Screened upon entry, always adhere to social distancing, wear face masks and sanitise regularly	Y	N	Y	N	Y	N

AREAS OF OBSERVATION		REMARKS (TICK ✓ appropriate box)					
A:	INVIGILATORS	Monitor 1		Monitor 2		Monitor 3	
1.	The Chief Invigilator is a permanent member of the staff of the school.	Y	N	Y	N	Y	N
4.	The authority of Chief Invigilator is delegated to: (name, surname and designation) _____	Y	N / A	Y	N / A	Y	N / A
3.	The Chief Invigilator has been appointed in writing. (Letter)	Y	N	Y	N	Y	N
4.	The Principal/Chief Invigilator attended the official training session by WCED. (Certificate)	Y	N	Y	N	Y	N
5.	Sufficient number of invigilators appointed. (50:50 ratio – not June)	Y	N	Y	N	Y	N
6.	Invigilators received cascaded training. (Request register of the training and minutes of the meeting.)	Y	N	Y	N	Y	N
7.	Teachers don't invigilate the subjects that they teach. (Proof)	Y	N	Y	N	Y	N
8.	Invigilators can be identified.	Y	N	Y	N	Y	N
9.	Relief invigilators are on standby.	Y	N	Y	N	Y	N
10.	Invigilators' letters of appointment on file.	Y	N	Y	N	Y	N
B:	SECURITY MEASURES						
11.	Safe/secure environment	Y	N	Y	N	Y	N
	24 hour security guards	Y	N	Y	N	Y	N
	Security gates	Y	N	Y	N	Y	N
	Functional surveillance cameras	Y	N	Y	N	Y	N
	Alarm systems	Y	N	Y	N	Y	N
	Alarm system with armed response	Y	N	Y	N	Y	N
	Fire extinguishers (updated)	Y	N	Y	N	Y	N
	Evacuation plan	Y	N	Y	N	Y	N
	Access cards/visitor registers	Y	N	Y	N	Y	N
	Biometric system	Y	N	Y	N	Y	N
12.	Measures in place to deal with social protests	Y	N	Y	N	Y	N
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.	Double locking system in place.	Y	N	Y	N	Y	N
15.	A copy of the examination timetable is clearly visible in the safe/strongroom.	Y	N	Y	N	Y	N
16.	The removal of question paper register is available and up to date.	Y	N	Y	N	Y	N

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

36.	Clock/time indication available to display the time.			Y	N	Y	N	Y	N	
37.	All materials removed that could assist candidates.			Y	N	Y	N	Y	N	
38.	Measures in place to ensure candidates have no access to each other's work. Comment if needed:	Acceptable spacing between desks		Y	N	Y	N	Y	N	
		No sharing of desks		Y	N	Y	N	Y	N	
		Where candidates share desks, a divider is placed between them		Y	N	Y	N	Y	N	
39.	WCED examination posters displayed in the examination venue(s).			Y	N	Y	N	Y	N	
F:	BEFORE THE COMMENCEMENT OF THE EXAM									
40.	Invigilators are present prior to the start of the examination.			Y	N	Y	N	Y	N	
41.	Invigilators assigned to all examination venues – ratio 1:30.			Y	N	Y	N	Y	N	
42.	Candidates arrived on time.			Y	N	Y	N	Y	N	
43.	Admission letters and ID documents of all candidates checked.			Y	N	Y	N	Y	N	
44.	Candidates without ID documents instructed to submit it within 24 hours to the school.	N / A	N / A	N / A	Y	N	Y	N	Y	N
45.	Number of candidates without ID documents.			_____ candidates						
46.	Number of candidates without admission letters.			_____ candidates						
47.	Candidates without admission letters: Comment if needed:	Candidate allowed to write		Y	N	Y	N	Y	N	
		Chief Invigilator contacted WCED		Y	N	Y	N	Y	N	
		Chief Invigilator explained outcome to candidate		Y	N	Y	N	Y	N	
48.	Number of candidates with accommodations/concessions.			_____ candidates						
49.	Number of candidates needing a separate venue due to accommodations/concessions.			_____ candidates						
50.	Invigilators are allocated to these separate venues, apart from the reader/scribe of the candidate.	N / A	N / A	N / A	Y	N	Y	N	Y	N
51.	Readers/Scribes are trained (proof of certificate)	N / A	N / A	N / A	Y	N	Y	N	Y	N
52.	All candidates with accommodations/concessions have a letter from the WCED.	N / A	N / A	N / A	Y	N	Y	N	Y	N
53.	Candidates with additional time as accommodations/concessions can be identified with different coloured stickers indicating the amount of extra time allowed.	N / A	N / A	N / A	Y	N	Y	N	Y	N
54.	Number of candidates absent for the examination.			_____ with valid reason _____ no reason provided yet						
55.	Chief Invigilator gave instruction that no cellphones or any other electronic/technology devices are permitted in the examination room.			Y	N	Y	N	Y	N	
56.	All candidates seated according to the seating plan.			Y	N	Y	N	Y	N	

