



WESTERN CAPE EDUCATION DEPARTMENT (WCED)
MONITORING INSTRUMENT FOR THE 2023 NOVEMBER NATIONAL SENIOR CERTIFICATE
(NSC) EXAMINATION

INSTRUCTIONS:

- 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 to the assessment coordinator at the district office for record purposes.
- **NB: Monitors should request an examination file to check documentation.**

NAME OF EXAMINATION:

NOVEMBER NSC EXAMINATION

Tick (✓)
appropriate
box

MONITOR (1): _____

ARRIVAL TIME: _____

DATE: _____

DEPARTURE TIME: _____

SUBJECT(S) MONITORED: _____

NUMBER OF CANDIDATES (Registered): _

MONITOR (2): _____

ARRIVAL TIME: _____

DATE: _____

DEPARTURE TIME: _____

SUBJECT(S) MONITORED: _____

NUMBER OF CANDIDATES (Registered): _

MONITOR (3): _____

ARRIVAL TIME: _____

DATE: _____

DEPARTURE TIME: _____

SUBJECT(S) MONITORED: _____

NUMBER OF CANDIDATES (Registered): _

CENTRE NAME: _____

CENTRE NUMBER: _____

PHYSICAL ADDRESS OF CENTRE: _____

PRINCIPAL/CENTRE MANAGER: _____

CELL PHONE NUMBER: _____

TELEPHONE NUMBER: _____

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
2	The authority of chief invigilator is delegated to: (name, surname and designation) _____	Y	N / A	Y	N / A	Y	N / A
3	The chief invigilator has been appointed in writing. (letter/certificate)	Y	N	Y	N	Y	N
4	The principal/chief invigilator attended the official training session by the WCED. (certificate)	Y	N	Y	N	Y	N
5	Adequate number of invigilators appointed. (50:50 ratio (EDU:CM) – not June)	Y	N	Y	N	Y	N
6	Chief invigilators cascaded training to ALL invigilators on the invigilation schedule. (Request register of the training and/or minutes of the meeting.)	Y	N	Y	N	Y	N
7	Teachers do not invigilate the subjects that they teach. (list of subject teachers in Grade 12)	Y	N	Y	N	Y	N
8	All invigilators can be identified. (CM and EDU)	Y	N	Y	N	Y	N
9	Teacher invigilators informed of the invigilation schedule in advance.	Y	N	Y	N	Y	N
10	Relief invigilators are on standby.	Y	N	Y	N	Y	N
11	All community invigilators appointed by the WCED. (letter/certificate issued by Directorate: Examinations Administration)	Y	N	Y	N	Y	N
12	Invigilators' attendance register signed for each session.	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		
Comments/Concerns	Monitor 1						
Comments/Concerns	Monitor 2						
Comments/Concerns	Monitor 3						

B		OUTCOME 2: SECURITY MEASURES					
		Elements					
13	Conducive safe/secure writing venue	Y	N	Y	N	Y	N
	24-hour security/access control during the day	Y	N	Y	N	Y	N
	Alarm systems	Y	N	Y	N	Y	N
	Fire extinguishers (within service period)	Y	N	Y	N	Y	N
	Contingency plan includes evacuation protocol	Y	N	Y	N	Y	N
	CCTV system in place	Y	N	Y	N	Y	N
14	Emergency numbers displayed	Y	N	Y	N	Y	N
15	Contingency plan in place: Measures to deal with any crisis situation, e.g. fire, flood, social protests, shortage of examination material/furniture, illness, load shedding, etc. (Risk management plan)	Y	N	Y	N	Y	N
16	There is a first aid kit on site and a trained first aider.	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	
Comments/Concerns	Monitor 1						
Comments/Concerns	Monitor 2						
Comments/Concerns	Monitor 3						

C		OUTCOME 3: SAFE/STRONG ROOM FACILITIES AND STORAGE					
17	The following permanent staff members are the key bearers to the safe.	Key bearer name and surname: 1. _____ 2. _____		Designation: 1. _____ 2. _____			
18	Duplicate keys stored at the district office.	Y	N	Y	N	Y	N
19	If duplicate key is not at the district office, indicate where it is kept. Indicate if the district is aware of this arrangement.	Where kept: _____		Y	N	Y	N
				N/A	N/A	N/A	N/A
20	Double locking system used to access question papers.	Y	N	Y	N	Y	N
21	A copy of the examination timetable is clearly visible in the safe/strong room.	Y	N	Y	N	Y	N
22	The removal of question paper register is available and up to date.	Y	N	Y	N	Y	N

