	Annexure D: CATN.1
Western Cape Government (logo)	**National Senior Certificate Examination – 2023**
	Computer Applications Technology (CAT)
	Practical Examination (Paper 1)
	Monitoring instrument for WCED monitors and district officials

All monitors must ensure that they are familiar with the contents of the Assessment Management Minute regarding the CAT examination.

Centre name & number		
Number of sessions		
This session		
Number of computer rooms		
Number of invigilators (including community member invigilators)		

At the start of the practical examination

	Action taken	Yes	No	Comments
1	Evidence proved that the audit instrument was completed (CEMIS).			
2	Computers are connected to the network and not stand-alone computers.			
3	Technical support is on standby. Tel. number: _____			
4	Measurements in place for electricity interruptions. Load shedding schedule available.			

	Action taken	Yes	No	Comments
1	Did ALL candidates report punctually at the examination venue?			
2	Did candidates receive their access cards from the **chief invigilator** to log on to the workstations?			
3	Are workstations allocated to candidates at random?			
4	Are the computers numbered//tagged?			
5	Workstations arranged in such a way that no candidate has easy visual access to another workstation?			
6	Were dividers used in the case where the computers are situated close to each other?			
7	Computer's system date and time set?			
8	Provision is made for minimum of two back-up computers in the case of a technical failure of existing computers.			

			Yes	No	
9	The CAT teacher/LAN administrator prepared the computers on *Stand Alone Mode* as a contingency plan.				
10	Invigilator informed the candidates about examination infringements and copying, prior to the start of the examination? Covered in Audit Tool				
11	The CAT teacher facilitated the Logon Process with the candidates?				
12	The access cards were collected immediately after the candidates logged on to the workstations?				
13	The folder name must only reflect the candidate's examination number.				
14	Candidates reminded to place the bar-coded sticker on the information sheet when the paper was received?				
15	Examination papers issued only when all candidates had completed the log-on process?				
16	Candidates filled in exam numbers on access cards and the invigilator stapled the completed access card to the back of the information sheet? (No school detail or candidate information on the cards/information sheet.)				
17	In the case of a second sitting, ALL the candidates of the 2nd session report at 10:00 and kept under surveillance/supervision in a separate classroom?				

At the end of the practical examination

	Action taken	Yes	No	Comment
1	Candidates reminded not to log off or shut down their respective workstations before instructed to do so at the end of the examination session?			
2	The teacher verified that the data of each candidate corresponded with the information on the Information Sheet?			
3	The CAT teacher **initialled** (in black ink) on the information sheets to confirm that the files, candidates indicated as attempted have indeed been modified?			
4	The chief invigilator and principal are present at the commencement of the data retrieval process?			
5	The teacher retrieved the exam data folders **immediately** after the candidates were released?			
6	The CAT/IT teacher verified that the number of exam folders on the CD matches the number of			

	candidates on the relevant mark sheets?			
7	The data was then written onto two back-up CDs?			
8	CAT/IT teacher checked that all candidates' folders or files could open from a central computer/folder (no shortcuts, damaged or missing files)?			
9	The candidates' exam user accounts were disabled after the practical examination (in the case of two sessions)?			
10	**Contents in the departmental bag for return to Directorate: Examinations Administration**			
	Data CD			
	The departmental mark sheet (for Paper 1)			
	Script Control Register			
	Seating plan			
	Annexure A (the checklist)			
	Information sheet per candidate			
	The scanner report (if applicable)			
11	The principal ensured safekeeping of the back-up CD, copy of Annexure C and access cards.			
12	The centre number (**only**) clearly indicated on both CDs and **not** the centre name.			
13	The departmental checklist completed and signed by the chief invigilator, teacher and the principal.			
	Preparations for second session (where necessary)			
14	Candidates writing the first session kept in the examination room for the full duration of the session and only dismissed after the teacher verified the data at the workstations.			
15	ALL the candidates of the second session kept under surveillance/supervision in a separate classroom one hour before the end of the first session.			
16	Candidates for the second session were not allowed to have cell phones or other communication tools (such as the internet) in the room.			

Details of monitor:

Name and surname	
Designation/component	
Signature	
Date	

Please note that a copy of this document must be provided to Head Office/district office and the original document must remain at the school/centre.