



**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)					
		Monitor 1		Monitor 2		Monitor 3	
A:	INVIGILATORS						
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
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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



GEBEURLIKHEIDSPAN OM NOODGEVALLE TE HANTEER

1. Die Wes-Kaap Onderwysdepartement het die volgende prosedure daargestel wat daarop gemik is om voorsiening te maak vir situasies waar daar 'n behoefte is om die gevolge van 'n ontruiming, wat deur 'n noodgeval veroorsaak is, tot die minimum te beperk. Dit is noodsaaklik dat alle inrigtings wat kandidate vir die eksamen voorberei dieselfde basiese prosedure volg.
2. In die geval waar 'n noodgeval voorkom **voordat kandidate die eksamenlokaal betree**, moet hulle nie die eksamenlokaal/-lokale betree voordat hulle aangesê word om dit te doen nie. Hulle moet egter van ander groepe of leerders weggehou en onder streng toesig gehou word.
3. Indien 'n noodtoestand voorkom **terwyl kandidate besig is om te skryf**, en dit absoluut noodsaaklik blyk te wees om die eksamenlokaal te ontruim, moet die kandidate die volgende instruksies ontvang:
 - 3.1 Dat hulle die res van die toegekende tyd sal kry om die eksamen te voltooi sodra hulle na die eksamenlokaal/-lokale terugkeer, d.w.s. die totale tyd wat vir die vraestel toegeken is minus die tyd wat hulle al voor die ontruiming gebruik het om te skryf.
 - 3.2 Om alle boeke en/of eksamenmateriaal toe te los op hul lessenaars.
 - 3.3 Om een lokaal op 'n slag, onder die wakende oog van die opsiener(s) en hoofopsiener, en onder die oorhoofse beheer van die prinsipaal/sentrumbestuurder, te verlaat. Addisionele onderwysers (nie diegene wie se vakke geskryf word nie) kan gevra word om met die toesig van die kandidate te help.
 - 3.4 Om op geen manier met mekaar te kommunikeer nie.
 - 3.5 Om geen boeke, papiere, ens. in hul besit te hê nie.
 - 3.6 Om nie selfone in hul besit te hê nie.
 - 3.7 Om in stilte op 'n geskikte plek op die terrein van die inrigting te sit, weg van mekaar af om enige kommunikasie te verhinder.
 - 3.8 Om in stilte na die eksamenlokaal/-lokale terug te keer wanneer hulle verlof kry om dit te doen en om met die eksamen voort te gaan waar hulle opgehou het.
4. Die prinsipaal/sentrumbestuurder, hoofopsiener en ander opsieners moet te alle tye toesig hou oor die kandidate. Elke opsiener moet vir sy of haar groep kandidate verantwoordelik wees.

5. Skole moet 'n isolasiekamer identifiseer om kandidate te akkommodeer met 'n temperatuur bo 38 ° C. Verwys asseblief na die omvattende dokument rakende die protokol oor die skryf van die November-eksamen in ooreenstemming met die Covid-19-vereistes.
6. Skole moet die kontakbesonderhede van hul naaste polisdienste, ambulansdienste en brandbestrydingsdienste bekom en hierdie besonderhede byderhand hê tydens 'n noodgeval.
7. Alle moontlike risiko's of noodgevallen moet onmiddellik aan die distrik en Hoofkantoor gekommunikeer word.
8. Noodkontaknommers:

Kontakpersoon	Telefoonnommer
Distrikte:	
Kaapse Wynland: Me. Nokuzola A Manjingolo	023 438 0643/082 382 4066
Eden en Sentrale Karoo: Mnr. M Damons Mev. B Petersen	044 803 8311 044 803 8364
Metro-Sentraal: Mev. N Awaldien	084 296 2277
Metro-Oos: Mev. G Kirchner	083 463 9215
Metro-Noord: Mnr. P Frans	021 938 3021/021 938 3147/082 446 7497
Metro-Suid: Mev. H April	021 370 2064/084 762 2444
Overberg: Mnr. C Swartz	028 214 7365/071 367 0376
Weskus: Mev. S Gqotso	021 860 1568/066 252 8223
Hoofkantoor:	
Mnr. B Loriston	021 467 2940
Mnr. J Parbhoo	021 467 2472
Voer die kontakbesonderhede in van die volgende dienste wat naby aan u skool is:	
Polisdienste	
Ambulansdienste	
Brandbestrydingsdienste	



