

ANNEXURE A – ASSESSMENT INSTRUCTION 39 OF 2009

Checklist to be signed and submitted with CDs and list of learners who offer CAT or IT in Grade 12

	NAME OF LEARNER		NAME OF LEARNER
1		21	
2		22	
3		23	
4		24	
5		25	
6		26	
7		27	
8		28	
9		29	
10		30	
11		31	
12		32	
13		33	
14		34	
15		35	
16		36	
17		37	
18		38	
19		39	
20		40	

Use extra sheet if required.

ACTION/INSTRUCTION		YES	NO
LEARNERS			
1	Each learner labeled their exam folder with their name.		
2	Each learner checked that all their files are stored within their examination folder		
3	Each learner checked that the files submitted for marking can open (no short cuts, desk top, etc.		
CAT/IT TEACHER			
4	CAT/IT teacher checked that all learners' folders are retrieved to a central computer.		
5	CAT/IT teacher checked that the contents of each folder corresponds with the learners details.		
6	CAT/IT teacher checked that all learners' files open from central computer/folder (no short cuts, damages/missing files).		
7	CD is written and contains all learners' folders and files.		
8	CD is checked for files that cannot open.		
9	Two backup CDs were written.		
CHIEF INVIGILATOR			
10	The CAT/IT teachers have marked the work and recorded the marks.		
11	A report (if applicable) regarding technical problems/irregularities has been submitted to the District Office.		
12	The CD has been submitted with this annexure to the District office.		

NAME OF SCHOOL		EXAM CENTRE NO	
NAME CHIEF INVIGILATOR		SIGNATURE CHIEF INVIGILATOR	
NAME INVIGILATOR		SIGNATURE INVIGILATOR	
NAME INVIGILATOR		SIGNATURE INVIGILATOR	
NAME INVIGILATOR		SIGNATURE INVIGILATOR	
DISTRICT		DATE	