Western Cape Government

EXAMINATION PROCEDURE: ELECTRONIC SECURITY SYSTEM

A. PREPARATION OF THE GLAM KEY
*You need to prepare your GLAM key at least **one and a half hours** before each session.*
1. Switch on the GLAM key by pressing and holding down the power button ⏻ until the display screen lights up and the green light remains steady.
2. A blue bar (data bar) will run across the display screen and must read "DATA TRANSFER BUSY". Wait for the GLAM key to be in the "READY" status before any activities are performed.
3. **Please allow a few seconds for the GPS & GSM to establish a connection**. The satellite icon will turn yellow**.**

B. DOWNLOADING THE SCHEDULES
Each Tuesday/Wednesday of every week during an examination period, an email and SMS will be sent to the principal/centre manager with an instruction to download the specific school or examination centre's schedules/sessions.
1. Ensure that the GLAM key is in the "READY" status.
2. **Press the lock and unlock buttons simultaneously to download the available schedules/sessions. While "DATA TRANSFER BUSY" is showing, wait for the GREEN and then the BLUE transfer bars to run right across the screen**.
    After the downloading process has been completed successfully, the number of available schedules/sessions will appear on the yellow lock at the top of the display screen. The sessions can be verified on the GLAM key by pressing the power button once. You can scroll through the sessions by pressing the power button every time.
3. The GLAM key is now ready **to be operated.**

C. OPENING PROCESS
*Must be performed **an hour before** each examination session.*
1. **FULLY** INSERT the GLAM key into the RED SEAL. Ensure that the connection between the GLAM key and the red seal remains stable.
2. Press the **UNLOCK** button and **DO NOT REMOVE** until the "unlocking and transfer" process has been completed (wait for the green bar and then the blue bar to run across the screen **completely**).
3. **REMOVE THE GLAM KEY** AND OPEN THE SEAL (shackle) once the "AUTHORISED UNLOCKING" has been successful **(the seal will not unlock while the GLAM key is still inserted into the red seal)**.

D. LOCKING PROCESS
*Must be performed **within an hour after** the completion of each examination session.*
1. Ensure that the seal is closed and secured correctly over the hasp of the black canvas bag.
2. INSERT the GLAM key into the red seal (ensure that the connection between the GLAM key and the red seal is stable).
3. Press the **LOCK** button and **DO NOT REMOVE** until the "locking and transfer" process has been completed (wait for the green bar and then the blue bar to run across the screen **completely**).
4. Once the locking process is complete, wait for the "*DATA TRANSFER*" to be completed.
5. **NOTE:** Ensure that the GLAM key is charged, and the battery life is reliable throughout the examination period.

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HOW TO DOWNLOAD SCHEDULES/SESSIONS ONTO THE GLAM KEY

Lock button

Unlock button

Press *lock* and *unlock* buttons at the same time.

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CONTACT DETAILS FOR SCHOOL DELEGATES

SCHOOL NAME: _____

SCHOOL LANDLINE NUMBER: _____

PRINCIPAL NAME	CELLPHONE NO.	EMAIL ADDRESS

DEPUTY PRINCIPAL NAME	CELLPHONE NO.	EMAIL ADDRESS

CHIEF INVIGILATOR NAME	CELLPHONE NO.	EMAIL ADDRESS

_____   _____

SIGNATURE OF PRINCIPAL   **DATE**

SCHOOL STAMP

Email to Mfana.Dyasi@westerncape.gov.za

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HOW TO VERIFY DOWNLOADED SESSIONS

Session and centre number

Press ON/OFF button once per session

This verification should be done after each consignment is downloaded onto the GLAM key.