

Annexure A
**Invigilator training schedule for the October/November 2026 and June 2027 National Senior Certificate
and Senior Certificate examinations**

Training dates and times	Required attendees	Contact persons	Contact numbers	Email addresses
Wednesday 26 August 2026 08:30–12:00 Cape Teaching and Leadership Institute (In-person training)	• All district assessment and examination coordinators; and • all district assessment and examination advisers.	Ms Deborah Williams	021 467 2407	Deborah.Williams@westerncape.gov.za
Monday 07 September 2026 14:00–17:00 Venue to be confirmed (In-person training)	• New, first-time and acting principals/centre managers; • new schools/ examination centres; and • high-risk schools/examination centres identified by Head Office and district offices.	Ms Deborah Williams	021 467 2407	Deborah.Williams@westerncape.gov.za

Wednesday 09 September 2026 14:00–17:00 (Online Microsoft Teams (MS Teams) training)	All public and independent schools/examination centres in Metro Central.	Ms Najoewa Awaldien Ms Nokuzola Manjingolo	021 514 6970 021 514 6748	Najoewa.Awaldien@westerncape.gov.za Nokuzola.Manjingolo@westerncape.gov.za
	All public and independent schools/examination centres in Metro East.	Mr Trevor Daniels Ms Melanie Momberg Ms Sharifa Omar	021 900 7169 021 900 7029 021 900 7272	Trevor.Daniels@westerncape.gov.za Melanie.Momberg@westerncape.gov.za Sharifa.Omar@westerncape.gov.za
	All public and independent schools/examination centres in West Coast.	Ms Safoora Gqotso Mr Dane Lyners	021 860 1568 021 860 1200	Safoora.Gqotso@westerncape.gov.za Dane.Lyners@westerncape.gov.za
	All public and independent schools/examination centres in Overberg.	Mr Shaun van der Walt Mr Chris Swarts Mr Wayne Hendricks	028 214 7398 028 214 7365 028 214 7365	Shaun.vanderWalt@westerncape.gov.za Chris.Swarts@westerncape.gov.za Wayne.Hendricks3@westerncape.gov.za
Thursday 10 September 2026 14:00–17:00 (Online MS Teams training)	All public and independent schools/examination centres in Metro North.	Mr Malefo Makena Mr Patrick Frans Ms Karen Verster	021 938 3104 021 938 3021 021 938 3147	Malefo.Makena@westerncape.gov.za Patrick.Frans@westerncape.gov.za Karen.Verster@westerncape.gov.za
	All public and independent schools/examination centres in Metro South.	Ms Hilary April Mr Riedewaan Charles	021 370 2041 021 370 2041	Hilary.April@westerncape.gov.za Riedewaan.Charles@westerncape.gov.za
	All public and independent schools/examination centres in Cape Winelands.	Ms Yvette Ehrenreich Mr Lindsay van der Berg Ms Desrae Mills	023 348 4623 023 348 4695 023 348 4612	Yvette.Ehrenreich@westerncape.gov.za Lindsay.vanderBerg@westerncape.gov.za Desrae.Mills@westerncape.gov.za
	All public and independent schools/examination centres in Eden and Central Karoo.	Ms Bonita Petersen Ms Caileen Joubert	044 803 8364 044 803 8364	Bonita.Petersen@westerncape.gov.za Caileen.Joubert@westerncape.gov.za

WCED Educator Invigilator Training Course 01–14 September 2026 (Online training)	• Self-paced online educator invigilator training course for educator invigilators only. • After completing all four modules and the self-assessment, educators must download and print their certificates of completion. • Educators must submit the printed certificates of completion to the principal/centre manager for safekeeping in the examination file.
District cluster training 11 September 2026 – 12 October 2026 (Districts must choose dates within the above timeframe.)	• Cluster training for community member invigilators must be coordinated by districts. • Districts must submit training schedules to Head Office for monitoring purposes. • Districts must submit copies of all Declaration of Attendance Forms and attendance registers to Head Office and keep the originals on file. • Upon receipt of confirmation of attendance, districts must process certificates of attendance.