

National Guidelines for the Registration of an Examination Centre:

Every Examination Centre must **first** be registered as an Educational Institution with the Department of Education. Every independent school must first obtain accreditation from UMALUSI. Evidence to be attached.

Is the proposed venue conducive to the writing of examinations? YES/NO

Is the proposed venue situated in an area where the candidates will not be distracted by external factors, e.g. Taxi Rank, busy roads, factories, heavy industries, etc.? YES/NO

- Does the proposed venue have:
- a) sufficient space and appropriate furniture to seat all the candidates? YES/NO
 - b) proper lighting & ventilation? YES/NO
 - c) adequate drinking water facilities? YES/NO
 - d) adequate toilet facilities? YES/NO
 - e) clearance in terms of local health and fire services by-laws? YES/NO
 - f) secure means for safe-keeping of examination material? YES/NO

Are there suitably qualified teaching staff (NCS trained)? YES/NO

Are there members of the community who can be trained as invigilators, if necessary? YES/NO

Proposed Venue visited by an Official from: District Office Provincial Office

District Office

Details of official who visited centre: Name: _____
 Designation: _____

The Proposed Examination Centre, detailed overleaf, meets the criteria as outlined above.
 Recommended Grd 12 Not Recommended Grd 12 Recommended Registration Type: Full Time / Part Time

 Signature: District Director

 Surname & Initials (Block Letters)

 Date

Official Stamp

Provincial Office (Directorate: Assessment and Examinations)

Details of official who visited centre: Name: _____
 Designation: _____

Recommendations: _____

Signature: _____

Approved Grd 12 Not Approved Grd 12

If Approved, Examination Centre No: Name: _____

 Signature of Director: Assessment and Examinations

 Surname & Initials (Block Letters)

 Date

Official Stamp