



**WESTERN CAPE EDUCATION DEPARTMENT
MONITORING INSTRUMENT FOR THE 2021 NOVEMBER EXAMINATION**

This monitoring instrument may be used by up to three 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 by the monitors. The monitoring instrument remains at the school/writing centre and must be filed in the examination file. Each monitor must also complete the *Report Findings* form. The *Report Findings* form must be signed by the monitor and the Principal/Chief Invigilator and handed in to the Assessment Coordinator of the District for record purposes.

NAME OF EXAMINATION:

NOVEMBER EXAMINATION
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 invigilator/examination file to check documentation

		AREAS OF OBSERVATION		REMARKS (TICK ✓ appropriate box)					
A:	OUTCOME 1: 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
2	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
11	Invigilators' attendance register signed for each session.			Y	N	Y	N	Y	N
Outcome 1	All matters relating to the invigilators have been dealt with appropriately.								
Level of compliance:			Monitor 1 None = N Partial = P Full = F			Monitor 2 None = N Partial = P Full = F			Monitor 3 None = N Partial = P Full = F
Concerns	Monitor 1								
Concerns	Monitor 2								
Concerns	Monitor 3								

B:	OUTCOME 2: SECURITY MEASURES								
12	Safe/secure environment	Y	N	Y	N	Y	N	Y	N
	24-hour security guards	Y	N	Y	N	Y	N	Y	N
	Security gates	Y	N	Y	N	Y	N	Y	N
	Functional surveillance cameras	Y	N	Y	N	Y	N	Y	N
	Alarm systems	Y	N	Y	N	Y	N	Y	N
	Alarm system with armed response	Y	N	Y	N	Y	N	Y	N
	Fire extinguishers (updated)	Y	N	Y	N	Y	N	Y	N
	Evacuation plan	Y	N	Y	N	Y	N	Y	N

	Access cards/visitor registers	Y	N	Y	N	Y	N
	Biometric system	Y	N	Y	N	Y	N
13	Measures in place to deal with any crisis, e.g., fire, flood, social protests, shortage of examination material/furniture, illness, etc. (Risk management plan)	Y	N	Y	N	Y	N
14	There is a first aid kit on site and there is a person trained to deal with first aid.	Y	N	Y	N	Y	N
Outcome 2	All matters relating to the security measures have been dealt with appropriately.						
Level of compliance:	Monitor 1 None = N Partial = P Full = F	Monitor 2 None = N Partial = P Full = F		Monitor 3 None = N Partial = P Full = F			
Concerns	Monitor 1						
Concerns	Monitor 2						
Concerns	Monitor 3						

C:	OUTCOME 3: SAFE/STRONGROOM FACILITIES AND STORAGE							
15	The following staff members have access to the question papers and answer books:	Staff name and surname: 1. _____ 2. _____	Designation: 1. _____ 2. _____					
16	Double locking system in place.	Y	N	Y	N	Y	N	
17	A copy of the examination timetable is clearly visible in the safe/strongroom.	Y	N	Y	N	Y	N	
18	The removal of question paper register is available and up to date.	Y	N	Y	N	Y	N	
19	Duplicate keys available and stored at the district office. (If NO, specify where it is kept.)	_____	Y	N	Y	N	Y	N
20	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	
21	Safe/strongroom is emptied of all old examination material from previous examinations (At 1 st monitoring visit).	Y	N	Y	N	Y	N	
22	All answer books and examination stationery are stored in the safe/strongroom.	Y	N	Y	N	Y	N	
No. 23–28 – Smartlock (SL) system								
23	The principal's cellphone is in working order and on his/her person to receive SMSs from WCED.	Y	N	Y	N	Y	N	
24	A legible copy of the Standard Operating Plan is displayed in the safe/strongroom.	Y	N	Y	N	Y	N	

