

**DAILY CHECKLIST
NATIONAL SENIOR CERTIFICATE AND SENIOR CERTIFICATE EXAMINATIONS**

EXAMINATION INSTRUCTION: This instrument must be **completed daily** throughout the examination period and filed in the Examination Administration File.

Centre name:			
Examination (please tick the appropriate exam)	May/June exam		November exam
Centre number:	Session number:		
Date:	Subject:		
Time:	Paper:		

	YES	NO
1. Were the candidates allowed to enter the examination room at least 35 minutes before the start of the examination?		
2. Were all unauthorised examination-related material and digital devices handed in?		
3. Were the examination rules read before the commencement of the examination?		
4. Were candidates who arrived late handed a copy of the examination rules to read and sign?		
5. Did invigilators check that the correct question papers were issued to all the candidates?		
6. Were errata (if any) announced and clearly displayed?		
7. Were the candidates allowed 10 minutes of reading time before the commencement of the examination session?		
8. Did the examination start on time?		
9. Was the remaining writing time announced after every hour?		
10. Was the time continually visible (writing board/clock) to candidates during the examination session?		

11. Were candidates with time concessions allowed the extra time allocated?		
12. Did all the candidates who submitted their answer scripts, sign the script control register?		
13. Was the batching of scripts done within an hour after the session and the locked black canvas bag placed in the examination centre's safe/strongroom?		
14. Was the batching process monitored and verified to be correct? (one mark sheet = one batch of answer scripts)		
15. Was the sealed bag placed in the examination centre's safe/strongroom?		
16. Final collection of scripts: Is the confirmation of the final collection slip on file? (FOR LAST SESSION)		

Comments/report on incidents

Completed by: _____

Signature: _____

Date: _____