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Enquiries: M Combrink

Assessment Management Minute: 0008/2021

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 2021/2022 National Senior Certificate (NSC) and Senior Certificate (SC) examinations

1. The quality assurance, proper conduct, administration and management of examinations are essential at all levels of the education system. To ensure that the Grade 12 examinations are credible, the Western Cape Education Department (WCED) will be strengthening the monitoring of the examinations across the province.
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 2021/2022 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 or examination official.
 - 4.2 Has at least three years' experience in the monitoring or conduct, administration and management of the NSC examinations.
 - 4.3 Has no criminal record.

- 4.4 Does not exceed the age of 69. A medical certificate from a doctor will be required to confirm health condition.
5. Applicants must use their own vehicles for monitoring.
6. All appointed monitors will be vetted by Dots Africa who will compile a personal credential verification report.
7. You will not be appointed as a monitor if you:
 - were dismissed from the service of any South African government department;
 - took a voluntary severance package;
 - retired due to ill-health; or
 - have a risk legend stating "Risk" from MIE.
8. The following set of documents will be required upon appointment:
 - certified copy of identity document (ID);
 - banking details (DPE 3 form); and
 - tax number details.
9. Monitors will be appointed from about the 19 October 2021 until 10 December 2021 for the NSC examinations. Monitors will be considered for appointment for the May/June 2021 examination and will be required to write a competency test after the training session.
10. All appointed monitors must attend the monitoring training which will be scheduled in September/October 2021, prior to the commencement of the examinations.
11. 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.
12. Applications must be submitted on or before **01 July 2021**.
13. Applications can only be submitted electronically on either a computer or mobile phone via the following link: <https://forms.office.com/r/Rv73YECGCA> or QR code.



14. Once an application has been submitted, the Personal Credential Disclosure Form will be emailed to all applicants. The completed document and a certified copy of the applicant's ID must be scanned in PDF format as soon as possible and emailed to Moya.Combrink@westerncape.gov.za.
15. 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.**
16. The WCED relies on your cooperation and support in this important matter.

SIGNED: H MAHOMED

ACTING DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2021-06-21