



GENERAL INFORMATION

DATE OF
MONITORING:

TIME OF ARRIVAL:

ASSESSMENT BODY:

TIME OF DEPARTURE:

PROVINCE
:

REGION:

CIRCUIT:

DISTRICT:

QUALIFICATION (please tick (X) the appropriate box)

GETC:ABET

NC(V)

NSC

NTC

SC

NAME OF SCHOOL /
EXAMINATION CENTRE:

(Please note that highlighted sections may only be completed on the day of an actual monitoring visit)

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 (Please attach the Invigilation Time Table)

FIRST NAME	SURNAME	FIRST NAME	SURNAME
1.		7.	
2.		8.	
3.		9.	
4.		10.	
5.		11.	
6.		12.	

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SUBJECT / LEARNING AREA INFORMATION

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

(Please note that highlighted sections may only be completed on the day of an actual monitoring visit)

CHIEF INVIGILATOR DETAILS

FIRST NAME:

SURNAME:

SIGNATURE:

DATE:

MONITOR DETAILS

FIRST NAME:

SURNAME:

SIGNATURE:

DATE:

(Please note that highlighted sections may only be completed on the day of an actual monitoring visit)

SCHOOL / COLLEGE / CENTRE STAMP

KEY MONITORING AREA (KMA)	
1. DELIVERY AND STORAGE OF EXAM MATERIAL BEFORE WRITING	COMMENTS / FINDINGS
1.1	How are the examination material delivered to the examination centre? Are they collected by the Chief Invigilator or delivered?
1.2	When do exam materials arrive at the examination centre? Is it daily or weekly?
1.3	Were all question papers sealed upon arrival at the centre?
1.4	Was the material checked and signed for upon delivery/ arrival? Did you see the delivery receipt/record as evidence?
1.5	Where were the exam material stored before writing? Were they stored in a safe, strong room or lockable cabinet? Who had the keys to it? Where is the key kept when not in use?
1.6	What security measures are in place for the storage of examination material at the centre? (Burglar bars, strong room, security guards, access control, alarm, surveillance cameras, fire extinguisher, etc.) Mention those that are available.

Rating scale on criteria 1: Mark with a cross in the appropriate box

(Please note that highlighted sections may only be completed on the day of an actual monitoring visit)

Met all 6 factors related to the criteria		Met most factors (between 4-5) related to the criteria		Met very few factors (3 and below) related to the criteria	
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KEY MONITORING AREA (KMA)	
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2. THE INVIGILATORS AND THEIR TRAINING		COMMENTS / FINDINGS
2.1	Who was appointed as the Chief Invigilator? (Was it the principal, educator, HOD, etc.?)	
2.2	Was the appointment confirmed in writing?	
2.3	<ul style="list-style-type: none"> • Was the Chief invigilator trained? • Who trained the Chief invigilator? • When was the Chief Invigilator trained? • What evidence is available to prove that training did take place? 	
2.4	Who was appointed as the invigilator/s for today's session? (Subject teachers, retired people, etc.)	
2.5	Do all invigilators have appointment letters? Check to see if they are signed and have the correct date.	
2.6	<ul style="list-style-type: none"> • Were the invigilators trained? • Who trained the invigilators? • When were they trained? • What evidence is there of the training? 	

Rating scale on criteria 2: Mark with a cross in the appropriate box					
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Met all 6 factors related to the criteria		Met most factors (between 4-5) related to the criteria		Met very few factors (3 and below) related to the criteria	
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KEY MONITORING AREA (KMA)	
3. PREPARATIONS FOR WRITING AND THE EXAMINATION ROOM/ VENUE	COMMENTS / FINDINGS
3.1	Are there directions that indicate the location of the examination room(s)? Explain their positions and if they are visible/ helpful.
3.2	Are there signs on the door/ outside wall that indicates that this is an examination room?
3.3	How many minutes before writing did invigilators arrive at the exam room? (the ideal time would be at least 35 minutes before writing)
3.4	Is the environment inside and outside the examination room conducive for the writing of examinations? Elaborate if the answer is 'No'. Refer to the following:
	<ul style="list-style-type: none">• Ventilation
	<ul style="list-style-type: none">• Noise (inside and outside)
	<ul style="list-style-type: none">• Light & Temperature
	<ul style="list-style-type: none">• Cleanliness (inside and outside)
3.5	Are there any material in the examination room/s that could assist candidates, e.g. posters?
3.6	Are there enough chairs and tables for all candidates?
3.7	Is a seating plan available? Is it relevant for the subject/ Learning Area written on the day? If not available, give reasons for its absence
3.8	Were candidates seated according to the seating plan available?
3.9	Is there a copy of the seating plan pasted on the outside of the examination room?

