

**NATIONAL SENIOR CERTIFICATE (NSC)/SENIOR CERTIFICATE EXAMINATIONS (SC)
CONTINGENCY PLAN**

School/centre			
District		Examination centre number	
Physical Address			
		School/centre telephone number	
Principal/centre manager		Cell phone number	
Chief invigilator (if delegated)		Cell phone number	

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 and 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. Schools/centres must provide a contingency plan for the writing phase of the examinations.

School/Centre Contingency Plan

The aim of the contingency plan is to manage a safe and secure examination environment and to protect the integrity of the examination.

The chief invigilator/principal or his/her delegate will determine if he/she needs to activate the plans/protocol in consultation with the district office or Head Office, depending on the severity of the situation.

Contingency Item	School/centre contingency plan (Possible areas that the school/centre may think of are supplied)
Security/safety/ access control	
Security and safety	<ul style="list-style-type: none"> • School/centre access and security procedures are described and procedure to activate armed response and/or emergency services are clearly set out. • Plans include the management of emergency situations, e.g. fire, flood, social protests, shortage of examination material/furniture, illness, load shedding/electricity interruptions, access control, a gang fight on the premises or any other sort of disturbance, etc. • Alternative writing venues available if required, specific arrangements to transport away from hostilities. • Staff, including admin staff, informed of emergency and evacuation plans. • Procedures to activate standby staff to manage the exemptions, if required.
Safe/strong room management	
Safe/strong room	<ul style="list-style-type: none"> • Safe/strong room rules clearly defined. • Procedure to follow when spare keys are required – clearly described. • Roster and reporting times to office to open bags.
Communication	

Communication and contact details	<ul style="list-style-type: none"> • Contact details of all stakeholders (Head Office, districts, and primary caregivers) on hand and accessible. • Procedure in place to communicate with primary caregivers and candidates. • How will potential risks and procedures be communicated to primary caregivers and candidates? • Who, when and how will issues be communicated to circuit manager and/or assessment coordinator? • Who is the point person responsible who will ensure that the rules are communicated clearly to the candidates?
Invigilation	
Invigilation and invigilation plans	<ul style="list-style-type: none"> • Identify suitable teacher invigilators and reserve invigilators to be trained. (list) • Recruit suitable community members to serve as invigilators. (list) • Circuit managers to sign-off on community appointments (date). • All invigilators informed of training. • List officials who are trained to use the GLAM key. • Procedures to follow if GLAM key does not work. • Minutes mediated how to prevent irregularities. • Invigilator training manual, presentation and videos communicated to invigilators on how to administer irregularities.
Management of irregularities	
Irregularities in general	<ul style="list-style-type: none"> • Procedure in place to deal with unruly candidates (disruptive, under the influence of an addictive substance, etc.). • Cell phone policy – how school/centre collects and/or stores cell phones. • Plan in place to ensure all candidates have barcode stickers and admission letters for each examination sitting (make copies of original).
Candidates without an admission letter or identity document	<ul style="list-style-type: none"> • Follow Western Cape Education Department (WCED) prescribed procedure and contextualise reporting to be school specific – if it is a full-time candidate, he/she will be identified by the principal.

Candidates in possession of a cell phone or unauthorised material	<ul style="list-style-type: none"> • Before any examination material is issued, invigilators to request candidates to perform a self-search of their pockets, pencil cases and sleeves/pouches in which they carry their admission letters for any unauthorised devices and material.
Distribution and collection of answer scripts	<ul style="list-style-type: none"> • List teachers who will assist with this duty at the start of each session. • Define school specific procedure for checking as per seating plan and ratio - 1:30. • Define school specific collection strategy and verification of scripts collected. • Scripts and question papers taken in separately – identify space to store question papers collected.
Batching	<ul style="list-style-type: none"> • Invigilators cross-check and verify number of scripts – clearly define how this will be implemented at school/centre level.
Candidates with accommodations/concessions make use of electronic devices and candidates who offer Computer Applications Technology and Information Technology	
Candidates are dependent on computers/laptops or other electronic devices to complete the examination	<ul style="list-style-type: none"> • Electronic device register kept. • All laptops/computers cleared from stored information – identify responsible person and de-activations implemented. • Where recordings are required ensure that the equipment is sourced before the time – identify responsible person.
Candidates who are granted concessions	<ul style="list-style-type: none"> • All candidates' accommodation/concession letters printed and presented. • WCED contacted to access letters where applicable.
Computer breakdowns during the examination	
Computer breakdowns	<ul style="list-style-type: none"> • Describe how the back-up equipment will be obtained and managed.
Power failure during the examination	
Power failure	<ul style="list-style-type: none"> • Procedures communicated to primary caregivers and candidates. • Amend WCED protocol to be school/centre specific. • Candidates must close their question papers and answer scripts. • The WCED must be informed of the power failure immediately. • The centre manager must inform the local authorities immediately and ascertain from them, if possible, how long the power failure is likely to last.

