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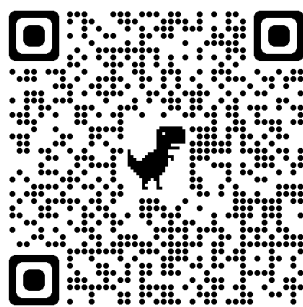
Assessment Management Minute: 0009/2024

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 2024/25 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. 31337 of 29 August 2008, as amended.
3. The WCED hereby invites previously employed (retired) educators or officials with appropriate examination and management experience to apply to monitor the 2024/25 NSC and/or SC examinations.
4. A potential applicant must 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 2024. A medical certificate from a medical doctor will be required to confirm their condition of health.
5. Applicants will not be appointed as a monitor if they—
- 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 their risk assessment/profile.
6. Applications must be submitted **on or before 01 July 2024**.
7. Applications can only be submitted electronically on either a computer or mobile phone via the QR code below or the following link: <https://forms.gle/6iJ95VRB7RXZzM6F6>



8. In addition to the application, all applicants must submit a 2-page curriculum vitae (CV) with three contactable references. This CV must include the position(s) held as listed in paragraph 4.1 and number of years' experience. The template for the CV can be downloaded via the following link: <https://shorturl.at/mvY13>. **CVs must be sent to Deborah.Williams@westerncape.gov.za on or before 01 July 2024.**
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
 - Protection of Personal Information Act, 2013 (Act 4 of 2013), consent form.
10. All appointed monitors will be subjected to a background check by Dots Africa who will compile a personal credential verification report. A completed Personal Credential Disclosure form and a certified copy of their ID in PDF format must be submitted to Deborah.Williams@westerncape.gov.za when requested.

11. Monitors will be appointed from **13 October 2024 until 31 August 2025**. This period includes the November 2024 NSC and May/June 2025 NSC/SC examinations. Monitors will be informed by the WCED when their services are required and will only be remunerated for services rendered.
12. The remuneration of monitors is based on the rates set out in the *Personnel Administrative Measures (PAM)*, published in *Government Gazette* No. 46879 of 09 September 2022.
13. Monitors will be required to move between centres and use their own transport for travel purposes. Reimbursement of travel claims will be done at a fixed rate as set out in the PAM.
14. All monitors must attend the invigilator and monitor information and training sessions which will be scheduled prior to the commencement of the examinations. Monitors will be required to write a competency test after the training sessions. 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.
15. Monitors will be assigned to identified high risk schools.
16. Monitors will be required to attend virtual meetings, supply daily reports and report any incidents/irregularities at writing centres and, therefore, are required to ensure that they have internet connectivity.
17. 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.**
18. The WCED relies on your cooperation and support in this important matter.

SIGNED: B LORISTON

DEPUTY DIRECTOR-GENERAL: CURRICULUM AND ASSESSMENT MANAGEMENT

DATE: 2024-05-22