



**AUDIT: NEW EXAMINATION CENTRES  
NATIONAL SENIOR CERTIFICATE EXAMINATIONS  
ONLINE PROVIDER**

**1. DETAILS OF THE PROVIDER:**

<b>Provider's Name</b>	
<b>Centre Number</b> <i>(To be issued by IEB)</i>	
<b>Exam Venue Centre Name</b>	
<b>Exam Venue Centre Number</b> <i>(To be issued by IEB)</i>	
<b>Physical Address at which learners will be writing the examinations</b>	
<b>Province</b>	
<b>Centre Manager</b>	
<b>Email Address</b>	
<b>Telephone Number</b>	

**2. PHYSICAL INSPECTION**

Please complete the following questions as comprehensively as possible:

2.1	What is the main purpose of the venue (workplace / church / exam centre)	
2.2	How many learners can the venue accommodate?	
2.3	Can the venue accommodate learners at a minimum of 1m apart during writing of examinations?	
2.4	If No, please advise what arrangements will be made to accommodate the learners?	
2.5	Does the venue have a valid Health and Safety Certificate and evidence of the Fire Equipment being serviced? <b><i>(attach certificates)</i></b>	
2.6	Can the venue accommodate learners with accommodations?	
2.7	Are there learners who require the use of the Exam Portal? How will these learners be accommodated?	
2.8	Does the venue have facilities for practical examinations (e.g. Computer Applications Technology, Information Technology, Life Sciences PAT)?	

### 3. INVIGILATION

3.1	Who will be appointed as the Chief Invigilator for the Examination?	
3.2	Who is responsible for the appointment of invigilators?	
3.3	When will the Chief Invigilator be trained?	
3.4	When will all the invigilators be trained and by whom? Evidence of the training must be included in the exam file (e.g. PowerPoint presentation, register for the training session)	
3.5	Will there be at least one invigilator for every 30 candidates?	

### 4. SECURITY OF EXAMINATION MATERIALS

4.1	Will the question papers be stored in a safe?	
4.1.1	Is there sufficient space in the safe for the storage of answer scripts for 2 weeks of the examination?	
4.1.2	If you have answered NO to 4.1, please indicate where the question papers will be stored and who has access to the papers?	
4.1.3	How many people have access to the safe?	
4.2	What other security features are available?	
4.3	Do you have an audio-visual monitoring system in the venue?	
4.3.1	Will the IEB be able to access the system to monitor the examinations remotely? (minimum IEB camera specifications apply)	

**Provide a list of your school's Grade 12 teachers, plus their qualifications:**

<b>Name of Teacher</b>	<b>Subject</b>	<b>Qualification</b>

**List the subjects to be offered at National Senior Certificate level:**


**If there is any additional information that you would like to bring to the IEB's attention, please capture this in the space provided below:**


<b>Form completed by</b>	
<b>Signature</b>	
<b>Designation</b>	
<b>Date</b>	

**Please fax or email your completed form to: 086 240 0537 or [applications@ieb.co.za](mailto:applications@ieb.co.za)**