



Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION



**CHIEF DIRECTORATE
CURRICULUM MANAGEMENT**
Directorate: Assessment & Examinations

Provincial Curriculum Guidelines (PCG 06/2006)

CONSTITUTION
of the
**Inter-District Assessment
&
Examinations Committee**

Siyasebenzisana • Working Together • Samewerking



Province of the Eastern Cape
DEPARTMENT OF EDUCATION
ISEBE LEZEMFUNDO
DEPARTEMENT VAN ONDERWYS
Private Bag X0032, BISHO, 5605, SOUTH AFRICA

Chief Directorate: Curriculum Management

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Constitution
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Inter-District Assessment & Examinations Committee
(IDAEC)

A. Preamble

1. This document is intended to formalise the role functions and activities of the Inter-District Assessment and Examinations Committee (IDAEC)
2. The contents of this document are binding on all Assessment & Examinations personnel employed in the Eastern Cape Department of Education.

B. Name of Committee

In terms of its Constitution, the name of this committee shall be the **Eastern Cape Department of Education Inter-District Assessment & Examinations Committee**, hereinafter referred to as IDAEC.

C. Objective

The primary objective of IDAEC is to coordinate the plans of Provincial and District Assessment & Examinations and all the related activities.

D. Status of the Committee

IDAEC shall be a co-ordinating and consultative body and not an executive or decision-making body on policy related matters. Recommendations tabled at IDAEC will be ratified by the Management Committee of the Directorate: Assessment & Examinations hereinafter referred to as MANCO and the Provincial Curriculum Coordinating Committee, referred to as PCCC.

MANCO comprises the Director: Assessment & Examinations as well as the Provincial CESs and Provincial Deputy-Directors.

E. Composition

Chairperson

IDAEC meetings will be chaired by either the Director: Assessment & Examinations, a Provincial CES: Assessment & Examinations or a Provincial Deputy Director: Assessment & Examinations.

Membership

In addition to MANCO, IDAEC meetings will be attended by Provincial DCESs and Provincial Assistant Directors and the DCES: Assessment & Examinations from each of the 23 Education Districts of the Eastern Cape Province.

If, for unavoidable reasons, any member of IDAEC is not able to attend an IDAEC meeting, a replacement should be nominated in writing as well as a written apology forwarded to the Director: Assessment & Examinations no later than three days before a scheduled meeting.

F. Mandate of the Committee

The primary objective of IDAEC is to co-ordinate the plans of Provincial and District Assessment & Examinations and all the related activities

Other objectives of IDAEC include:

- To communicate and train members on new and existing National policies, Provincial guidelines and procedures and their implementation.
- To liaise with Provincial Assessment & Examinations on matters concerning examination centres in the districts.
- To align provincial plans with district plans on assessment and examination focused programmes and initiatives.
- To review and develop procedures and guidelines to ensure the effective implementation of assessment and examinations policies.
- To table and discuss reports on all aspects of assessment and examination processes emanating from National, Provincial, Clusters, Districts, Circuits and Schools.
- To standardise procedures by generating ideas and common templates.
- To uphold and practice the principle of Siyasebenzisana/Working/Samewerking/ Mahata-Mmoho, together with a quest for excellence through high powered performance.

G. Meetings

Frequency of meetings

IDAEC meetings will be two days in length and take place every second month in a financial year.

Special meetings

If necessary, extraordinary (special) IDAEC meetings shall be convened, after approval by the Director: Assessment & Examinations.

Rules pertaining at all IDAEC meetings

The following rules shall apply at all meetings:

- IDAEC meetings will be conducted in a professional and efficient manner.
- All IDAEC members will contribute actively in discussions and attempt to reach consensus on issues raised.
- IDAEC members should be punctual for meetings, remain for the whole meeting, and respect the views of other members.
- Cellular telephones will be switched off during IDAEC meetings and no calls may be taken during the meeting.
- If an IDAEC member is unable to attend a meeting, a written apology should be sent to the Director: Assessment & Examinations at least three (3) days before a scheduled meeting.

Procedures pertaining to all IDAEC meetings

- **Agendas**

- The agenda for IDAEC meetings will be compiled by MANCO.
- It is permissible for any IDAEC member to add additional agenda items. These should reach the office of the Director: Assessment & Examinations no later than three weeks in advance of the next scheduled IDAEC meeting
- Notice of meeting and the agenda will be sent out to all IDAEC members two weeks before meetings.
- Previous minutes will be adopted before deliberating on new agenda items.
- The following items will be standard on the IDAEC agenda for every meeting:
 - ❖ Directors comments
 - ❖ Professional Matters
 - ❖ Administration Matters
 - ❖ IT and Certification matters
 - ❖ District Reports

- **Minutes of Meetings**

- Formal minutes will be taken at each IDAEC meeting.
- The responsibility for minute taking will be the Secretary of the Director: Assessment & Examinations or another person identified by the Director.
- Minutes will be faxed to all IDAEC members 14 days after the meeting.
- Upon receipt of the minutes, IDAEC members will confirm receipt of the minutes with the Minutes Secretary.


H. Logistics

The Directorate: Assessment & Examinations will be responsible for organising and paying for the venue, catering and accommodation for IDAEC meetings.

Districts are required to fund subsistence and travel for District officials attending all IDAEC meetings.

I. Amendments to the Constitution

Amendments to the Constitution will be considered by MANCO after consensus on alterations has been reached by IDAEC.



30 August 2006

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SP GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT



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EM MABONA
DIRECTOR: ASSESSMENT & EXAMINATIONS