23	A copy of the policy on the safe/strong room and handling of safe/strong room key is displayed in the safe/strong room.	Y	N	Y	N	Y	N
24	The safe/strong room has enough space for storage.	Y	N	Y	N	Y	N
25	Examination material is kept separate from other important documents.	Y	N	Y	N	Y	N
26	All answer books and examination stationery are stored in the safe/strong room in an organised and neat manner.	Y	N	Y	N	Y	N
No. 27–33 – Electronic Security System							
27	The principal's cell phone is in working order and he/she is the person to receive SMSs from the WCED. If no, state the name of the _____ person receiving the SMSs: _____	Y	N	Y	N	Y	N
28	More than one staff member is trained to operate the Glam key.	Y	N	Y	N	Y	N
29	A legible copy of the Standard Operating Plan is displayed on how to use the Glam key.	Y	N	Y	N	Y	N
30	The Glam key is fully charged.	Y	N	Y	N	Y	N
31	Principal has downloaded sessions for current consignment. (sessions will display on the key).	Y	N	Y	N	Y	N
32	Red seal unlocked successfully for this examination session.	Y	N	Y	N	Y	N
Outcome 3	All matters relating to the safe/strong room 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				
Comments/Concerns	Monitor 1						
Comments/Concerns	Monitor 2						
Comments/Concerns	Monitor 3						

D	OUTCOME 4: QUESTION PAPERS AND ANSWER BOOKS						
33	All question papers received per this consignment.	Y	N	Y	N	Y	N
34	The black canvas bags are removed from the brown boxes and sessions are packed and stored in chronological order according to the examination date and session.	Y	N	Y	N	Y	N
35	Sufficient examination stationery received.	Y	N	Y	N	Y	N
36	Enough question papers received for the session – information on the labels.	Y	N	Y	N	Y	N
37	Answer books stored in safe/strong room	Y	N	Y	N	Y	N
38	Answer book register is 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	
Comments/Concerns	Monitor 1					
Comments/Concerns	Monitor 2					
Comments/Concerns	Monitor 3					

E	OUTCOME 5: WRITING VENUE											
39	Location of the writing venue was clearly indicated. (signs/posters)			Y	N	Y	N	Y	N			
40	Environment conducive to the writing of the examination. <u>Comment if needed:</u>			Well ventilated room			Y	N	Y	N		
				Noise level acceptable			Y	N	Y	N	Y	N
				Sufficient natural light/electricity			Y	N	Y	N	Y	N
				Cleanliness			Y	N	Y	N	Y	N
				Ablution facility close and clean			Y	N	Y	N	Y	N
41	Measures in place to ensure candidates have no access to each other's work. <u>Comment if needed:</u>			Acceptable spacing between desks			Y	N	Y	N		
				No sharing of desks			Y	N	Y	N	Y	N
42	All materials removed that could assist candidates.			Y	N	Y	N	Y	N			
43	Start and finish times clearly displayed.			Y	N	Y	N	Y	N			
44	Clock/time indication available to display the time.			Y	N	Y	N	Y	N			
45	WCED examination posters displayed in the examination venue(s).			Y	N	Y	N	Y	N			
46	Invigilator/examination file available.			Y	N	Y	N	Y	N			
47	Copy of <i>Procedural Manual</i> for invigilators available in room.			Y	N	Y	N	Y	N			
48	The following contextualised documents have been developed: <u>Comment if needed:</u>			Invigilation timetable with reserves			Y	N	Y	N		
				Accurate seating plan			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	
Comments/Concerns	Monitor 1					
Comments/Concerns	Monitor 2					
Comments/Concerns	Monitor 3					

F	OUTCOME 6: BEFORE THE COMMENCEMENT OF THE EXAM							
49	Chief invigilator ensured that all equipment (e.g. computers to be used by the candidates) were in working order.		Y	N	Y	N	Y	N
			N/A		N/A		N/A	
50	Question paper removal register signed after verification that the correct session bag had been removed from the safe/strong room. Verification against door on safe.		Y	N	Y	N	Y	N
51	All question papers in black canvas bag(s) were sealed.		Y	N	Y	N	Y	N
52	Subject teacher checked correct subject paper before outer bags were cut open in the principal's office to check each inner bag.		Y	N	Y	N	Y	N
53	Question papers sealed in the inner bags taken to the examination venues in black canvas bag.		Y	N	Y	N	Y	N
54	Invigilators were present prior to the start of the examination.		Y	N	Y	N	Y	N
55	Invigilators assigned to all examination venues – ratio 1:30.		Y	N	Y	N	Y	N
56	Each invigilator was allocated and responsible for 30 candidates.		Y	N	Y	N	Y	N
57	All candidates arrived on time.		Y	N	Y	N	Y	N
58	Admission letters and identity documents (ID) of all candidates checked.		Y	N	Y	N	Y	N
59	Candidates without IDs 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	
60	Number of candidates without IDs.		N/A		N/A		N/A	
61	Number of candidates without admission letters.		N/A		N/A		N/A	
62	Candidates without admission letters: <u>Comment if needed:</u> *Not applicable if no. 61 is "nil"	Candidate/s allowed to write	Y	N	Y	N	Y	N
		Chief invigilator contacted WCED	Y	N	Y	N	Y	N
		Chief invigilator explained outcome to candidate	Y	N	Y	N	Y	N
63	Number of candidates with accommodations/concessions.		N/A		N/A		N/A	

