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Assessment Management Minute: 0006/2019

To: Deputy Directors-General, Chief Directors, Directors (Head Office and district offices), Deputy Directors, Chief Education Specialists, Heads: Curriculum Support, Circuit Managers, Heads: Management and Governance, Deputy Chief Education Specialists, Assessment and Examination Coordinators, Subject Advisers and Heads of institutions which prepare candidates for the National Senior Certificate examinations

**Subject: Invitation to apply for the position of monitor for the 2019/20 National Senior Certificate (NSC) and Senior Certificate (SC) examinations**

1. The quality assurance, proper management and effective administration of examinations are essential at all levels and all institutions (public and independent) to ensure the integrity and credibility of examinations. This includes unannounced visits by monitors appointed by the Western Cape Education Department (WCED) to examination centres as well as principals/centre managers accepting accountability for all examinations conducted at their schools.
2. The minimum norms and standards for the monitoring of examination centres during the examinations are set out in the *Regulations Pertaining to the Conduct, Administration and Management of the National Senior Certificate examination*, published in *Government Gazette* No. 37651 of 16 May 2014.
3. The WCED hereby invites previously employed (retired) educators or officials with appropriate examination and management experience to apply to monitor the 2019/20 NSC and SC examinations.
4. Potential applicants should comply with the following criteria:
  - 4.1 Was previously employed as a circuit manager, chief education specialist, deputy chief education specialist, senior curriculum planner, subject adviser, senior education specialist, principal, deputy principal, departmental head, examination official or as a chief or senior invigilator at a school.

- 4.2 Has at least three years' experience in the monitoring or conduct, administration and management of the NSC/SC examinations.
- 4.3 Does not exceed the age of 69.
5. Applicants must use their own vehicles for monitoring.
6. All appointed monitors will be vetted.
7. Monitors will be appointed from 16 October 2019 until 28 November 2019 for the NSC examinations. Appointed monitors should also be available from 29 April 2020 to 12 June 2020 to monitor the NSC/SC examinations, if need be.
8. All appointed monitors must attend the monitoring training which will be scheduled in October 2019, prior to the commencement of the examinations.
9. The remuneration of monitors is based on the rates set out in the Personnel Administrative Measures (PAM), as published in *Government Gazette* No. 39684 of 12 February 2016.
10. Applications must be submitted on or before **19 August 2019**.
11. Applications can only be submitted electronically on either a computer or mobile phone via the following link: <https://bitlylink.com/Vc25V>.
12. Principals, district directors, circuit managers and subject advisers are kindly requested to bring the contents of this minute to the attention of all potential applicants. **The Directorate: Assessment Management cannot accept responsibility if potential applicants are not informed of the contents.**
13. The WCED relies on your cooperation and support in this important matter.

**SIGNED:** PAD BEETS

**DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT**

**DATE:** 2019-07-30