

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.

Is the proposed venue conducive to the writing of examinations?

Is the proposed venue situated in an area where the candidates will not be distracted by external factors, e.g. Railway Station, busy roads, factories, heavy industries, etc.?

- Does the proposed venue have:
- a) sufficient space and appropriate furniture to seat all the candidates?
 - b) proper lighting & ventilation?
 - c) adequate drinking water facilities?
 - d) adequate toilet facilities?
 - e) clearance in terms of local health and fire services by-laws?
 - f) secure means for safe-keeping of examination material?

Are there suitably qualified teaching staff?

Are there members of the community who can be trained as invigilators?

In case of private centres, are there financial guarantees to cover costs of electricity, water, rates, taxes, rental, etc.?

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 Not Recommended If 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 Not Approved If Approved, Registration Type: Full Time / Part Time

If Approved, Examination Centre No:
 Name:

 Signature of Director: Assessment and Examinations

 Surname & Initials (Block Letters)

 Date

Official Stamp