25	The Smart Glam Key is switched on and fully charged.	Y	N	Y	N	Y	N
26	Principal has downloaded sessions onto the Smart Glam Key (sessions will display on the key).	Y	N	Y	N	Y	N
27	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
28	Electronic red seal unlocked successfully.	Y	N	Y	N	Y	N
Outcome 3	All matters relating to the safe/strongroom facilities and storage have been dealt with appropriately.						
Level of compliance:	Monitor 1 None = N Partial = P Full = F	Monitor 2 None = N Partial = P Full = F			Monitor 3 None = N Partial = P Full = F		
Concerns	Monitor 1						
Concerns	Monitor 2						
Concerns	Monitor 3						

D:	OUTCOME 4: QUESTION PAPERS AND ANSWER BOOKS						
29	All question papers received per consignment for the week.	Y	N	Y	N	Y	N
30	All question papers were sealed upon receipt. Copy of the examination question paper packing list available.	Y	N	Y	N	Y	N
31	Stationery box received with sufficient materials.	Y	N	Y	N	Y	N
32	Sufficient number of question papers received – information on the labels.	Y	N	Y	N	Y	N
33	Answer book register kept up to date.	Y	N	Y	N	Y	N
Outcome 4	All matters relating to the question papers and answer books have been dealt with appropriately.						
Level of compliance:	Monitor 1 None = N Partial = P Full = F	Monitor 2 None = N Partial = P Full = F			Monitor 3 None = N Partial = P Full = F		
Concerns	Monitor 1						
Concerns	Monitor 2						
Concerns	Monitor 3						

E: OUTCOME 5: WRITING VENUE										
34	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		
35	Location of the writing venue is clearly indicated.		Y	N	Y	N	Y	N		
36	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		
37	Start and finish times clearly displayed.		Y	N	Y	N	Y	N		
38	Clock/time indication available to display the time.		Y	N	Y	N	Y	N		
39	All materials removed that could assist candidates.		Y	N	Y	N	Y	N		
40	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		
			N/A	N/A	N/A					
41	WCED examination posters displayed in the examination venue(s).		Y	N	Y	N	Y	N		
Outcome 5	All matters relating to the writing venue have been dealt with appropriately.									
Level of compliance:	Monitor 1 None = N Partial = P Full = F		Monitor 2 None = N Partial = P Full = F			Monitor 3 None = N Partial = P Full = F				
Concerns	Monitor 1									
Concerns	Monitor 2									
Concerns	Monitor 3									

F: OUTCOME 6: BEFORE THE COMMENCEMENT OF THE EXAM									
42	There is evidence that the chief invigilator ensured that all equipment (e.g. computers to be used by the candidates) have been serviced in time to ensure that they are ready for the examination.	Y	N	Y	N	Y	N		
		N/A		N/A		N/A			
43	Measures are in place where insufficient equipment is available for candidates to write in one session.	Y	N	Y	N	Y	N		
44	Invigilators are present prior to the start of the examination.	Y	N	Y	N	Y	N		