57.	Examination rules on the conduct of the examination read to candidates prior to the commencement of the examination.			Y	N	Y	N	Y	N	
58.	Invigilators check that candidates fill in the required information on the cover page of their answer scripts.			Y	N	Y	N	Y	N	
59.	Two candidates selected to ensure that the correct question papers are brought into the examination venue.			Y	N	Y	N	Y	N	
60.	The two candidates signed the register.			Y	N	Y	N	Y	N	
61.	Invigilators verified that question papers issued to them are the correct question papers.			Y	N	Y	N	Y	N	
62.	Candidates instructed to verify that their question paper corresponds with their admission letter.			Y	N	Y	N	Y	N	
63.	Candidates instructed to check the number of pages and text on each page of the question paper.			Y	N	Y	N	Y	N	
64.	Errata provided (where applicable).	N / A	N / A	N / A	Y	N	Y	N	Y	N
65.	Candidates given ten minutes reading time (no writing allowed).			Y	N	Y	N	Y	N	
66.	ID documents, admission letters and accommodation letters displayed on the desks.			Y	N	Y	N	Y	N	
67.	The examination started on time.			Y	N	Y	N	Y	N	
	If "NO", candidates were given the full examination time.	N / A	N / A	N / A	Y	N	Y	N	Y	N
G:	DURING THE EXAMINATION									
68.	The Chief Invigilator is engaged in the examination.			Y	N	Y	N	Y	N	
69.	Calculators are checked to ensure that they are not programmable.	N / A	N / A	N / A	Y	N	Y	N	Y	N
70.	Number of candidates who arrived late (within the first hour).			_____ candidates						
71.	Procedure followed when candidates arrived late (within the first hour).	Allowed the candidate to write			Y	N	Y	N	Y	N
	Comment if needed:	Provided the rules to candidate			Y	N	Y	N	Y	N
	*Not applicable if no 70 is 'nil'	Ensured candidate has no unauthorised material and/or cellphones			Y	N	Y	N	Y	N
72.	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						
73.	Procedure if a candidate temporarily leaves the examination room. Comment if needed:	An invigilator accompanies candidate.			Y	N	Y	N	Y	N
74.	Procedure if a candidate completes the examination before the scheduled time.	Candidate remains seated and waits for the invigilator.			Y	N	Y	N	Y	N

	Comment if needed:	The invigilator takes in the script and question paper.	Y	N	Y	N	Y	N
		The candidate signs the register at his/her desk after handing in his/her script and question paper.	Y	N	Y	N	Y	N
75.	Procedure followed if an irregularity is detected. Comment if needed:	Chief Invigilator is called.	Y	N	Y	N	Y	N
		Candidate's script is confiscated correctly and time written on script.	Y	N	Y	N	Y	N
		Candidate issued with new script and question paper to continue exam.	Y	N	Y	N	Y	N
		Chief invigilator completes irregularity form and process.	Y	N	Y	N	Y	N
76.	Five minutes time indication before the end of the examination given to candidates.	Y	N	Y	N	Y	N	
77.	Candidates at this school remained for the full duration of the question paper.	Y	N	Y	N	Y	N	
H:	END OF THE EXAMINATION AND HANDLING OF SCRIPTS							
78.	Answer scripts collected from all candidates at their desks.	Y	N	Y	N	Y	N	
79.	All candidates sign the script control register at their desks after handing in their answer scripts.	Y	N	Y	N	Y	N	
80.	All answer scripts physically counted and verified with mark sheets and script control register.	Y	N	Y	N	Y	N	
81.	Answer scripts and spoilt answer books correctly batched, wrapper completed properly and packaged in the green plastic bag and sealed.	Y	N	Y	N	Y	N	
82.	Unused answer books packaged in the red plastic bag.	Y	N	Y	N	Y	N	
83.	Answer book register completed.	Y	N	Y	N	Y	N	
No. 84–88 – Smartlock (SL) system								
84.	Batched and packaged answer scripts are immediately taken to the safe/strongroom.	Y	N	Y	N	Y	N	
85.	Final batched answer scripts placed in the same black canvas bag.	Y	N	Y	N	Y	N	
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.)	Y	N	Y	N	Y	N	
87.	The black canvas bag is packed in the grey plastic bag and is sealed.	Y	N	Y	N	Y	N	
88.	Distribution labels and waybills pasted on the outer grey plastic bag and NOT the black canvas bag.	Y	N	Y	N	Y	N	
89.	The Senior Invigilator (Private invigilator) completed the online monitoring report.	Y	N	Y	N	Y	N	