**RISIKOBESTUURKONTROLELYS VIR DIE NASIONALE SENIOR SERTIFIKAAT-, ONDERWYS EN
OPLEIDING VIR VOLWASSENES VLAK 4- EN SENIOR SERTIFIKAAT-EKSAMEN**

Prinsipale/sentrumbestuurders mag hierdie kontrolelys as 'n riglyn gebruik om potensiële risiko's vir die doeltreffende afneem van eksamens te identifiseer en om risikobestuurplanne dienooreenkomstig te ontwikkel.

	Prinsipaal-/sentrumbestuurderkontrolelys by 'n inrigting wat die bovermelde eksamen skryf	Merk die gepaste kolom (✓)	
		Ja	Nee
1.	Is die prinsipaal/sentrumbestuurder, hoofopsiener en opsieners opgelei om die behoorlike administrasie en bestuur van die hele eksamenproses te verseker?		
2.	Is die toesigrooster saamgestel om 'n 50:50-verhouding van gemeenskapsopsieners en onderwyseropsieners wat op 'n voltydse basis aangestel is per sessie in te sluit?		
3.	Het elke eksamensessie 'n lys van reserwe opsieners?		
4.	Is die sitplekplanne vir al die eksamensessies voorberei?		
5.	Is die kluis/brandkamer vir die ontvangs van die vraestelle voorberei?		
6.	Hou die skool 'n spaarsleutel vir die kluis/brandkamer by die distrikskantoor?		
7.	Het die skool 'n dubbele sluitstelsel vir die stoor van eksamenmateriaal?		
8.	Indien die skool nie die eksamenvraestelle op die skoolperseel hou nie, is daar 'n sekuriteitsplan vir die daaglikse vervoer van vraestelle van die kluis/brandkamer na die eksamenlokaal?		
9.	Word die prosedure vir die verwydering van elke vraestel uit die kluis/brandkamer en die oopmaak van die korrekte vraestel verstaan en nagekom?		
10.	Skryf die risikobestuurplan voor hoe die skool onstigtelike gedrag van kandidate sal hanteer?		
11.	Is kandidate ingelig oor die ontruimingsprosedure in geval van 'n noodgeval op die dag van die eksamen?		
12.	Het die skool 'n beleid en reëlins gereed vir die inneem van selfone van kandidate voordat hulle die eksamenlokaal betree?		
13.	Is daar 'n plan om te verseker dat kandidate se strepieskode-eksamennommerplakkers en die korrekte vraestelle aan hulle uitgereik word?		
14.	Is daar 'n stelsel om die opsiener wat die plakker en die vraestel aan elke kandidaat uitgereik het, te identifiseer?		

15.	Weet die hoofopsiener, asook die senior en hulpopsieners, hoe om alle vorme van onreëlmatighede te hanteer?		
16.	Is al die opsieners bewus van die prosedures vir die insameling, saambinding, versending en terugstuur van skrifte na Hoofkantoor?		
17.	Het die skool 'n bestuursplan vir die beheer van ongebruikte antwoordboeke?		
18.	Is al die kandidate voor die aanvang van die eksamen oor die reëls van die eksamen ingelig?		
19.	Dui die risikobestuursplan aan hoe die skool 'n potensieel gevaarlike situasie tydens die skryf van 'n eksamen sal hanteer, bv. 'n bendegeveg op die skoolgrond, of enige ander soort steurnis?		
20.	Is reëlins vir 'n ander skryflokaal getref indien daar protesoptogte naby die skool mag wees wat sal verhinder dat die kandidate by hulle skryflokale kan skryf?		