45	Invigilators assigned to all examination venues – ratio 1:30.		Y	N	Y	N	Y	N
46	Candidates arrived on time.		Y	N	Y	N	Y	N
47	Admission letters and ID documents of all candidates checked.		Y	N	Y	N	Y	N
48	Candidates without ID documents allowed to write and instructed to submit it within 24 hours to the school.		Y	N	Y	N	Y	N
			N/A		N/A		N/A	
49	Number of candidates without ID documents.							
			N/A		N/A		N/A	
50	Number of candidates without admission letters.							
			N/A		N/A		N/A	
51	Candidates without admission letters:	Candidate allowed to write	Y	N	Y	N	Y	N
	Comment if needed:	Chief Invigilator contacted WCED	Y	N	Y	N	Y	N
	*Not applicable if no 50 is 'nil'	Chief Invigilator explained outcome to candidate	Y	N	Y	N	Y	N
52	Number of candidates with accommodations/concessions.							
			N/A		N/A		N/A	
53	Number of candidates needing a separate venue due to accommodations/concessions.							
			N/A		N/A		N/A	
54	Invigilators are allocated to these separate venues, apart from the reader/scribe of the candidate.		Y	N	Y	N	Y	N
			N/A		N/A		N/A	
55	Readers/Scribes are trained (proof of certificate)		Y	N	Y	N	Y	N
			N/A		N/A		N/A	
56	All candidates with accommodations/concessions have a letter from the WCED.		Y	N	Y	N	Y	N
			N/A		N/A		N/A	
57	Candidates with additional time as accommodations/concessions can be identified with different coloured stickers indicating the amount of extra time allowed.		Y	N	Y	N	Y	N
			N/A		N/A		N/A	
58	Number of candidates absent for the examination.	With valid reason						
		No reason provided yet						
59	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
60	All candidates seated according to the seating plan.		Y	N	Y	N	Y	N
61	Examination rules on the conduct of the examination read to candidates prior to the commencement of the examination.		Y	N	Y	N	Y	N
62	Invigilators check that candidates fill in the required information on the cover page of their answer scripts.		Y	N	Y	N	Y	N
63	Two candidates selected to ensure that the correct question papers are brought into the examination venue.		Y	N	Y	N	Y	N
64	The two candidates signed the register.		Y	N	Y	N	Y	N
65	Invigilators verified that question papers issued to them are the correct question papers.		Y	N	Y	N	Y	N

66	Invigilators ensure that they personally distribute question papers to candidate, and not ask the candidates to pass question papers from one to another.	Y	N	Y	N	Y	N
67	Candidates instructed to verify that their question paper corresponds with their admission letter.	Y	N	Y	N	Y	N
68	Candidates instructed to check the number of pages and text on each page of the question paper.	Y	N	Y	N	Y	N
69	Errata provided.	Y	N	Y	N	Y	N
		N/A		N/A		N/A	
70	Candidates given ten minutes reading time (no writing allowed).	Y	N	Y	N	Y	N
71	ID documents, admission letters and accommodation letters displayed on the desks.	Y	N	Y	N	Y	N
72	The examination started on time.	Y	N	Y	N	Y	N
	If "NO", candidates were given the full examination time.	Y	N	Y	N	Y	N
Outcome 6	All matters relating to the activities that have to happen before the commencement of the examination have been dealt with appropriately.						
Level of compliance:	Monitor 1 None = N Partial = P Full = F	Monitor 2 None = N Partial = P Full = F		Monitor 3 None = N Partial = P Full = F			
Concerns	Monitor 1						
Concerns	Monitor 2						
Concerns	Monitor 3						

G:	OUTCOME 7: DURING THE EXAMINATION						
73	The Chief Invigilator is engaged in the examination.	Y	N	Y	N	Y	N
74	Invigilators are mobile, attentive and aware of their functions.	Y	N	Y	N	Y	N
75	Calculators are checked to ensure that they are not programmable.	Y	N	Y	N	Y	N
		N/A		N/A		N/A	
76	Number of candidates who arrived late (within the first hour).						
77	Procedure followed when candidates arrived late (within the first hour).	Y	N	Y	N	Y	N
	Comment if needed:	Y	N	Y	N	Y	N
	*Not applicable if no 76 is 'nil'	Y	N	Y	N	Y	N
78	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.						

79	Procedure if a candidate temporarily leaves the examination room. Comment if needed:	An invigilator accompanies candidate.	Y	N	Y	N	Y	N
80	Procedure if a candidate completes the examination before the scheduled time. Comment if needed:	Candidate remains seated and waits for the invigilator.	Y	N	Y	N	Y	N
		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
81	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
82	Five minutes time indication before the end of the examination given to candidates.		Y	N	Y	N	Y	N
83	Candidates at this school remained for the full duration of the question paper.		Y	N	Y	N	Y	N
Outcome 7	All matters relating to the activities that happen during the writing of the examination have been dealt with appropriately.							
Level of compliance:	Monitor 1 None = N Partial = P Full = F	Monitor 2 None = N Partial = P Full = F	Monitor 3 None = N Partial = P Full = F					
Concerns	Monitor 1							
Concerns	Monitor 2							
Concerns	Monitor 3							

