
NATIONAL SENIOR CERTIFICATE (NSC)/SENIOR CERTIFICATE EXAMINATIONS (SC) RISKS MANAGEMENT

1. The safety of the candidates and the management of the credibility of the examinations remain the aim of a contingency plan that is unique to each school/centre that could impact on the effective management of the NSC/SC examinations. Therefore, it is essential that principals/centre managers identify potential risks at each school/centre. Mitigation strategies must specify specific controls and actions that will be put in place to minimise or eradicate the risk before the examinations commence.
2. This template can be used as a guideline for the development and writing of a school/centre specific risk management and/or contingency plan. In cases where activities are still to take place, dates and responsible persons can be provided.
3. Schools/centres may use the comments in the last column as a guide to structure their plans.
4. The risks and mitigation strategies/controls listed in the table are not limited to these only and schools/centres need to add any other risks that are unique to their school/centre.

Risk identification, mitigation strategies/controls

The risks and mitigation strategies/controls listed in the table are not limited to these only and schools/centres may add additional risk elements that are specific to their school/centre.

Risk	Mitigation strategies/Controls (Possible areas for considerations are supplied)
Risk management: Security/Safety/Access control	
<ul style="list-style-type: none"> Security and Safety 	<ul style="list-style-type: none"> Essential security elements in place, e.g. safe/secure environment, functional surveillance cameras, functional alarm systems, fire extinguishers (updated), access control and/or 24-hour security guards, burglar bars, double locking principle, armed response, etc. An alternative writing venue has been identified should there be protests close to the school which will prevent the candidates from writing at their venue. Consultation with police services.
Risk management: Safe/Strong room management	
<ul style="list-style-type: none"> Safe/Strong room 	<ul style="list-style-type: none"> Safe/strong room prepared for the NSC examination. Spare keys are submitted to district office (alternative arrangements must be consulted via office of the assessment coordinator. Safe/strong room policy in place (aligned to the Western Cape Education Department (WCED) policy or use of WCED policy).
Risk management: Communication	
Communication and contact details	<ul style="list-style-type: none"> Contact details of all primary caregivers, police services, ambulance services, and fire rescue services obtained and on hand. Head Office and district officials' contact details on hand. There is a communication strategy for Grade 12 candidates and primary caregivers to inform them of any changes in writing plans. Clear strategy to communicate to circuit managers and district offices in case of eventuality.

Risk management: Invigilation	
Invigilators and invigilation plan	<ul style="list-style-type: none"> • Enough trained invigilators sourced and identified at school level for each session as per ratio of 1 invigilator to 30 candidates. • List of reserved invigilators. • Invigilation timetable drafted and mediated. Responsible person identified to draft and manage invigilation roster. • Extra school officials (e.g. deputy principal) trained to use the GLAM key in the absence of the principal/centre manager. • Identification of responsible person to design seating plans and to prepare rooms as writing venues. • School/centre examination file will be prepared in advance. • Certification of invigilators.
Risk management: Preventing irregularities	
Implement strategy to inform candidates and invigilators of irregularities	<ul style="list-style-type: none"> • Plan in place to brief and inform candidates of examination rules during the trial examinations. • Cell phone policy in place that prescribes the collection of cell phones from candidates prior to them entering the examination venue. • Plan in place that prescribes how the school/centre will deal with unruly candidates. • Plan to ensure that candidates are issued with their barcoded examination number stickers and the correct question papers. • Chief invigilator, as well as the senior and assistant invigilators, knows how to handle all types of irregularities. • Plan to ensure that candidates have been briefed on the rules of the examinations and the signage of the pledge, before the commencement of the examinations.
Candidates without an admission letter or identity document (ID)	<ul style="list-style-type: none"> • Ensure that administrative staff are briefed if candidates report to them that they have lost, forgot their admission letter or ID.

Risk management: Candidates with accommodations/concessions make use of electronic devices as well as candidates who offer Computer Applications Technology (CAT) and Information Technology(IT)

Candidates are dependent on computers/laptops or other electronic devices to complete the examination	<p>Principals/centre managers to ensure that:</p> <ul style="list-style-type: none"> • they identify sessions the candidate(s) may write to inform planning; • they keep a register of the device that is allocated to the candidate to complete the examination – the serial number must be reflected on the register; • the computer/laptop used does not contain any stored information; • the computer/laptop is not connected to the school network or the internet; • electronic assistance, such as predictive text software, grammar checks, spell checks, thesauruses, dictionaries, has been disabled; • universal serial bus (USB) ports are disabled; • the video and camera functions are in working order (where applicable); • where a laptop is used, it is fully charged so load shedding schedules must be checked; • back-up laptops and/or spare are charged, and functional devices are available on the premises on the day of the examination in case of load shedding/power failure; • electricity is tested, that the electrical stream is sufficient to ensure data will not be compromised; and • a technician is always on standby.
Candidates who are granted concessions	<ul style="list-style-type: none"> • Candidates must be in possession of an official letter that was issued by the WCED. • Determine if all candidates have letters.
Risk management: Computer breakdowns during the examination	
Computer breakdowns	<ul style="list-style-type: none"> • Does the schools have a strategy to obtain back-up equipment?
Risk management: Power failure during the examination	
Power failure	<ul style="list-style-type: none"> • Liaise with power utility not to schedule maintenance in the area on the day of the CAT and/or IT exams.
Risk Management: Emergency occurs before candidates enter the examination venue	
Before the candidates enter	<ul style="list-style-type: none"> • Demarcate area where candidates assemble before they will enter the exam room. • Make sure that exam posters are displayed.

Risk Management: Emergency occurs while candidates are writing	
While the candidates are writing, and it should prove to be absolutely necessary to terminate the examination session and activate the evacuation protocol	<ul style="list-style-type: none"> • School/centre has a contextualised evacuation plan in place. • Plan has been mediated with all invigilators.
Risk management: Subjects to be rewritten	
National or provincial examination having to be rewritten	<ul style="list-style-type: none"> • WCED will inform all principals/centre managers immediately after the decision has been made. • Learners must avail themselves until 13 December 2023 to rewrite any subject/paper if required.