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Assessment Management Minute: 0008/2023

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 and Advisers, Subject Advisers and Heads of institutions which prepare candidates for the National Senior Certificate and Senior Certificate examinations

Subject: Invitation to apply for the position of monitor for the 2023/2024 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 NSC/SC 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, as amended in 2019.
3. The WCED hereby invites previously employed (retired) educators or officials with appropriate examination and management experience to apply to monitor the 2023/2024 NSC and/or SC examinations.
4. The potential applicant should comply with the following criteria:
 - 4.1 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 (e.g. assistant director, deputy director, director) by the WCED.

- 4.2 Has at least three years' experience in the monitoring or conduct, administration and management of the NSC and/or SC examinations.
- 4.3 Has no criminal/misconduct record.
- 4.4 Does not exceed the age of 69 on or before 31 August 2023. A medical certificate from a medical doctor will be required to confirm health condition.
5. Applicants will be required to move between centres and use their own transport for travel purposes. Reimbursement of travel claims will be at a fixed rate as set out in the *Personnel Administrative Measures (PAM)*, published in *Government Gazette* No. 46879 of 09 September 2022
6. All appointed monitors will be subjected to a background check verification by Dots Africa who will compile a personal credential verification report.
7. Applicants will be required to attend virtual meetings, supply daily reports and report any incident/irregularity at the writing centres and, therefore, are required to ensure that they have internet connectivity.
8. 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" on your risk assessment/profile.
9. The following set of documents will be required upon appointment:
 - certified copy of identity document (ID);
 - verification of banking details (Form Z56);
 - an updated and current tax certificate;
 - a completed Personal Credential Disclosure form;
 - a declaration of confidentiality and secrecy; and
 - POPIA consent form.
10. Monitors will be appointed from 13 October 2023 until 31 August 2024. This period includes the November 2023 NSC and May/June NSC/SC examinations. Monitors will be informed by the WCED when their services are required and will only be remunerated for services rendered.
11. All appointed monitors must attend the monitoring training which will be scheduled in September/October 2023, prior to the commencement of the examinations. Monitors will be required to write a competency test after the training session. The WCED retains the right not to appoint or use the services of a monitor who does not comply with the training instructions and requirements. Monitors will not be remunerated for attending the training sessions.

12. The remuneration of monitors is based on the rates set out in the PAM; Chapter D. Chapter D is amended annually.
13. Applications must be submitted on or before **10 July 2023**.
14. 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.



15. All appointed monitors will have to submit, via email, a completed Personal Credential Disclosure form (Dots Africa) and a certified copy of their ID in PDF format to Christiaan.Klopper@westerncape.gov.za when requested.
16. 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.**
17. The WCED relies on your cooperation and support in this important matter.

SIGNED: H MAHOMED

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2023-05-31