H: OUTCOME 8: END OF THE EXAMINATION AND HANDLING OF SCRIPTS							
84	Answer scripts collected from all candidates at their desks.	Y	N	Y	N	Y	N
85	All candidates sign the script control register at their desks after handing in their answer scripts.	Y	N	Y	N	Y	N
86	A handwritten script control register has been developed for candidates who do not appear on the marksheet/script control register.	Y	N	Y	N	Y	N
		N/A		N/A		N/A	
87	All answer scripts physically counted and verified with mark sheets and script control register.	Y	N	Y	N	Y	N
88	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
89	Unused answer books packaged in the red plastic bag.	Y	N	Y	N	Y	N
90	Answer book register completed.	Y	N	Y	N	Y	N
No. 91–97 – Smartlock (SL) system							
91	Batched and packaged answer scripts are immediately taken to the safe/strongroom.	Y	N	Y	N	Y	N
92	Final batched answer scripts placed in the same black canvas bag.	Y	N	Y	N	Y	N
93	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
94	The black canvas bag is packed in the grey plastic bag and is sealed.	Y	N	Y	N	Y	N
95	Distribution labels and waybills pasted on the outer grey plastic bag and NOT the black canvas bag.	Y	N	Y	N	Y	N
96	The Senior Invigilator (Private invigilator) completed the online monitoring report.	Y	N	Y	N	Y	N
97	All irregularities/incidents reported to the Circuit Manager, Directorate: Assessment Management and District Assessment Coordinators.	Y	N	Y	N	Y	N
		N/A		N/A		N/A	
Outcome 8	All matters relating to the activities that happen at the end of the examination and the handling of scripts have been dealt with appropriately.						
Level of compliance:	Monitor 1 None = N Partial = P Full = F		Monitor 2 None = N Partial = P Full = F		Monitor 3 None = N Partial = P Full = F		
Concerns	Monitor 1						
Concerns	Monitor 2						
Concerns	Monitor 3						

I:	OUTCOME 9: COVID-19 RELATED QUESTIONS						
98	A dedicated SMT member or senior teacher has been identified to lead the screening team as invigilators, candidates and monitors enter the centre premises.	Y	N	Y	N	Y	N
99	The screening team ensures that invigilators, candidates and monitors complete a health profile form everyday they enter the centre premises.	Y	N	Y	N	Y	N
100	Adequate number of examination rooms have been identified that will enable the centre to comply with COVID-19 protocol of social distancing.	Y	N	Y	N	Y	N
101	A sanitisation station has been set up for use by both candidates and invigilators at each examination venue.	Y	N	Y	N	Y	N
102	There are masks and sanitisers to serve as reserves in case of a candidate/invigilator has forgotten her/his mask at home.	Y	N	Y	N	Y	N
103	There is an isolation room in the event it may be found that a candidate is displaying COVID-19 related symptoms.	Y	N	Y	N	Y	N
104	A system has been developed to ensure that the candidate is invigilated without putting the invigilator at risk by coming into the isolation room.	Y	N	Y	N	Y	N
105	Invigilators and candidates sanitise their hand before admission into the examination venue.	Y	N	Y	N	Y	N
106	A candidate whose temperature is consistently above 38 °C after the regular 10-minute checks in the first 30 minutes and/or answers "yes" to two or more of the questions on the screening questionnaire, will be taken to the isolation room at the centre for the candidate to sit for the examination. The examination may be conducted in the isolation room for candidates that present a temperature above 38 °C and deemed able to sit for the examination, or in an open well-defined and visible space such as a veranda, corridor/passage, provided it is isolated and has no access to other persons. The parent(s)/guardian(s) should be informed immediately that his/her son/daughter/ward has presented a temperature of above 38 °C and/or answered "yes" to two or more of the questions on the screening questionnaire and therefore will be writing the examination in an isolation room. The parent/guardian must also be directed to seek medical assistance from health practitioners (local health facility or private practitioner), which should be done after the examination session.	Y	N	Y	N	Y	N
107	Invigilators and candidate have worn masks at all times in the examination room.	Y	N	Y	N	Y	N
108	There are disposable cups in case of the need for a candidate to drink water during the writing.	Y	N	Y	N	Y	N
109	A candidate who brings his/her own water bottle is allowed provided it is visible to the invigilators and monitors. In such a case, the water bottles are placed on the floor.	Y	N	Y	N	Y	N