90.	All irregularities/incidents reported to the Circuit Manager, Directorate: Assessment Management and District Assessment Coordinators.	N / A	N / A	N / A	Y	N	Y	N	Y	N
-----	--	-------------	-------------	-------------	---	---	---	---	---	---

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



CONTINGENCY PLAN TO DEAL WITH EMERGENCIES

1. The Western Cape Education Department has developed the following procedure aimed at providing for situations where there is a need to minimise the effect 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 enter the examination venue**, 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 it should 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 and/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 each other 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 supervise the candidates at all times. Each invigilator must be responsible for his or her group of candidates.

5. All schools are required to identify an isolation room to accommodate candidates whose temperatures are above 38°C. Please refer to the comprehensive document with regards to the protocol on the writing of the November examination in compliance with Covid-19 requirements.
6. All schools are required to obtain the contact details of their nearest police services, ambulance services and fire rescue services and have these details on hand in case of an emergency.
7. All potential risks or emergencies must be communicated immediately to the district and Head Office.
8. Emergency contact numbers:

Contact person	Telephone number
Districts:	
Cape Winelands: Ms Nokuzola A Manjingolo	023 438 0643/082 382 4066
Eden Central Karoo: Mr M Damons Mrs B Petersen	044 803 8311 044 803 8364
Metro Central: Mrs N Awaldien	084 296 2277
Metro East: Mrs G Kirchner	083 463 9215
Metro North: Mr P Frans	021 938 3021/021 938 3147/082 446 7497
Metro South: Mrs H April	021 370 2064/084 762 2444
Overberg: Mr C Swartz	028 214 7365/071 367 0376
West Coast: Mrs S Gqotso	021 860 1568/066 252 8223
Head Office:	
Mr B Loriston	021 467 2940
Mr J Parbhoo	021 467 2472
Enter the contact details of the following services closest to your school:	
Police services	
Ambulance services	
Fire rescue services	



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.	Does each examination session have a list of reserve invigilators?		
4.	Are the seating plans prepared for all the examination sessions?		
5.	Is the safe/strongroom prepared for the receipt of question papers?		
6.	Does the school keep spare keys to its safe/strongroom at the district office?		
7.	Does the school have a double locking system for the storage of examination material?		
8.	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?		
9.	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?		
10.	Does the risk management plan prescribe how the school will deal with unruly candidate behaviour?		
11.	Have candidates been informed of the evacuation procedure in the event of an emergency on the day of the examination?		
12.	Does the school have a policy and arrangements in place for the collection of cellphones from candidates prior to them entering the examination venue?		
13.	Is there a plan to ensure that candidates are issued with their barcoded examination number stickers and the correct question papers?		
14.	Is there a system to identify the invigilator who issued the sticker and the question paper to each candidate?		
15.	Does the chief invigilator, as well as the senior and assistant invigilators, know how to handle all types of irregularities?		

16.	Are all the invigilators aware of the procedures with regard to the collecting, batching, dispatching and returning of scripts to Head Office?		
17.	Does the school have a management plan for the control of unused answer books?		
18.	Have all the candidates been briefed on the rules of the examination before the commencement of the examination?		
19.	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?		
20.	Has an alternative writing venue been arranged should there be protests close to the school which will prevent the candidates from writing at their venue?		