64	Number of candidates needing a separate venue due to accommodations/concessions.							
			N/A		N/A		N/A	
65	Invigilators were 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	
66	Readers/scribes were trained by district. (proof of certificate)		Y	N	Y	N	Y	N
			N/A		N/A		N/A	
67	All candidates with accommodations/concessions had a letter from the WCED.		Y	N	Y	N	Y	N
			N/A		N/A		N/A	
68	Candidates with additional time as accommodations/concessions could be identified (seated in separate row, different coloured stickers or any signage indicating the amount of extra time allowed.)		Y	N	Y	N	Y	N
			N/A		N/A		N/A	
69	Number of candidates absent for the examination session.	With valid reason						
		No reason provided yet						
70	Chief invigilator gave instruction that no cell phones or any other electronic/technology devices were permitted in the examination room. Asked candidates to check pockets/sleeves/pouches/ pencil cases for unauthorised devices and material.		Y	N	Y	N	Y	N
71	All candidates seated according to the seating plan.		Y	N	Y	N	Y	N
72	Examination rules on the conduct of the examination read to candidates prior to the commencement of the examination.		Y	N	Y	N	Y	N
73	Invigilators checked that candidates filled in the required information on the cover page of their answer scripts.		Y	N	Y	N	Y	N
74	Two candidates selected to verify that the correct question papers were brought into the examination venue.		Y	N	Y	N	Y	N
75	The two candidates signed the register to verify it was the subject papers to be written.		Y	N	Y	N	Y	N
76	Question papers removed from the inner bags in the examination venue.		Y	N	Y	N	Y	N
77	Invigilators verified that each question paper issued to them was the correct subject question papers before handing it to the candidates.		Y	N	Y	N	Y	N
78	Invigilator checked if question papers had inserts/maps/addenda.		Y	N	Y	N	Y	N
79	Invigilators ensured that they personally distribute question papers to candidates as per information on their admission letter and did not request the candidates to pass question papers from one to another.		Y	N	Y	N	Y	N
80	Candidates instructed to verify that their question paper corresponds with their admission letter.		Y	N	Y	N	Y	N
81	Candidates instructed to check the number of pages and text on each page of the question paper and if they have the required inserts.		Y	N	Y	N	Y	N
82	Errata provided and shared with candidates by chief invigilator or delegate.		Y	N	Y	N	Y	N
			N/A		N/A		N/A	

83	Candidates given ten minutes reading time (no writing allowed). Invigilators do not disturb candidates during this period.	Y	N	Y	N	Y	N
84	Invigilators verified that the information on the candidates' admission letters, stickers and question papers correspond.	Y	N	Y	N	Y	N
85	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 must 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			
Comments/Concerns	Monitor 1						
Comments/Concerns	Monitor 2						
Comments/Concerns	Monitor 3						

G	OUTCOME 7: DURING THE EXAMINATION						
86	After the first hour of the examination the chief invigilator marked candidates (A) absent and (P) present on the mark sheet(s).	Y	N	Y	N	Y	N
87	Invigilators were mobile, attentive and aware of their functions.	Y	N	Y	N	Y	N
88	Number of candidates who arrived late (within the first hour).						
89	Procedure followed when candidate/s arrived late (within the first hour). <u>Comment if needed:</u> *	Allowed the candidate to write.		Y	N	Y	N
		Provided the rules to candidate.		Y	N	Y	N
		Ensured candidate has no unauthorised material and/or cell phones. *Not applicable if no. 88 is "nil"		Y	N	Y	N
90	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.						
91	Procedure if a candidate temporarily leaves the examination room. (If not applicable, verify the procedure that will be followed) <u>Comment if needed:</u>	An invigilator of the same gender as the candidate, accompanies the candidate.		Y	N	Y	N

