



**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

| |
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| |
| |

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 | Y | N |
| 2 | The authority of Chief Invigilator is delegated to: (name, surname and designation) | Y | N / A | 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 | Y | N |
| 4 | The Principal/Chief Invigilator attended the official training session by WCED. (Certificate) | Y | N | Y | N | Y | N | Y | N |
| 5 | Sufficient number of invigilators appointed. (50:50 ratio – not June) | Y | N | 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 | Y | N |
| 7 | Teachers don't invigilate the subjects that they teach. (Proof) | Y | N | Y | N | Y | N | Y | N |
| 8 | Invigilators can be identified. | Y | N | Y | N | Y | N | Y | N |
| 9 | Relief invigilators are on standby. | Y | N | Y | N | Y | N | Y | N |
| 10 | Invigilators' letters of appointment on file. | Y | N | Y | N | Y | N | Y | N |
| 11 | Invigilators' attendance register signed for each session. | Y | N | 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 |

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|-----------------------------|---|---|---|---|---|---|---|
| | 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 | | | | | | |

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| 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 | |

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|-----------------------------|--|---|---|---|---|---|---|
| 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 | | | | | | |

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|-----------------------------|--|---|---|---|---|---|---|
| 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 | | |

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|----|---|--|-----|---|-----|---|-----|---|
| 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 |

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| 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 | | | | | | |

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|-----------|---|-----|---|-----|---|-----|---|
| 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. | | | | | | |

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|-----------------------------|---|--|---|---|---|---|---|---|
| 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 |

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| 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.



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 word, 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 binnegaan**, 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 voor die ontruiming gebruik het om te skryf.
 - 3.2 Om alle boeke en/of eksamenmateriaal toe te maak en op hulle lessenaars te los.
 - 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 geen selfone in hul besit te hê nie.
 - 3.7 Om in stilte op 'n gepaste 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 toestemming 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: Mnr. T Marais | 021 900 7029 |
| Metro-Noord: Mnr. PW Frans Mnr. S Schlosz | 021 938 3021/082 446 7497 021 938 3147/079 743 4464 |
| Metro-Suid: Mev. H April | 021 370 2041/084 762 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 2541 |
| Mnr. J Parbhoo | 021 467 2075 |
| Voer die kontakbesonderhede van die volgende dienste in 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 risikobestuursplanne 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 veiligheidsplan 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 begryp en nagekom? | | |
| 10. | Skryf die risikobestuursplan 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 binnegaan? | | |
| 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 met betrekking tot die versameling, opname en verpakking van antwoordstelle? | | |
| 17. | Is die hoofopsiener bewus van die prosedures met betrekking tot die versending en terugstuur van antwoordstelle aan Hoofkantoor? | | |
| 18. | Het die skool 'n bestuursplan vir die beheer van ongebruikte antwoordboeke? | | |
| 19. | Is al die kandidate voor die aanvang van die eksamen oor die reëls van die eksamen ingelig? | | |
| 20. | 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? | | |
| 21. | Is reëlins vir 'n ander skryflokaal getref indien daar protesoptogte naby die skool plaasvind wat sal verhinder dat die kandidate by hulle skryflokale kan skryf? | | |