Outcome 9	All matters relating to COVID-19 have been dealt with appropriately.		
Level of compliance:	Monitor 1 None = N Partial = P Full = F	Monitor 2 None = N Partial = P Full = F	Monitor 3 None = N Partial = P Full = F
Concerns	Monitor 1		
Concerns	Monitor 2		
Concerns	Monitor 3		

1ST MONITOR_____
SIGNATURE OF PRINCIPAL/CENTRE MANAGER_____
DATE_____
SIGNATURE OF MONITORING OFFICIAL (1)_____
DATE**2ND MONITOR**_____
SIGNATURE OF PRINCIPAL/CENTRE MANAGER_____
DATE_____
SIGNATURE OF MONITORING OFFICIAL (2)_____
DATE**3RD MONITOR**_____
SIGNATURE OF PRINCIPAL/CENTRE MANAGER_____
DATE_____
SIGNATURE OF MONITORING OFFICIAL (3)_____
DATE

NB: THIS SECTION OF THE MONITORING INSTRUMENT MUST BE KEPT BY THE SCHOOL IN THEIR INVIGILATION/EXAMINATION FILE.



**MONITORING INSTRUMENT FOR THE 2021 NOVEMBER EXAMINATION
REPORT FINDINGS**

CENTRE NAME: _____ **CENTRE NUMBER:** _____ **DATE:** _____

<i>Indicate with a TICK how well has the outcome been achieved</i>		Level of Compliance		
		None	Partial	Full
Outcome 1	All matters relating to the invigilators have been dealt with appropriately.			
	Concerns:			
Outcome 2	All matters relating to the security measures have been dealt with appropriately.			
	Concerns:			
Outcome 3	All matters relating to the safe/strongroom facilities and storage have been dealt with appropriately.			
	Concerns:			
Outcome 4	All matters relating to the question papers and answer books have been dealt with appropriately.			
	Concerns:			
Outcome 5	All matters relating to the writing venue have been dealt with appropriately.			
	Concerns:			
Outcome 6	All matters relating to the activities that have to happen before the commencement of the examination have been dealt with appropriately.			
	Concerns:			
Outcome 7	All matters relating to the activities that happen during the writing of the examination have been dealt with appropriately.			
	Concerns:			
Outcome 8	All matters relating to the activities that happen at the end of the examination and the handling of scripts have been dealt with appropriately.			
	Concerns:			
Outcome 9	All matters relating to COVID-19 have been dealt with appropriately.			
	Concerns:			

GENERAL COMMENTS/REMARKS:

PRINCIPAL/CENTRE MANAGER

SIGNATURE

DATE

MONITOR

SIGNATURE

DATE



NB: THIS SECTION: REPORT FINDINGS MUST BE SUBMITTED TO THE DISTRICT ASSESSMENT COORDINATOR.



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 cell phones 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: Mr T Marais	021 900 7029
Metro North: Mr PW Frans Mr S Schlosz	021 938 3021/082 446 7497 021 938 3147/079 743 4464
Metro South: Mrs H April	021 370 2041/084 762 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 2541
Mr J Parbhoo	021 467 2075
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, counting and batching of scripts?		

17.	Is the Chief Invigilator aware of the procedures with regard to the dispatching and returning of scripts to Head Office?		
18.	Does the school have a management plan for the control of unused answer books?		
19.	Have all the candidates been briefed on the rules of the examination before the commencement of the examination?		
20.	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?		
21.	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?		