

## CONTINGENCY PLAN

1. The safety of the candidates is important.
2. The Western Cape Education Department developed the following procedure aimed to provide guidance for situations where there is a need to minimise the effect caused by an emergency during the exams. It is essential that all institutions that prepare candidates for examinations follow the same basic procedure.
3. In the event where a situation arises **before candidates enter the examination venue** then 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 until a suitable solution is proposed.
4. The Contingency Plan to manage the National Senior Certificate examination when an eventuality is presented must be shared with all staff, including the evacuation protocol.
5. The chief invigilator/principal or his/her delegate will determine if he/she needs to activate the plans/protocol.
6. If an emergency occurs **while candidates are writing**, and it should prove to be absolutely necessary to terminate the examination session and activate the evacuation protocol, the candidates must be instructed CLEARLY as follows:
  - 6.1 Candidates must close all question papers and answer scripts on their desks. The senior invigilators will secure the room.
  - 6.2 Candidates must be given the certainty that they will be given the remainder of the time to complete the examination upon their return to the examination room(s), i.e. the total time allocated for the paper, less the time they had been writing prior to the evacuation.
  - 6.3 On command of the invigilators, candidates will evacuate the room, row-by-row, and guided by teachers to a designated area and 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.

- 6.4 Candidates may not communicate with each other during isolation.
- 6.5 Candidates may not have any question papers, answer scripts, papers, study material or communication devices with them.
- 6.6 Candidates may not have cell phones in their possession.
- 6.7 Candidates must sit in silence in a suitable place on the grounds of the institution, spaced apart, to prevent any communication.
- 6.8 The chief invigilator/principal and other invigilators must always supervise the candidates. Each invigilator/teacher must be responsible for his/her group of candidates.
- 6.9 The chief invigilator/principal must assess if it is safe to return in silence to the examination room(s). He/she will do this in consultation with the local authorities and district office.
- 6.10 The chief invigilator/principal must give permission to candidates to carry on writing where they left off.
- 6.11 In situations where candidates cannot continue the exam due to interrupted power supply the candidates must close their question papers and remain seated at their stations or follow the instruction of the principal to move to a more comfortable area.
7. Institutions are encouraged to obtain the contact detail of all primary caregivers and to communicate the situation with them.
8. 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. The numbers must be displayed in the contingency plan.
9. All potential risks or emergencies must be communicated immediately to the Head Office and district.

10. Emergency contact numbers:

| Contact person   | Telephone number                                       |
|--|--|
| <b>Districts</b>   |  |
| <b>Cape Winelands:</b><br>Mr L vd Berg   | 023 438 0643   |
| <b>Eden Central Karoo:</b><br>Mr M Damons<br>Mrs B Petersen                        | 044 803 8311<br>044 803 8364                           |
| <b>Metro Central:</b><br>Mrs D Williams  | 021 514 6748   |
| <b>Metro East:</b><br>Mrs M Momberg  | 021 900 7029   |
| <b>Metro North:</b><br>Mr PW Frans<br>Mr S Schlosz                                 | 021 938 3021/082 446 7497<br>021 938 3147/079 743 4464 |
| <b>Metro South:</b><br>Mrs H April   | 021 370 2041/084 762 2444                              |
| <b>Overberg:</b><br>Mr C Swartz  | 028 214 7365/071 367 0376                              |
| <b>West Coast:</b><br>Mrs S Gqotso   | 021 860 1568/066 252 8223                              |
| <b>Head Office:</b>  |  |
| Mr B Loriston  | 021 467 2541/083 540 9049                              |
| Mr F Salie   | 021 467 2572   |
| Ms L Bredenkamp  | 021 467 2945   |
| <b>Enter the contact details of the following services closest to your school:</b> |  |
| Police services  |  |
| Ambulance services   |  |
| Fire rescue services   |  |