

Marking Centre Application form

* Required

* This form will record your name, please fill your name.

Contact details

Complete the instrument to indicate the school's suitability as a marking centre venue for the November 2024 to June 2027 National Senior Certificate examinations.

1. Name of school *

2. Telephone number *

3. School email address

4. Physical address *

5. Postal address *

Principal details

6. Name & Surname *

7. Cell number *

8. Email address *

Accessibility

9. Is the school situated in a high risk area? *

Yes

No

10. Is the school located in a secure area that allows for the safe transportation of answer scripts and question papers to and from the marking location? *

Yes

No

11. Is the school located within a 75-kilometer radius of the head office in Maitland?
(Metro Central Education District) *

Yes

No

12. Is the school at a reasonable distance from public transportation? *

Yes

No

13. How far are SAPS and medical health care facilities from the school? *

Marking centre facilities

14. The room conditions must be satisfactory. Are the rooms clean, have proper ventilation and lighting, low noise levels, comfortable furniture, and working lights, and that keys to all rooms are available? *

15. Does your school have large marking rooms furnished with audio-visual equipment and sizable marking panels to facilitate extensive memorandum discussions? Examples of suitable spaces are school halls, gymnasiums, or other large auditoriums. We would appreciate it if you could provide us with details regarding the number and dimensions of the rooms you have available for our use. *

16. Number and size of additional venues available for students? *

17. Availability of office space for marking centre managers *

Yes

No

18. Ability to provide two student desks and chairs per marker *

Yes

No

19. Clean and sufficient ablution facilities to accommodate the 300 - 400 markers *

Yes

No

20. Sufficient and safe parking for approximately 300-400 vehicles *

Yes

No

21. Clean and presentable buildings that allow for good ventilation/flow of air *

Yes

No

22. Quality reprographics & communication facilities available? Telephone, email, internet, and WIFI connectivity. *

Yes

No

23. Do you have a photocopier and scanner? *

Yes

No

24. Do you have computer facilities available that are WCG compliant? *

Yes

No

25. Do you have an alternative power supply available to limit downtime during load shedding? *

Yes

No

26. Can you arrange for extra fans or air conditioning to be provided on hot days? *

Yes

No

Security

27. Will the school be able to provide 24-hour security that is reliable and of a high standard? *

Yes

No

28. Can the school hire security guards from a PSIRA-compliant company and ensure adequate security presence? *

Yes

No

29. Does the school have burglar bars on windows and security gates in front of doors? *

Yes

No

30. Is the school fitted with an alarm system linked to arm response? *

Yes

No

31. Is the school fully enclosed with fencing? *

Yes

No

32. Do you have electric fencing at your school? *

Yes

No

33. Is the main gate automated and controlled by security guards? *

Yes

No

34. Mention other security standards in place *

35. Do you have a health and safety (fire) certificate available? *

Yes

No

36. Do you have an evacuation plan available? *

Yes

No

37. CCTV in place *

Yes

No

38. The access is restricted and can only be permitted through the use of gates. *

Yes

No

39. The entrance and exit points of the school parking area should be designed in a way that allows for a smooth and convenient flow of traffic. *

Yes

No

Hostel facilities

40. Can you please provide information on the hostel facilities at your school? Specifically, how many rooms are available, what are the dimensions of the rooms, and what is the condition of the rooms and bathrooms? *

41. Are you able to offer accommodation at the agreed-upon rates? *

Yes

No

Catering

42. Does the school have a caterer? *

Yes

No

43. Are you able to prepare meals and provide food for at least 300 - 400 individuals daily? *

Yes

No

44. Will the school be able to provide breakfast, lunch, and supper for hostel residents? *

Yes

No

45. Will the school be able to provide packed lunches for at least 100 - 150 students who will be doing duty at the marking centre? *

Yes

No

46. Will the school be able to provide meals for halaal and vegetarian hostel residents daily? *

Yes

No

47. Availability of kitchen and dining hall facilities *

Yes

No

48. Can the school provide morning and afternoon teas/coffee with a substantial snack for at least 300 - 400 markers? *

Yes

No

49. Is there enough space to accommodate tea time for approximately 400 people twice a day? *

Yes

No

School staff

50. School management that is willing to assist with logistical matters including weekends and public holidays. *

Yes

No

51. A facility manager from the school must be available for the duration of the marking centre *

Yes

No

52. Cleaning staff to be available for the duration of the marking centre from 07:00 to 16:00 *

Yes

No

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