KEY MONITORING AREA (KMA)	
3. PREPARATIONS FOR WRITING AND THE EXAMINATION ROOM/ VENUE	COMMENTS / FINDINGS
3.10	What information is displayed on the board? (date, centre number, subject/ Learning Area, subject/ Learning Area code, district, province, start-finish time)
3.11	Is there a clock or other means of displaying time to candidates? Was it clearly visible for all candidates?
3.12	Is there an attendance register for the invigilators? Did the invigilators sign the attendance register for today's session?
3.13	Do all invigilators have name tags?
3.14	Are there any relief invigilators available on the day? If so, how many?
3.15	Does the exam venue have the necessary equipment for the subject being written? For example, for IT, there must be enough computers that are in working order for all candidates
3.16	Is there an examination file in the exam venue?
3.17	Does the examination file contain the following documents?
	<ul style="list-style-type: none">• Examinations manual
	<ul style="list-style-type: none">• Appointment letters of all invigilators
	<ul style="list-style-type: none">• The examination time table
	<ul style="list-style-type: none">• The invigilation time table
	<ul style="list-style-type: none">• The relief time table
	<ul style="list-style-type: none">• Attendance registers for invigilators
	<ul style="list-style-type: none">• Attendance records for monitors
	<ul style="list-style-type: none">• Dispatch forms

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KEY MONITORING AREA (KMA)		
3. PREPARATIONS FOR WRITING AND THE EXAMINATION ROOM/ VENUE		COMMENTS / FINDINGS
	<ul style="list-style-type: none"> Irregularities forms 	
	<ul style="list-style-type: none"> The seating plan 	
	<ul style="list-style-type: none"> Absentee forms 	
3. 18	Did any candidate arrive late (after writing has started?). Give reasons if possible.	
3. 19	Did all candidates have proper identification documents with them? (proper for full-time and part-time)	
3. 20	Were ID documents and examination permits verified before candidates entered the exam venue?	
3. 21	Were question papers opened in front of the candidates? Who opened them?	
3. 22	Were there candidates who had special concessions on the day? Explain the concessions	
3. 23	Were there candidates who were not registered to write the examination? If so, how were they dealt with?	
3. 24	Were calculators and other programmable devices checked before writing?	
3. 25	What procedure was followed with regard to cell phones?	
3. 26	What is the invigilator to candidate ratio? (policy recommends 1:30)	

Rating scale on criteria 3: Mark with a cross in the appropriate box

(Please note that highlighted sections may only be completed on the day of an actual monitoring visit)

Met the majority of the factors (between 23-26) related to the criteria		Met most factors (between 15-22) related to the criteria		Met very few factors (14 and below) related to the criteria	
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KEY MONITORING AREA (KMA)		
4. TIME MANAGEMENT FOR CRUCIAL ACTIVITIES DURING THE EXAMINATION		COMMENTS / FINDINGS
4.1	At what time were the candidates admitted into the examination room/ s?	
4.2	How many minutes before the start of writing did the question papers arrive at the exam room/ s?	
4.3	At what time were the answer sheets distributed?	
4.4	Were the examination rules read out to candidates? At what time were they read out to candidates?	
4.5	At what time were the question papers distributed to candidates?	
4.6	Were the question papers checked with candidates for technical accuracy in terms of subject, level, paper, the number of pages, blank pages, diagrams, etc.?	
4.7	At what time were the papers checked for the technical accuracy?	
4.8	How many minutes of reading time were the candidates given?	

