

**MARKING CENTRE APPLICATION FORM
(01 DECEMBER 2024 – 30 SEPTEMBER 2027)**

NAME OF SCHOOL/CENTRE:	
CONTACT DETAILS	
TELEPHONE NUMBER:	
EMAIL ADDRESS:	
PHYSICAL ADDRESS:	POSTAL ADDRESS:
PRINCIPAL/CENTRE MANAGER DETAILS	
NAME AND SURNAME:	
CELL NUMBER:	
EMAIL ADDRESS:	

Complete the following to indicate the suitability of the school/centre as a marking centre for the November 2024 to June 2027 National Senior Certificate and Senior Certificate examinations:

MARKING CENTRE CRITERIA		YES/NO	COMMENT (provide more information)
1.	GENERAL		
1.1	Does the school/centre offer the National Senior Certificate examinations?		
2.	ACCESSIBILITY		
2.1	Is the school/centre situated within a 75 km radius from the script vault in Maitland? (Metro Central District Office)		
2.2	Is the school/centre situated in a high-risk area?		

2.3	Is it safe to transport answer scripts and question papers to and from the school/centre?		
2.4	Is the school/centre a reasonable distance from main roads and public transport facilities?		
2.5	How far away is the nearest SAPS station and emergency medical services from the school/centre?		
3. FACILITIES			
3.1	Does the school/centre have hostel facilities? If so, please provide more information such as how many rooms are available, whether the rooms are single or double as well as the condition of the rooms and bathrooms.		
3.2	If the school/centre does not have hostel facilities, can the school/centre provide accommodation at the agreed upon rates?		
3.3	Are the school/centre's buildings clean and presentable with good ventilation?		
3.4	Is there a safe parking area with ample space available for approximately 500 vehicles?		
3.5	Does the school's parking area entrance and exit facilitate a smooth and convenient flow of traffic?		
3.6	Does the school/centre have large marking venues, e.g. school hall, gymnasium or other large auditoriums with sound and audiovisual equipment available? Please indicate the size of the venues that are available.		

3.7	Please indicate the number and size of any additional venues available for students		
3.8	With regard to the classrooms:		
3.8.1	Are they clean (inside & outside)?		
3.8.2	Do they have good ventilation?		
3.8.3	Do they have low noise levels?		
3.8.4	Do they have good lighting?		
3.8.5	Is the furniture in good condition?		
3.8.6	Are the keys to all rooms available?		
3.8.7	Are all the lights in working order?		
3.9	Does the school/centre have office space available for marking centre managers?		
3.10	Can the school/centre provide enough tables and chairs (two desks and one chair per marker – at least 800 tables and 500 chairs)?		
3.11	Does the school/centre have kitchen and dining hall facilities with suitable furniture available?		
3.12	Can the school/centre prepare meals and feed at least 300–400 markers on a daily basis?		
3.13	Does the school/centre have clean and sufficient ablution facilities for 300–400 markers?		
3.14	Does the school/centre have an alternative power supply available to limit downtime during load-shedding?		
3.15	Does the school/centre have suitable computer facilities and ICT infrastructure available for capturing on site? (Please specify the number of computer rooms and their sizes as well as the number of functioning computers available)		

3.16	Are reprographic, scanning and communication facilities available? (e.g. telephones, internet and Wi-Fi connectivity)		
3.17	Does the school/centre have photocopiers available?		
3.18	Can the school/centre provide a shuttle service to transport markers to and from the marking centre?		
3.19	Can the school/centre provide additional fans/air conditioning on hot days?		
4. SECURITY			
4.1	Will the school/centre be able to provide reliable 24-hour security that is of a high standard?		
4.2	Does the school/centre have an alarm system with armed response installed?		
4.3	Does the school/centre have CCTV cameras installed?		
4.4	Do the appointed security company and guards comply with PSiRA regulations and are all the security guards PSiRA registered?		
4.5	Are sufficient security guards appointed to guard all entrances and exits?		
4.6	Is the main entrance gate automated or controlled by security guards?		
4.7	Is the school/centre fully enclosed with perimeter fencing?		
4.8	Does the school/centre have electrical fencing?		
4.9	Does the room where scripts will be stored have burglar proofing and a security gate?		
4.10	Does the school/centre have a health and safety certificate available?		
4.11	Does the school/centre have an evacuation plan in place?		
5. CATERING			
5.1	Does the school/centre have a caterer?		
5.2	Will the school/centre be able to provide catering for at least 300–400 markers and WCED officials?		
5.3	Can the school/centre provide halaal and vegetarian options?		
5.4	Will the school/centre be able to provide breakfast, lunch and dinner for a minimum of 50 hostel resident markers?		

5.5	Will the school/centre be able to provide packed lunches for at least 100–150 students who will be on duty at the marking centre?		
5.6	Will the school/centre be able to provide morning and afternoon teas with a substantial snack for at least 300–400 markers and WCED officials?		
5.7	Does the school/centre have a suitable space available for markers to have their lunch and tea?		
6. SCHOOL/CENTRE STAFF			
6.1	Does the school/centre have strong management?		
6.2	Does the school/centre have sound financial management?		
6.3	Will a representative from the school/centre be available as the facility manager for the duration of the marking period (including weekends and public holidays)?		
6.4	Will the facility manager be available for logistical support on the school/centre's premises for the duration of the marking period (including weekends and public holidays)?		
6.5	Will cleaning staff be available for the duration of the marking period (including weekends and public holidays) from 07:00 to 16:00 daily?		

I hereby certify that the facilities of(INSERT SCHOOL/CENTRE'S NAME) are suitable and available for use as a marking centre for the November 2024 to June 2027 National Senior Certificate and Senior Certificate examinations.

SIGNATURE OF PRINCIPAL:

NAME AND SURNAME IN PRINT:

DATE:



I hereby certify that the above information is correct in all respects and recommend that this school/centre be considered for use as a marking centre for the November 2024 to June 2027 National Senior Certificate and Senior Certificate examinations.

SIGNATURE OF CIRCUIT MANAGER/DISTRICT DIRECTOR:

NAME AND SURNAME IN PRINT:

DATE: