
MARKING CENTRE CRITERIA (01 DECEMBER 2024 – 30 SEPTEMBER 2027)

Schools/centres applying to be used as marking centres must fulfil the following criteria:

1. General

- 1.1 Only principals/centre managers of schools/centres offering the National Senior Certificate (NSC) examinations may apply.

2. Accessibility

- 2.1 The school/centre must be situated within a 75 kilometres radius from the script vault in Maitland.
- 2.2 The school/centre must not be situated in a high-risk area for the safe transportation of answer scripts to and from the marking centre.
- 2.3 The school/centre must be situated within a reasonable distance from main roads and public transport facilities.
- 2.4 The school/centre must be in close proximity to a South African Police Service station and emergency medical services – not more than 10 kilometres away.

3. Facilities

The school/centre must have the following facilities available:

- (a) Hostel facilities or must be able to provide accommodation for markers who live outside a 75 kilometre radius from the school/centre at agreed upon rates.
- (b) Clean and presentable buildings that have good ventilation.
- (c) Safe parking area with ample space for approximately 500 vehicles. The parking area's entrance and exit must facilitate the flow of traffic.
- (d) Large marking venues, e.g. school hall, gymnasium or other large auditoriums with sound and audiovisual equipment to accommodate the training of markers and large marking panels for memorandum discussions.
- (e) Additional venues for administrative staff and student mark checkers.
- (f) Suitable marking venues to accommodate 12–15 markers per room with two tables and one chair available for each marker.
- (g) Office space for the marking centre manager and deputy marking centre manager.
- (h) Enough tables (two per marker) and chairs to be used by 300–400 markers (i.e. at least 800 tables and 500 chairs).
- (i) Kitchen and dining hall facilities to prepare meals and feed at least 300–400 markers on a daily basis.

- (j) Clean and sufficient ablution facilities to accommodate 300–400 markers according to health and safety standards/requirements.
- (k) Availability of alternative power supply to limit downtime during load-shedding.
- (l) Suitable computer rooms and information and communication technology (ICT) infrastructure for capturing on site (please specify the number of computer rooms and their sizes as well as the number of functioning computers available). The ICT infrastructure must support the Centre for e-Innovation/State Information Technology Agency's data management process and be compliant with the Western Cape Government's network.
- (m) Reprographic, scanning and communication facilities available, i.e. telephones, internet and Wi-Fi connectivity.
- (n) Shuttle service to transport markers.

4. **Security**

- 4.1 Reliable 24-hour security that is of a high standard must be provided.
- 4.2 An alarm system with armed response must be installed.
- 4.3 Closed-circuit television cameras must be installed.
- 4.4 The appointed security company and guards must comply with Private Security Industry Regulatory Authority (PSiRA) regulations and all security guards must be registered with PSiRA.
- 4.5 Sufficient security guards must be appointed to guard the main entrance gates as well as all other entrances and exits.
- 4.6 The school/centre must have entrance gates (manual or automated) controlled by security guards.
- 4.7 The school/centre must be enclosed with perimeter fencing. Electrical fencing will be an advantage.
- 4.8 The room(s) where scripts will be stored must have burglar proofing and security gate(s).
- 4.9 The school/centre must have a health and safety policy in place as well as a health and safety certificate.
- 4.10 The school/centre must have an evacuation plan in place.

5. **Catering**

- 5.1 The school/centre must be able to provide catering for all the markers and Western Cape Education Department (WCED) officials.
- 5.2 The catering must include halal and vegetarian options.
- 5.3 The school/centre must be able to serve breakfast, lunch and dinner for a minimum of 50 hostel residents with suitable seating.
- 5.4 The school/centre must be able to provide packed lunches for about 100–150 students who will be on duty at the marking centre.
- 5.5 Morning (10:00) and afternoon (15:00) teas with a substantial snack must be provided for 300–400 markers and WCED officials.
- 5.6 The school/centre must provide an allocated space for markers to have their lunch and tea.
- 5.7 A standardised catering menu will be provided as a guide.

6. **School/centre staff**
- 6.1 A strong school/centre management is essential.
 - 6.2 The school/centre must have sound financial management.
 - 6.3 A representative from the school/centre must be available as the facility manager for the duration of the marking period (including weekends and public holidays).
 - 6.4 The facility manager must be available on the school/centre's premises for the duration of the marking period (including weekends and public holidays) to provide logistical support with alarm systems, plumbing/electrical issues, reprographic services, building issues, faulty lights, chairs, desks etc.
 - 6.5 Cleaning staff must be available for the full duration of the marking period (including weekends and public holidays) from 07:00 to 16:00 daily.