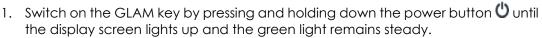
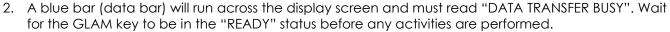


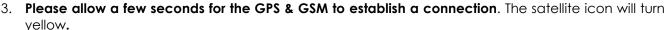
EXAMINATION PROCEDURE: ELECTRONIC SECURITY SYSTEM

A. PREPARATION OF THE GLAM KEY

You need to prepare your GLAM key at least **one and a half hours** before each session.







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.
- 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.





HOW TO DOWNLOAD SCHEDULES/SESSIONS ONTO THE GLAM KEY



Unlock button

Lock button

Press lock and unlock buttons at the same time.



OOL NAME:		
OOL LANDLINE NUMBER:		
PRINCIPAL NAME	CELLPHONE NO.	EMAIL ADDRESS
TRINGII AL NAME	CLLI HONE NO.	LMAIL ADDRESS
PUTY PRINCIPAL NAME	CELLPHONE NO.	EMAIL ADDRESS
IEF INVIGILATOR NAME	CELLPHONE NO.	EMAIL ADDRESS

DATE

SCHOOL STAMP

SIGNATURE OF PRINCIPAL

Email to Mfana.Dyasi@westerncape.gov.za



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.