Rating scale on criteria 4: Mark with a cross in the appropriate box

Met all 8 factors related to the criteria		Met most factors (between 5-7) related to the criteria		Met very few factors (4 and below) related to the criteria	
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KEY MONITORING AREA (KMA)	
5. CHECKING OF THE IMMEDIATE ENVIRONMENT	COMMENTS / FINDINGS

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5.1	Did invigilators check both the males and females toilets for any material that could be used by candidates?	
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Rating scale on criteria 5: Mark with a cross in the appropriate box

Met the criteria		Did not meet the criteria	
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KEY MONITORING AREA (KMA)

6. ACTIVITIES DURING WRITING		COMMENTS / FINDINGS
6.1	Did 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? If so, indicate when this was done.	
6.2	Was the examination able to start on the scheduled time? If not, give reasons why this was not the case.	
6.3	Were the invigilators attentive, vigilant and mobile?	
6.4	Were invigilators at any stage requested by candidates to clarify certain aspects or questions in the question paper? If so, explain how the invigilators handled it.	
6.5	Did candidates complete the attendance register? When was it completed?	
6.6	Were there any candidates who left the examination venue to use the toilets? Were they accompanied by an invigilator of the same gender?	
6.7	Was there any erratum on the day? If so, how was it dealt with?	
6.8	Were candidates allowed to leave the examination room in the last 15 minutes of writing?	

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KEY MONITORING AREA (KMA)		
6. ACTIVITIES DURING WRITING		COMMENTS / FINDINGS
6.9	Was a five minutes warning before the end of the examination given to candidates?	
6.10	How were scripts collected from candidates who had completed writing?	
6.11	At what time did the session end?	
6.12	Were there any irregularities experienced during this writing session. If yes, how were they handled?	

Rating scale on criteria 6: Mark with a cross in the appropriate box

Met all 11 factors related to the criteria		Met most factors (between 6-10) related to the criteria		Met very few factors (5 and below) related to the criteria	
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KEY MONITORING AREA (KMA)		
7. PACKAGING AND TRANSMISSION OF SCRIPTS AFTER WRITING		COMMENTS / FINDINGS
7.1	Which room was used to count and pack the candidates' answer scripts?	
7.2	Who was in the room when the candidates' answer scripts were counted and packed?	
7.3	Were the scripts packaged using the sequence in the mark sheet?	
7.4	Did the number of scripts correspond with the candidates marked 'PRESENT' on the mark sheet and those written on the wrapper?	

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7.5	What container was used to seal the scripts for transportation to the assessment body? Was the container sealed in front of the monitor?	
7.6	Were the necessary dispatch forms completed before the scripts were packed and submitted? Mention these dispatch forms.	
7.7	Did the centre make copies of the dispatch forms submitted to the assessment body?	
7.8	Was a daily situational report completed for this session? If not, explain why it was not completed.	
7.9	At what time did the scripts leave the examination centre for the assessment body?	
7.10	Who transported the scripts to the assessment body?	

Rating scale on criteria 7: Mark with a cross in the appropriate box

Met all 10 factors related to the criteria		Met most factors (between 5-9) related to the criteria		Met very few factors (4 and below) related to the criteria	
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KEY MONITORING AREA (KMA)	
8. MONITORING BY THE ASSESSMENT BODY	COMMENTS / FINDINGS
8.1	Is there evidence to show any monitoring by the assessment body? If so, indicate the last time the assessment body monitored the examination centre.

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KEY MONITORING AREA (KMA)		
8. MONITORING BY THE ASSESSMENT BODY		COMMENTS / FINDINGS
8.2	Did the monitor/ s from the assessment body leave a report detailing the nature of the visit?	
8.4	What are the key issues noted in the report? Have the issues noted in the report being addressed?	

Rating scale on criteria 7: Mark with a cross in the appropriate box

The assessment body did monitor and leave a report		The assessment body did monitor but did not leave a report		The assessment body did not monitor at all	
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KEY MONITORING AREA (KMA)		
9. FEEDBACK MEETING		COMMENTS / FINDINGS
9.1	Did you have a feedback meeting after monitoring?	
9.2	Who did you give feedback to? Was it the Chief Invigilator only, or was it the entire invigilating team? Explain the reason why you chose them.	
9.3	What did you discuss at the feedback meeting?	
9.4	How long did the feedback meeting last?	
9.5	How was your feedback taken? Did they welcome and take the feedback positively?	

10. AREAS OF GOOD PRACTICE

11. AREAS OF CONCERN

CONSOLIDATED SUMMARY OF THE RATINGS

No.	CRITERIA	RATING (met all, most or few)
1.	Delivery and storage of exam material before writing	
2.	The invigilators and their training	
3.	Preparations for writing and the venue	
4.	Time Management	
5.	Checking of immediate environment	
6.	Writing process	
7.	Packaging and transmission of scripts after writing	
8.	Monitoring by the assessment body	