



Council for Quality Assurance in
General and Further Education and Training

Monitoring of the Writing Phase of the Examination

Instrument to be used for the monitoring of the following examinations:

- General Education and Training Certificate:
Adult Basic Education and Training (GETC: ABET L4)
- National Technical Certificate (NTC - Report 190 and 191)
- National Certificate (Vocational) [NCV]
- National Senior Certificate (NSC)
- Senior Certificate (SC - Report 550)

2015 Examinations

GENERAL INFORMATION

DATE OF MONITORING:

TIME OF ARRIVAL:

ASSESSMENT BODY:

TIME OF DEPARTURE:

PROVINCE:

QUALIFICATION (please tick (X) the appropriate box)

REGION:

GETC:ABET

NC(V)

CIRCUIT:

NSC

NTC

DISTRICT:

SC

NAME OF SCHOOL / EXAMINATION CENTRE:

EXAMINATION CENTRE NUMBER:

STREET ADDRESS:

SUBURB / TOWNSHIP:

TOWN/CITY:

POSTAL CODE:

PRINCIPAL / CAMPUS HEAD / CENTRE MANAGER

FIRST NAME:

SURNAME:

TEL. NUMBER:

FAX NUMBER:

INVIGILATORS' DETAILS

FIRST NAME	SURNAME	TELEPHONE	EMAIL
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

SUBJECT / LEARNING AREA INFORMATION

SUBJECT / LEARNING AREA	NQF Level	SUBJECT LEVEL (E.g. Home Language - HL, First Additional Language - FAL, etc.)	NUMBER OF CANDIDATES

MONITOR DETAILS

FIRST NAME:

SURNAME:

SIGNATURE:

DATE:

CHIEF INVIGILATOR DETAILS

FIRST NAME:

SURNAME:

SIGNATURE:

DATE:

SCHOOL / COLLEGE / CENTRE
STAMP

KEY MONITORING AREA (KMA)

1. GENERAL MANAGEMENT OF THE EXAMINATION		COMMENTS / FINDINGS
1.1	What security measures are in place for the storage of examination papers and stationery? (Safe location, burglar alarm, guards, access control, fire extinguisher date serviced, etc.)	
1.2	Who has access to examination material? (Question papers and stationery)	
1.3	How are question papers distributed to the examination centre?	
1.4	Were all question papers received sealed upon receipt?	
1.5	Were question papers carefully checked and signed for upon receipt?	
1.6	What procedures and systems are in place to deal with the issuing, control and return of examination material to the exam room?	
1.7	Explain the procedure that is followed when question papers are dispatched to satellite campuses. (VET only)	
1.8	Explain the procedure that is followed by satellite campuses to order examination material/ stationery. (VET only and where applicable)	
1.8	Does the centre keep daily records/ inventory of the examination material and stationery?	
1.10	Who appoints the chief invigilator?	
1.11	What criteria are used for the appointment of the chief invigilator?	
1.12	Is the chief invigilator's appointment confirmed in writing? Which date is on letter of appointment?	
1.13	What training is given to the chief invigilator and what was the duration of the training session? Any proof of training?	
1.14	To whom and how is authority delegated in the absence of the chief invigilator?	
1.15	How are invigilators appointed?	

KEY MONITORING AREA (KMA)

1.16	<p>What training is given to invigilators?</p> <ul style="list-style-type: none"> • Duration of the training session? • Any proof of training? • Attendance Register? • Training Programme? 	
1.17	Are invigilators punctual?	
1.18	Does the Assessment Body make use of external invigilators?	
1.19	If yes, how is the identity of external invigilators confirmed?	
1.20	Are there relief invigilators in place?	
	<ul style="list-style-type: none"> • Is there a time-table for relief/substitute invigilators? 	
1.21	Do the invigilators sign an attendance register?	
1.22	Are the following documents available and displayed where possible: the examination timetable, invigilation timetable, manual for examinations and seating plan?	
1.23	How are the following cases dealt with:	
	<ul style="list-style-type: none"> • Unregistered candidates; 	
	<ul style="list-style-type: none"> • Candidates who have changed levels in the case of language papers; 	
	<ul style="list-style-type: none"> • Candidates who have changed subjects e.g. Mathematics and Mathematical Literacy; 	
1.24	How are candidates with special needs accommodated and/or assisted?	
1.25	What procedure is followed when a candidate arrives late for an examination?	
1.26	What procedure is followed when a candidate leaves the examination room during the writing of the examination?	
1.27	How is assistance summoned when the examination is in progress?	
	<ul style="list-style-type: none"> • By the invigilators; • By the candidates; 	
1.28	What procedure is followed when a candidate completes the examination before the scheduled time?	