92	Procedure if a candidate completes the examination before the scheduled time. (If not applicable, verify the procedure that will be followed.) <u>Comment if needed:</u>	Candidate remains seated and waits for the invigilator.	Y	N	Y	N	Y	N
		The invigilator collects 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
93	Procedure followed if an irregularity is detected. (If not applicable, verify the procedure that will be followed.) <u>Comment if needed:</u>	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
94	Five minutes time indication before the end of the examination given to candidates.	Y	N	Y	N	Y	N	
95	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		
Comments/Concerns	Monitor 1						
Comments/Concerns	Monitor 2						
Comments/Concerns	Monitor 3						

H	OUTCOME 8: END OF THE EXAMINATION AND HANDLING OF SCRIPTS						
96	Answer scripts collected from all candidates at their desks.	Y	N	Y	N	Y	N
97	All candidates signed the script control register at their desks after handing in their answer scripts.	Y	N	Y	N	Y	N
98	The invigilator checked answer scripts on receipt – cover page and number of answer scripts used.	Y	N	Y	N	Y	N
99	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	N/A	N/A	N/A

100	All answer scripts physically counted and verified with mark sheets and script control register.	Y	N	Y	N	Y	N
101	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
102	Unused answer books packaged in the red plastic bag.	Y	N	Y	N	Y	N
103	Answer book register completed.	Y	N	Y	N	Y	N
No. 104–111 – Electronic Security System							
104	Batched and packaged answer scripts are immediately placed in black canvas bag.	Y	N	Y	N	Y	N
105	Final batched answer scripts placed in the same black canvas bag.	Y	N	Y	N	Y	N
106	The clasp 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
107	The black canvas bag is packed in the grey plastic bag and is sealed.	Y	N	Y	N	Y	N
108	Distribution labels and waybills pasted on the outer grey plastic bag and NOT the black canvas bag.	Y	N	Y	N	Y	N
109	Grey plastic bag with answer scripts and unused and spoilt answer books stored in safe/strong room.	Y	N	Y	N	Y	N
110	The senior invigilator (private invigilator) completed the online monitoring report.	Y	N	Y	N	Y	N
111	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		
Comments/Concerns	Monitor 1						
Comments/Concerns	Monitor 2						
Comments/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 2023 NOVEMBER NSC 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.			
	Comments/Concerns			
Outcome 2	All matters relating to the security measures have been dealt with appropriately.			
	Comments/Concerns			
Outcome 3	All matters relating to the safe/strong room facilities and storage have been dealt with appropriately.			
	Comments/Concerns			
Outcome 4	All matters relating to the question papers and answer books have been dealt with appropriately.			
	Comments/Concerns			
Outcome 5	All matters relating to the writing venue have been dealt with appropriately.			
	Comments/Concerns			
Outcome 6	All matters relating to the activities that must happen before the commencement of the examination have been dealt with appropriately.			
	Comments/Concerns			
Outcome 7	All matters relating to the activities that happen during the writing of the examination have been dealt with appropriately.			
	Comments/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.			
	Comments/Concerns			

GENERAL COMMENTS/REMARKS:

PRINCIPAL/CENTRE MANAGER

SIGNATURE

DATE

MONITOR (1)

SIGNATURE

DATE



NB: THIS SECTION: REPORT FINDINGS MUST BE SUBMITTED TO THE DISTRICT ASSESSMENT COORDINATOR.



**MONITORING INSTRUMENT FOR THE 2023 NOVEMBER NSC 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.			
	Comments/Concerns			
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	Comments/Concerns			
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	Comments/Concerns			
Outcome 7	All matters relating to the activities that happen during the writing of the examination have been dealt with appropriately.			
	Comments/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.			
	Comments/Concerns			

GENERAL COMMENTS/REMARKS:

PRINCIPAL/CENTRE MANAGER

SIGNATURE

DATE

MONITOR (2)

SIGNATURE

DATE



NB: THIS SECTION: REPORT FINDINGS MUST BE SUBMITTED TO THE DISTRICT ASSESSMENT COORDINATOR.



**MONITORING INSTRUMENT FOR THE 2023 NOVEMBER NSC 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.			
	Comments/Concerns			
Outcome 2	All matters relating to the security measures have been dealt with appropriately.			
	Comments/Concerns			
Outcome 3	All matters relating to the safe/strong room facilities and storage have been dealt with appropriately.			
	Comments/Concerns			
Outcome 4	All matters relating to the question papers and answer books have been dealt with appropriately.			
	Comments/Concerns			
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Outcome 7	All matters relating to the activities that happen during the writing of the examination have been dealt with appropriately.			
	Comments/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.			
	Comments/Concerns			

GENERAL COMMENTS/REMARKS:

PRINCIPAL/CENTRE MANAGER

SIGNATURE

DATE

MONITOR (3)

SIGNATURE

DATE



NB: THIS SECTION: REPORT FINDINGS MUST BE SUBMITTED TO THE DISTRICT ASSESSMENT COORDINATOR.