

RISK MANAGEMENT CHECKLIST FOR THE NATIONAL SENIOR CERTIFICATE (NSC) AND SENIOR CERTIFICATE EXAMINATIONS

Principals/centre managers may use this checklist as a guideline to identify potential risks to effective examination conduct and to develop risk management plans accordingly.

	Principal/centre manager checklist at an institution where candidates are writing the abovementioned examinations.	Tick appropriate column (✓)	
		Yes	No
1.	Security / safety		
1.1	Essential security elements in place, e.g. safe/secure environment, functional surveillance cameras, alarm systems, fire extinguishers (updated), etc.		
1.2	Measures in place to deal with any crisis, e.g. fire, flood, social protests, shortage of examination material/furniture, illness, load shedding/electricity interruptions, access control, a gang fight on the school grounds or any other sort of disturbance, etc.		
1.3	An alternative writing venue has been arranged should there be protests close to the school which will prevent the candidates from writing at their venue.		
1.4	Plan in place and shared with all staff and candidates of procedures to follow when a situation arises before candidates enter the examination venue.		
1.5	Staff and candidates informed of the procedures that will be followed if an emergency occurs while candidates are writing.		
2.	Safe/strong room		
2.1	Safe/strong room prepared for the NSC examination.		
2.2	Spare keys kept at the district office.		
2.3	Security plan for the daily transport of question papers from the safe/strong room to the examination venue if question papers are not stored at the school.		
3.	Contact details		
3.1	Contact details of all primary caregivers, police services, ambulance services and fire rescue services obtained and on hand.		
3.2	Head Office and district officials' contact details on hand.		
4.	Invigilators		
4.1	Enough trained invigilators available for each session and allocated their own 30 candidates.		
4.2	List of reserved invigilators.		
4.3	Extra school officials trained to use the GLAM key in the absence of the principal/centre manager.		
5.	Prevention of irregularities		
5.1	Plan in place to brief and inform candidates of examination rules.		

5.2	Plan in place that prescribes how the school (two teachers) will deal with unruly candidate behaviour.		
5.3	Cell phone policy in place that prescribes the collection of cell phones from candidates prior to them entering the examination venue.		
5.4	Plan to ensure that candidates are issued with their barcoded examination number stickers and the correct question papers.		
5.5	Chief invigilator, as well as the senior and assistant invigilators, knows how to handle all types of irregularities.		
5.6	Plan to ensure that candidates have been briefed on the rules of the examinations and the signage of the pledge, before the commencement of the examinations.		