	<ul style="list-style-type: none"> • For a <u>scheduled</u> power outage after the examination has already started, such as load shedding, candidates must remain in their seats in the venue/computer room until the power supply is restored. Candidates may not communicate with one another while waiting for the power supply to be restored. The time lost during the power failure must be allowed as additional examination time. • For an <u>unscheduled</u> power outage, if, after two hours, the power supply has not been restored, the examination must be rescheduled in consultation with the WCED's Directorate: Examinations Administration. • In situations where candidates cannot continue the exams the principal may instruct the candidates to move to a more comfortable area.
Emergency occurs before candidates enter the examination venue	
Before the candidates enter	<ul style="list-style-type: none"> • Procedures communicated to primary caregivers and candidates.
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"> • Procedures communicated to primary caregivers and candidates. <p>WCED evacuation protocol contextualised for school/centre specific plan: Provide CLEAR instructions:</p> <ul style="list-style-type: none"> • Candidates must close all question papers and answer scripts on their desks. The senior invigilators will secure the room. • Candidates must be given the certainty that they will be given the remainder of the time to complete the examination upon their return to the examination room(s), i.e. the total time allocated for the paper, less the time they had been writing prior to the evacuation. • On command of the invigilators, candidates will evacuate the room, row-by-row, and guided by teachers to a designated area and under the constant supervision of the invigilator(s) and chief invigilator and under the overall control of the principal/centre manager. • Additional teachers (not those whose subjects are being written) may be asked to assist in the supervision of the candidates. (How will school/centre activate these teachers for assistance?)

	<ul style="list-style-type: none"> • Candidates may not communicate with each other during isolation. • Candidates may not have any question papers, answer scripts, papers, study material or communication devices with them. • Candidates may not have cell phones in their possession. • Candidates must sit in silence in a suitable place on the grounds of the institution, spaced apart, to prevent any communication. • The chief invigilator/principal and other invigilators must always supervise the candidates. Each invigilator/teacher must be responsible for his/her group of candidates. • The chief invigilator/principal must assess if it is safe to return in silence to the examination room(s). He/she will do this in consultation with the local authorities and district office. • The chief invigilator/principal must give permission to candidates to carry on writing where they left off.
Subjects to be rewritten	
National or provincial examination papers having to be rewritten	<ul style="list-style-type: none"> • Procedures communicated to primary caregivers and candidates

Emergency contact numbers:

Contact person	Telephone number
District	
Cape Winelands: Mr Lindsay vd Berg Desrae Mills	023 348 4695 023 348 4612
Eden & Central Karoo: Mr Malcolm Damons Mrs Bonita Petersen	044 803 8311/071 8553 881 044 803 8364/061 4315 653
Metro Central: Nokuzola Manjingolo Ashley Muller	021 514 6748/082 382 4066 021 514 6762/083 560 2980
Metro East: Mrs Melanie Momberg Mrs Sharifa Omar	021 900 7029 021 900 7009
Metro North: Mr Patrick Frans Mr Shawn Schlosz	021 938 3021/082 446 7497 021 938 3147/079 743 4464
Metro South: Mrs Hilary April	021 370 2041/084 762 2444
Overberg: Mr Chris Swartz Mr Cobie Martin	028 214 7365/071 367 0376 028 214 7396/083 695 1708
West Coast: Mrs Safoora Gqotso	021 860 1568/066 252 8223

Contact person	Telephone number
Head Office	
Mr Bertram Loriston	021 467 2346/083 540 9049
Mr Faiq Salie	021 467 2572
Ms Lucia Bredenkamp	021 467 2945
Enter the contact details of the following services closest to your school/centre:	
Police services	
Ambulance services	
Fire rescue services	

Principal/centre manager signature: _____ Date: _____

School/ centre
stamp