KEY MONITORING AREA (KMA)		
1.29	Is there evidence that the chief invigilator ensured that all equipment e.g. computers to be used by the candidates, were serviced in time to ensure that it is ready for the examination?	
1.30	What measures are in place to deal with crisis or disruptions that may occur during the writing of the examinations? (e. g. power outages, fire etc.)	
2. THE EXAMINATION ROOM		
2.1	Is the location of the examination room clearly indicated?	
2.2	Is the environment conducive for the writing of examinations? Refer to the following:	
	• Ventilation	
	• Noise	
	• Light & Temperature	
	• Cleanliness	
2.3	Is there any material in the room that could assist candidates during the examination e.g. posters?	
2.4	Is the centre number and start/ finish times of the examination clearly displayed to candidates?	
2.5	Is there a clock or other means of displaying time available to candidates?	
2.6	Are candidates seated according to the seating plan?	
	• Describe the seating plan used.	
	• Is the 1m distance between desks adhered to?	
2.7	Is there any sharing of desks? Please explain.	
2.8	What safety measures are in place to ensure that candidates cannot access each other's work/computers? (physically or electronically)	
3. BEFORE THE COMMENCEMENT OF THE EXAMINATION		
3.1	Are candidates punctual? (Seated at least 30	

KEY MONITORING AREA (KMA)		
	minutes before the commencement of exams?)	
3.2	Are identification documents and examination permits checked or verified prior to entering the examination room?	
3.3	Are calculators and other programmable devices checked?	
3.4	What is the invigilator to candidate ratio? (policy recommends 1:30)	
3.5	What procedures are followed with regard to cell phones?	
3.6	What procedure is followed with regard to subject clashes or where insufficient equipment is available for candidates to write in one session?	
3.7	Are rules of the examination read out to the candidates before the commencement of the examinations?	
	<ul style="list-style-type: none"> • What procedure is followed for latecomers? 	
4. THE WRITING OF THE EXAMINATION		
4.1	By whom and how are question papers opened and issued?	
	<ul style="list-style-type: none"> • Describe procedures if more than one venue is used? 	
4.2	Does the chief invigilator/invigilator page through the question paper with candidates to check for technical problems e.g. blank or missing pages or incorrect numbering?	
4.3	How is errata appended to the question paper dealt with?	
4.4	Are candidates instructed to verify that they are writing the correct question paper and level?	
4.5	How much reading time is given to candidates before the start of the examination?	
4.6	Are identification documents and examination permits displayed on the desks?	
4.7	Is an attendance register for candidates (including where the candidate was seated	

KEY MONITORING AREA (KMA)		
	during the examination) kept?	
4.8	Are invigilators mobile, attentive and aware of their functions?	
4.9	Do invigilators ensure that candidates complete the cover page of the examination answer book e.g. correct examination and centre number, subject code and subject name?	
4.10	Is a five minutes warning before the end of the examination given to candidates?	
4.11	How is answer scripts collected from candidates?	
4.12	Are daily reports prepared and submitted to the central office (colleges) or PED / assessment body head office (schools and AET)?	
4.13	Explain the procedure that is followed when an irregularity is detected.	
4.14	Does the examination centre have an irregularities register?	
4.15	Are there any irregularities recorded in the register?	
	<ul style="list-style-type: none"> • Please list the irregularities or request for a copy of the irregularities report. 	
5. PACKING AND TRANSMISSION OF ANSWER SCRIPTS		
5.1	By whom and how are answers scripts counted and recorded?	
5.2	What system is used when packing scripts:	
	<ul style="list-style-type: none"> • To ensure security 	
	<ul style="list-style-type: none"> • For control purposes 	
5.3	Is there a register to record the dispatch of scripts from the centre? Please explain.	
5.4	Explain the procedure that is followed with scripts that are marked internally. (VET only)	
5.5	Explain the procedure that is followed with regard to unused examination material/stationery after each examination	

KEY MONITORING AREA (KMA)		
	session.	
5.6	What measures are in place to ensure that all scripts are received at the circuit/ district/ head or regional office (Schools & AET) or marking centre (VET)?	
6. MONITORING		
6.1	Is there evidence of monitoring by the assessment body?	
6.2	Was the monitoring by the assessment body officials the first or a follow-up visit?	

7. AREAS OF GOOD PRACTICE	
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8. AREAS OF CONCERN	
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9. RECOMMENDATIONS	
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10. CONCLUSION	

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RATING SCALE

LEVEL	RATING	RATING DESCRIPTION / LEVEL OF COMPLIANCE
1	Poor / unacceptable	School / examination centre does not meet the minimum requirements / standards and requires urgent intervention, development, support and follow up monitoring
2	Fair / partially meets requirements / standards	School / examination centre partially meets the minimum requirements / standards and requires intervention, support and follow up monitoring
3	Good / meets requirements / standards	School / examination centre meets the minimum requirements/ standards and requires limited support and cyclic monitoring
4	Very good / exceeds requirements / standards	School / examination centre exceeds the minimum requirements / standards and has shown evidence of good practice and requires limited monitoring
JUDGMENT ON THE LEVEL OF COMPLIANCE OF THE SCHOOL / EXAMINATION CENTRE		MONITOR'S JUDGMENT (Rating Score)
KEY MONITORING AREAS (KMAs)		
1. General management of the examination		
2. The examination room - seating of candidates		
3. Before the commencement of the examination		
4. The writing of the examination		
5. Packing and transmission of answer scripts		
6. Monitoring		
OVERALL JUDGMENT: (Figure given here is not the average of the figures 1 to 6 above.)		

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Monitor's signature:

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Date: