



Province of the  
**EASTERN CAPE**  
DEPARTMENT OF EDUCATION



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

# **Provincial Curriculum Guidelines (PCG 07/2006)**

**Management and  
Operations Framework  
for the  
Assessment & Examinations  
Directorate**

*Siyasebenzisana • Working Together • Samewerking*



## Chief Directorate: Curriculum Management

*Siyasebenzisana • Working Together • Samewerking*

### **Provincial Curriculum Guidelines: (PCG 07/2006)**

#### **Management and Operations Framework for the Assessment & Examinations Directorate**

#### **A. Preamble**

1. This document is intended to formalise the Management and Operations Framework of the Assessment and Examinations Directorate
2. This document is informed by the Eastern Cape Department of Education's Strategic Plan, the Assessment & Examinations Directorate plans, the Vision, Mission and functions assigned by the Chief Directorate Curriculum Management and other relevant legislation, policies and Guidelines.
3. This document is a result of input obtained from all Assessment and Examinations officials through a consultative process at the Mpekweni Holiday Resort from 19 to 21 April 2006, and underwritten by the Executive Committee of Curriculum Management Chief Directorate.
4. The contents of this document are binding on all Assessment & Examinations personnel employed in the Eastern Cape Department of Education.

## B. Core values and purpose

This section outlines the *vision, mission, purpose, function* and *motto* of the Directorate: Assessment and Examinations.

### 1. Vision

- To provide for a quality and authentic assessment and examinations system that is inclusive and creates equal opportunities for all learners,
- To provide credible qualifications and certificates that are internationally and nationally recognised.
- To provide the world market with citizens that are globally and economically competitive and socio-culturally respectable.

### 2. Mission

- To enhance the credibility of the National and Provincial examination system.
- To provide credible school-based assessment and external public examinations at all the exit points and monitor internal examinations and assessment across the entire school system.
- To implement an integrated security system for public examinations and assessment.
- To implement high standards in the conduct, administration and management of assessment and examinations.
- To provide for the monitoring, support, measurement and evaluation of assessment and examination systems.
- To provide reliable learner data for the entire education system in order to improve learner participation and success rate.
- To enhance the understanding and integrity of the resulting and standardisation process.
- To enhance the reliability, efficiency and accuracy of data analysis, the security of the certification process, record archiving and data management system.

### 3. Purpose

The overall purpose and of the directorate is to ***develop and manage assessment and examinations procedures***

### 4. Function

The following functions have been identified for the Directorate: Assessment and Examinations:

- Administer examination processes throughout the system.
- Render accreditation and certificate services.
- Manage and monitor school based assessment (SBA) policy implementation.
- Conduct diagnostic analysis of learner outcomes.

- Evaluate learner performance throughout the system.
- Manage the data warehousing and archiving of learner results and records.
- Design, develop and provide assessment instruments/tools.

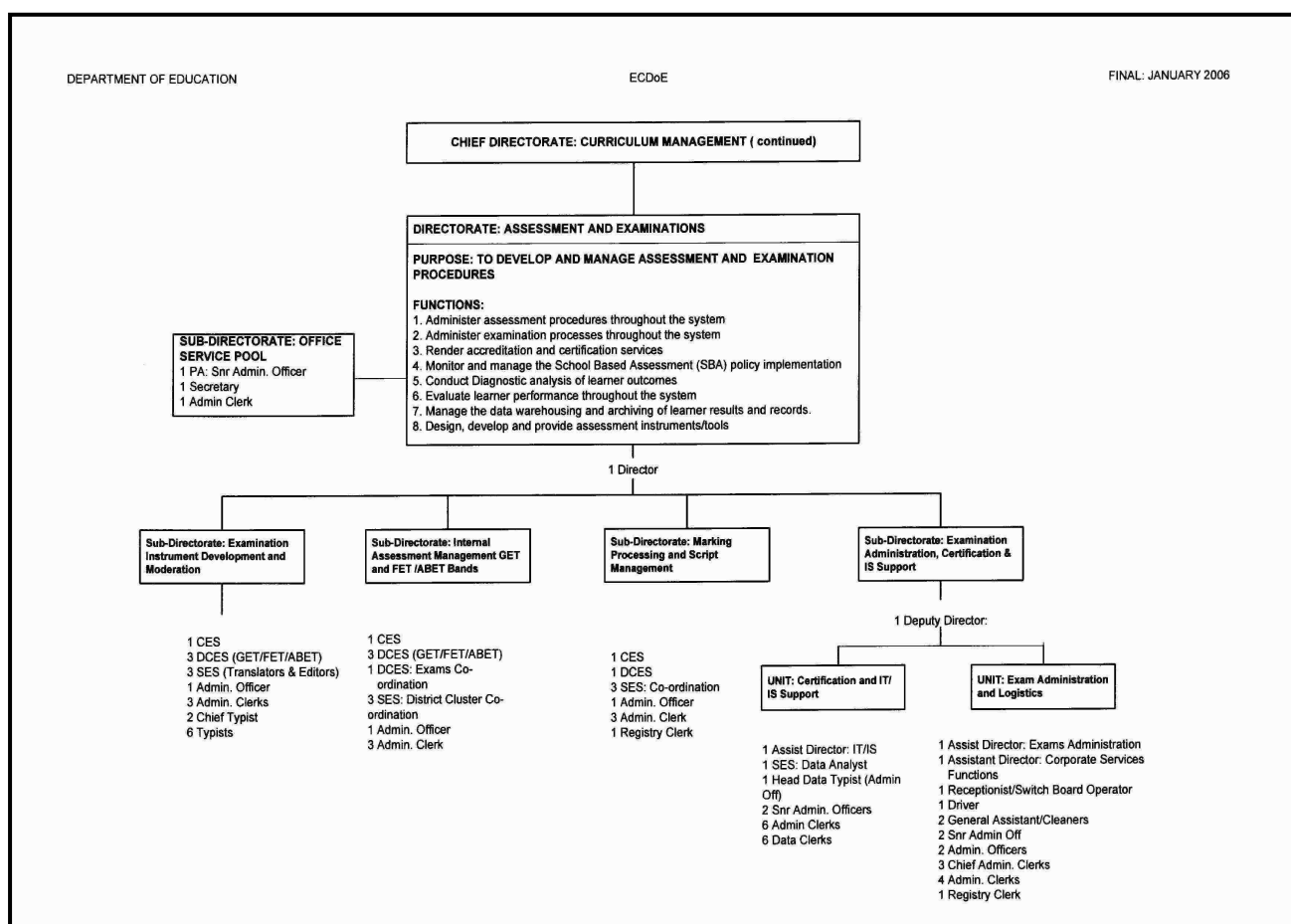
## 5. Motto

The Directorate: Assessment and Examinations adopts the motto of the Chief Directorate: Curriculum Management, namely, *Siyasebenzisana/Working together/Samewerking* but in conjunction a motto for the directorate: *Quest for excellence through high powered performance*. In all correspondence, the two mottos will be presented together as follows:

***Siyasebenzisana • Working Together • Samewerking***  
*Quest for excellence through high powered performance*

## C. Organisational structure

The organisational structure of the provincial Directorate: Assessment and Examinations is illustrated below:



## **D. Code of Conduct**

### **A. RELATIONSHIP WITH THE ASSESSMENT AND EXAMINATIONS DIRECTORATE OF THE EASTERN CAPE DEPARTMENT OF EDUCATION**

- **An employee is faithful to the Assessment Directorate, Eastern Cape Department of Education and the country and abides thereby in the execution of his or her daily tasks.**
  - Reference to the Assessment and Assessment Directorate should in general terms be interpreted as reference to the ECDE. It is fundamental that all serving employees shall be loyal and faithful to the Department. The stipulation of the Code requires loyalty of officials to the existing management structures. The validity and authority of the Code of Conduct must be accepted and honoured by all. Every employee must have a reasonable understanding of the contents and purpose of the Code as a mechanism to maintain and regulate the prevailing order.
- **An employee puts the public interest first in the execution of his or her duties.**
  - Where decisions have to be made or discretion has to be exercised, due consideration should be given to putting interests of the client first. The employees' own interests must always be placed sub-ordinate to that of the client.
- **An employee loyally executes the policies of the Directorate in the performance of his or her official duty as contained in all statutory and other prescripts.**
  - Bill of Rights in the Constitution protects basic rights of each citizen. These extend to include assessment and examination rights.
  - Serving assessment and examination officials are required to serve the Directorate in a dedicated, skillful and faithful manner
- **An employee strives to be familiar with and abides by all statutory, mandatory and other instructions applicable to his or her conduct and duties.**
  - In order to serve faithfully and efficiently employees are required to know their job content, the policies in accordance with their job content, policies in accordance with which their jobs have to be done and the procedures to be followed.
  - Supervisors are responsible for ensuring that employees are familiar with job content. Employees are equally responsible for making an effort to become knowledgeable workers, able to perform efficiently and in accordance with prescribed policies and procedures applicable in their work environment; in the best interest of the public they serve.
- **An employee co-operates with public institutions established under legislation in promoting the public interest.**
  - A number of institutions have been created under the Constitution, others under legislation to serve as checks and balances to ensure sound administration. Officials should therefore not regard these institutions negatively but as assisting them to perform their roles by e.g. providing any information and explanations they may require.

## **B. RELATIONSHIP WITH CLIENTS**

- **An employee promotes the unity and well-being of clients in performing his or her official duty.**
  - In order to realise and uphold the ideals set by the Constitution, purposeful and determined efforts are required from all employees. These will be seen as part of the Directorate.  
This will be achieved by:
    - ☐ provision of a quality service which contributes to improved quality of life for clients
    - ☐ building an education system that contributes to a democratic South Africa able to yield a credible and internationally recognised accreditation.
- **An employee will serve clients in an unbiased and impartial manner in order to create confidence in the public service.**
  - The public servant serves the entire community which expects fair, efficient, professional and friendly service. Employees are expected to live up to this expectation by treating those with whom they work and those they serve equally, in a manner that will not only create trust in the public service, but will also establish an appreciation for the quality and efficiency of services rendered.
- **An employee is polite, helpful and reasonably accessible in his or her dealings with clients, at all times treating members of the public as clients who are entitled to receive high service standards.**
  - It is important for employees to realise that by joining the public service and specifically assessment and examinations they have committed themselves to serving the community at large. Clients have specific expectations in respect of service: availability, friendly and efficient service.
- **An employee has regard for the circumstances and concerns of clients in performing his or her official duties and in making of decisions affecting them.**
  - Although the needs and/or concerns of clients might not seem serious, employees must calmly and efficiently provide help, information or even guidance to bring about solutions to their problems.
  - Concerns expressed by individuals or groups must be taken into consideration. Transparency and consultative handling of issues contributes to resolving concerns clients.
- **An employee is committed through timely service**
  - The intention of assessment and examinations is in part to focus on the upliftment of communities and to bring equity where it is necessary and possible.
  - This has to be carried out by all sub directorates and units through their line functions.
  - Where a section of the population is uninformed about their educational rights and obligations, the services they are entitled to, the procedure to follow and whom to approach in this regard, serving employees must render a quality service. Employees owe this to clients who are uninformed, to provide them with all the information, guidance and help they require. This should be done kindly and efficiently.

- **An employee does not unfairly discriminate against any client on account of race, gender, ethnic, social origin, colour, sexual orientation, age, disability, religion, political persuasion, conscience, belief, culture or language.**
  - As has already been stated, assessment and examinations service is meant for all individuals and communities, irrespective of their identity. Each client has a constitutional right to be treated with dignity.
- **An employee does not abuse his or her position in the public service to promote or prejudice the interest of the client**
  - Since assessment and examinations service is meant for the entire community which consists of various interest groups it follows that employees must not be involved in any matter which could be seen as favouring one group over another.
  - All assessment and examination clients must be served equally in accordance with the policies of the directorate.
- **An employee respects and protects every person's dignity and his or her rights**
  - Employees must behave in a respectful manner towards all their colleagues and the clients irrespective of who they are and what their status is. Employees' behaviour towards others should always be friendly, helpful and efficient.
- **An employee recognizes the clients' right of access excluding that which is protected by law**

### **C. RELATIONSHIP AMONG EMPLOYEES**

- **An employee co-operates fully with other employees to advance client interest.**
  - All employees must recognize that they work towards a common goal: to serve the Directorate and clients as faithfully and efficiently as possible. Employees need to make a special effort to co-operate with one another. With officials helping and supporting one another and by sharing knowledge, ideas and even resources, employees will be enabled to function more efficiently and in the best interest of the clients.
- **An employee executes all reasonable instructions by persons officially assigned to give them provided these are not contrary to the provisions of all applicable directorate regulations and acts.**
  - Employees should carry out all reasonable instructions to ensure that services are rendered to clients in a well structured and orderly manner. Assessment and examinations directorate can only function effectively if there are proper lines of authority which are respected by sub-ordinates.
- **An employee must refrain from favouring relatives and friends in work related activities and never abuse his or her authority or influence another employee nor be influenced to abuse his or her authority.**
  - The department is required to appoint, promote and reward personnel who irrespective of identity, family ties or position in the community have the ability to render a service.
  - It is unacceptable for an employee to be involved in favouritism and nepotism practices.

- **An employee uses the appropriate channels to air grievances or direct representations**
  - It is to the benefit of both aggrieved and employer that such grievances and disputes are resolved amicably between the parties concerned when and if they do arise in the workplace.
  - All grievances or disputes should be conducted with reference to the Public Administration Measures, in terms of which any employee may bring any a grievance or dispute to the attention of the immediate supervisor.
- **An employee shall be committed to the optimal development, motivation and utilisation of his or her staff and the promotion of sound labour and interpersonal relations.**
  - All supervisors and managers in the directorate are obliged to see that all personnel within their control have knowledge and skills to perform their tasks at the required level, are motivated to render services and are willing and able to promote sound relations. It is on the basis of this that sound performance can prevail.
- **An employee deals fairly, professionally and equitably with other employees irrespective of race, gender, ethnic or social origin, colour, sex orientation, age, disability, religion, political persuasion, conscience, belief, culture or language.**
  - If that right is affected in any way, employees utilise dispute resolution mechanisms. In the event of any charge of misconduct he or she must be treated procedurally as well as substantially fairly.
- **All employees must use appropriate language that befits the official capacity in which assessment and examination service is rendered at all times.**
  - Vulgar, abusive and offensive language is not acceptable from any employee. Any complaints arising out of the use of unacceptable language will have to be dealt with in accordance with rules governing misconduct.

#### **D. PERFORMANCE OF DUTIES**

- **An employee strives to achieve the objectives of the directorate cost-effectively and in the public interest.**
  - All employees are required to have a thorough knowledge of their components (sub directorates/units/districts) and education institutions so that whatever they do contributes positively to service delivery. Duplication of work should be avoided.
- **An employee is creative in thought and in the execution of his or her duties, seeks innovative ways to solve problems and enhances effectiveness and efficiency within the context of the law.**
  - Employees should apply their minds constantly and seek to do their work quicker and better in order to deliver results and or services. They should seek to resolve problems in the quickest possible manner and be creative and imaginative to prevent problems from occurring.
- **An employee is punctual in the execution of his or her duties.**
  - Employees must realise that their official responsibilities are very important and that the carrying out of their duties should receive their undivided attention, time and energy. Such duties and responsibilities should be accomplished within the specified timelines in accordance with laid down

policies and procedures without someone else having to request or remind them to do so.

- **An employee executes his or her duties in a professional and competent manner.**
  - Employees must render services as if they would be the recipients. Employees must be self-evaluating and knowledgeable of their duties at all times.
  - Where dissatisfaction with service arises, clients should be advised of further channels of communication and redress open to them.
- **An employee does not engage in any transaction or action that is in conflict with or infringes on the execution of his or her official duties.**
  - Employees must refrain from
    - theft and fraud
    - influence that impairs their objectivity in making decisions
    - creating embarrassment for the Directorate
    - being perceived to be potentially prejudicial and acting in a manner that could be construed as favouritism.

This will go some distance to maintain trust in the public service.

- **An employee will recuse himself or herself from any official action or decision making process which may result in improper personal gain and must properly declare where necessary.**
  - Objective service is expected from employees. Where this cannot be, a written declaration must be submitted in advance through appropriate channels.
- **An employee accepts responsibility to avail himself or herself of on-going training and self-development throughout his or her career.**
  - Managers and supervisors are obliged to cater for training needs of the officials under their supervision. The employee however must take full responsibility of knowledge of his or her job function, execution thereof and skills acquisition procedures.
- **Honesty, accountability and integrity are expected of an employee dealing with public funds, utilising public service property and other resources. All these must be handled responsibly and cost-effectively for authorized and intended purposes towards an efficient service in accordance with all appropriate legislation.**
- **An employee promotes sound, effective, transparent and accountable administration.**
  - All clients are entitled to equal access, helpful and friendly service irrespective of their identity in accordance with basic values and principles enshrined in the service charter and the Constitution.
- **An employee in the course of his or her official duties shall report to the appropriate authorities, fraud, corruption, nepotism, maladministration and/or any other form of act which constitutes an offence, or is prejudicial to the public interest.**
  - Assessment and examination service is by its very nature vulnerable to widespread moral deterioration especially bribery and /or fraud. It is the duty of all employees to report any illegal actions, dishonest behaviour or corrupt practices to their supervisors or relevant authorities as soon as they become aware of them.

- **An employee gives honest and impartial advice based on all available relevant information to higher authority when asked to do so.**
  - When required and in line with the acceptable work ethic and professional standards, an employee is expected to provide advice and information to authorities.
- **An employee honours the confidentiality of matters, documents and discussions, as classified or implied as being confidential or secret.**
  - Employees must understand that certain information is classified as confidential, inter alia; it is the duty of the employee to honour confidentiality and refrain from supplying media with information unless duly authorised. This also applies to personal records of employees whether electronic (e-mail) cyberspace (www) and/or general data.

## **E. PERSONAL CONDUCT AND PRIVATE INTERESTS**

- **An employee must dress and behave in a manner that befits and enhance the reputation of the directorate when on official duty.**
  - Punctuality
  - Initiative
  - Dedication
  - Skill
  - Quality in providing service
  - Dress code
- **An employee must not report for duty under the influence of any intoxicating substance.**
  - Employees must never be under the influence of alcohol or an intoxicant while on duty to avoid embarrassment to the directorate and interference with rendering of quality service.
  - The behaviour of employees must be beyond reproach in and out of the workplace.
- **An employee shall not obtain or accept any private gifts, benefits or items of financial value from a client in the line of duty. In the event of receipt of any of these a written declaration must be made in terms of the policy of the directorate.**
  - Employment in assessment and examinations carries a significant responsibility. It implies that employees sell their labour with a high sense of moral integrity.
  - There should be a written service charter that enunciates specific charges for services, where applicable, above which no surcharge is made or accepted. When in doubt advice should be sought from relevant policies governing the directorate
- **An employee does not use or disclose any official information for personal gain or the gain of others.**
  - Employees handling confidential information must be duly authorised before disclosing any official information if necessary or when called upon to do so.

- **An employee does not undertake remunerative work outside his or her official duties or use office equipment for such work without appropriate approval.**
  - Employees are expected to place their undivided attention, time and skills at the disposal of the directorate to advance the interests of the directorate and clients. It is mandatory to obtain prior written approval for external remunerative work outside of official hours.

## E. Policies/Regulations/Guidelines guiding the Directorate

	<b>Name of Policy/Regulation/Guideline document</b>	<b>Relevant Sections</b>
1	Constitution of the Republic of South Africa Act No. 108 of 1996	<ul style="list-style-type: none"> <li>▪ Sec 195 (1)</li> <li>▪ Chapter 10</li> </ul>
2	National Education Policy Act 27 1996	<ul style="list-style-type: none"> <li>▪ Chapter 9 – item 50, 51 and annexure K.</li> <li>▪ Chapter 12 pages 57 - 58</li> </ul>
3	Employment of Educators Act (Act no. 76 of 1998), National Policy Act 27 of 1996 September 2004	<ul style="list-style-type: none"> <li>▪ Annexure C page 78</li> </ul>
4	South African Schools Act (Act no. 3 of 1998).	✓
5	General and Further Education and Training Quality Assurance Act (Act no. 58 of 2001)	✓
6	Regulations for the Conduct, Administration and Management of assessment for the Senior Certificate (No. 28156 of 21 October 2005).	<ul style="list-style-type: none"> <li>▪ Chapter 11 pages 47 – 52</li> <li>▪ Chapter 12 pages 53 – 63</li> <li>▪ Chapter 13 pp 64 - 69</li> </ul>
7	Regulations for the Conduct, Administration and Management of assessment for the Senior Certificate: June 2005	<ul style="list-style-type: none"> <li>▪ Ch 1, 2, 3, 6, 7, 8, 9,10, 11,12</li> </ul>
8	Personnel Administration Measures (PAM), 1998. Act 76 of 1998 (Employment of Educators)	✓
9	Procedure manual for irregularities during marking	✓
10	The National Policy Relating to the Examinations of Technical College Instructional Programmes, 2001.	✓
11	The National Policy on the Conduct of Adult Basic Education and Training Level 4 Examinations, 2002.	✓
12	The National Policy on the Conduct, Administration and Management of The Assessment of Senior Certificate, 2004.	✓
13	Regulations for the Conduct, Administration and Management of Assessment for the Senior Certificate, 2005.	✓
14	Umalusi's applicable directives	✓
15	Report 550	✓

	<b>Name of Policy/Regulation/Guideline document</b>	<b>Relevant Sections</b>
16	Provincial SBA Policy	✓
17	Provincial Oral Policy	✓
18	Protection of Information Act No 84 of 1982	✓
19	National Education Policy Act 1996 (Act No 27 of 1996) and the SA Schools Act, 1996 (Act No 84 of 1996) as amended	▪ Chapters 1,2,3,6, 8 – 11; Annexures B, C, D,E,I,J,K,L
20	National policy on the Conduct, Administration and Management of the General Education and Training Certificate (GETC), Adult Basic Education and Training (ABET) Level 4 Assessment and Examination	✓
21	Public Service Regulations, 2001 (Admin Staff)	✓
22	Amendment to the Examination and Assessment Act, No 7 of 1997	✓
23	Government Gazette no 20280 of 9 July 1999	
24	Report on the Quality Assurance of the Senior Certificate (UMALUSI) General and Further Education and Training Quality Assurance Act, 2001 (Act No 58 of 2001)	
25	National Assessment Guidelines for the Senior Certificates	
26	Policy on hours of work and overtime: Public Service Act of 1994 as amended	
27	Guideline integrated security systems for Public Examination	✓
28	Performance Management and Development Handbook	✓
29	Further Education and Training Act (act 98 of 1998)	✓
30	Draft Policy on Translation and Editing of Question papers (National: 5 May 2005)	Pg 4 – 9
31	Skills Development Act (Act No 97 of 1998)	✓
32	Public Service Act (1994)	✓
33	SA Qualification Authority Act (Act 58 of 1995, SAQA)	✓
34	National Guidelines for the handling of Assessment Irregularities, April 2005	✓
35	Fraud Prevention Policy – DoE, Eastern Cape	✓
36	The Electronic Communication and Transaction Act (act 25 of 2002)	✓

	Name of Policy/Regulation/Guideline document	Relevant Sections
37	Requirements and Conditions for matriculation Endorsements and issuing of Certificates of Exemption in terms of Higher education Act (Act 101 of 1997)	✓
38	The GENFETQA Act No 58 of 2001	✓
	<b>FINANCIAL POLICIES</b>	
a.	State Tender Board user manual Directive to Departments ST37	SAMDI, 1999: Ch 3
b.	State Tender Board Circulars	SAMDI, 1999: Ch 3
c.	State Tender Board Regulations St 36	SAMDI, 1999: Chapter 3
d.	State Tender Board Act, Act 86 of 1968	STB, 1997: 1-8
e.	Green Paper on Public Sector Procurement Reform in SA 1997	MOF, 1997: 2-3

## **F. Provincial Sub Directorates**

### **SUB-DIRECTORATE 1: Examination Instrument Development and Moderation**

#### **A. CORE FUNCTION**

- **Design, develop and provide assessment instruments and tools**

#### **B. ROLES AND RESPONSIBILITIES**

The specific roles and responsibilities of *Sub Directorate: Examination Instrument Development and Moderation* are to:

- co-ordinate of the design, development and provision of moderated assessment instruments/tools
- appoint examiners and moderators for external and internal examinations
- train examiners and moderators
- provide and develop high quality and error free assessment instruments/tools with necessary translation and editing
- adjudicate concessions for LSEN and immigrant learners to ensure equal treatment of all learners
- provide copies of assessment instruments/tools for marking processing and script management
- submit Assessment instruments to Umalusi for external moderation
- receive assessment instruments/tools from the National Department and other Assessment bodies
- prepare CDs of previous assessment instruments/tools for distribution to schools (as LTSM), districts and other assessment bodies
- manage, control and dispatch assessment instruments/tools for printing
- provide assessment instruments/tools to examiners and moderators after examination sessions
- provide timetables for external and internal examinations
- manage queries in respect of assessment instruments/tools during the conduct of external and internal examinations and
- liaise with the Irregularities Unit on matters arising from assessment instruments/tools, before, during and after external and internal examinations.

#### **C. ALLOCATION OF POSTS AND JOB DESCRIPTIONS**

See Annexure 1

#### D. POLICIES/REGULATIONS/GUIDELINES GUIDING SUB-DIRECTORATE 1

	Name of Policy/Regulation/Guideline document	Relevant Sections
<i>All policies as listed on page 13 that guide the operations of the entire Directorate with particular reference to:</i>		
1	Regulations for the Conduct ,Administration and Management of Assessment for the Senior Certificate	Pg 13-15, 23-24
2	Employment of Educators' Act	Section 4
3	Integrated Security Systems For Public Examinations(Guideline Document)	7-11 & 17
4	National Education Policy Act 1996	Act No 27 of 1996
5	General and Further Education and Training Quality Assurance Act 2001	Act 58 of 2001
6	The Constitution of the Republic of South Africa	Act 108 of 1996 chapter 10
7	Policy for the Release of Examination Data	1-6
8	Draft Policy on Translation and Editing of Question Papers (National - 5 May 2005)	Pg 4-9

#### E. STRUCTURES/SYSTEMS/PROCESSES/PROCEDURES FOR THE ACTIVITIES OF SUB-DIRECTORATE 1 (IN PLACE OR STILL TO BE DEVELOPED)

	TOOL
1	Year Plan
2	Work Plan
3	Monthly Plan of officials work
4	Schedule of Section meetings
5	Minutes of Section Meetings
6	Monthly reports
7	PMDS Forms

	TOOL
8	Plan for submission of papers for printing
9	Plan for typing of Question Paper and memos
10	Plan for submission of papers by examiners and internal moderators
11	Printing list for submission of papers
12	Register for monitoring the flow of question papers
13	Register for monitoring the editing of question papers
14	Register for incoming material
15	Register for outgoing material
16	Translation and editing record
17	Attendance register
18	Typists daily record of work
19	File for waybills
20	Management Plan for the appointment of examiners and internal moderators
21	Submission and Security of Examination Material
22	Guidelines for the Presentation of Question Papers and Memoranda
23	Functions of The Examiners
24	Functions of The Moderator
25	Contract for Examiners and Moderator
26	Code of conduct for the Examination Instrument Development and Moderation Sub-Directorate
27	Checklist for typing pool
28	Checklist for editors
29	Pertinent formats

	TOOL
30	Procedure manual for the typists
31	Editing and translation manual
32	Management Plan for the appointment of examiners and internal moderators
33	Submission and Security of Examination Material
34	Guidelines for the Presentation of Question Papers and Memoranda
35	Functions of The Examiners
36	Functions of The Moderator
37	Contract for Examiners and Moderator
38	Code of conduct for the Examination Instrument Development and Moderation Sub-Directorate
39	Checklist for typing pool
40	Checklist for editors
41	Pertinent formats
42	Procedure manual for the typists
43	Editing and translation manual

## F. PLANNING CYCLE

DATE	ACTIVITY	RESPONSIBLE \PERSON
<b>2<sup>ND</sup> week January – Last week February</b>	<ul style="list-style-type: none"> <li>Typing of papers in preparation for March Common Tests</li> <li>Preparation of Disks for Computer studies</li> </ul>	Typists & DCES FET
<b>2<sup>ND</sup> week January – Last week February</b>	<ul style="list-style-type: none"> <li>Editing of papers in preparation for March Common Tests</li> <li>Preparation of March Common Tests for printing</li> </ul>	DCES FET, GET & Editors

DATE	ACTIVITY	RESPONSIBLE \PERSON
<b>1<sup>st</sup> week March</b>  <b>Last week March</b>	<ul style="list-style-type: none"> <li>• Formatting and editing of June Common Tests</li> <li>• Receipt of applications for immigrants</li> <li>• Preparation and distribution of CDs to the districts for Grade 12 final and Supplementary</li> </ul>	Typists, DCES FET & AET  DCES FET & Typists
<b>4<sup>th</sup> week – April</b>	<ul style="list-style-type: none"> <li>• Workshop for examiners and moderators</li> <li>• Preparation of June Common Tests for printing</li> <li>• Closing date for the submission of Grade 12 external examinations for external moderation</li> </ul>	DCES FET  DCES FET, GET, Editors & Typists  DCES FET, GET, Editors & Typists
<b>1<sup>st</sup> week – June</b>	<ul style="list-style-type: none"> <li>• Planning meeting with moderators of practical subjects</li> <li>• Formatting and editing of September trial examination papers</li> </ul>	DCES SBA  DCES FET, GET, Editors & Typists
<b>2<sup>nd</sup> week – June</b>	<ul style="list-style-type: none"> <li>• Draft time table sent to schools for Grade 12 Final exams</li> </ul>	CES
<b>3<sup>rd</sup> week – June</b>	<ul style="list-style-type: none"> <li>• Closing date for the submission of applications for alternative examining procedures(concessions)</li> <li>• For Nov/Dec exams</li> </ul>	DCES FET & AET
<b>4<sup>th</sup> week – June</b>	<ul style="list-style-type: none"> <li>• District submit declaration on running of examinations</li> </ul>	
<b>4<sup>th</sup> week – July</b>	<ul style="list-style-type: none"> <li>• Closing date for the submission of inputs on the time table</li> <li>• Receipt of papers for the following year</li> <li>• Preparation and distribution of disks for Computer Studies &amp; Computyping to districts</li> <li>• Distribution of responses to immigrants applications</li> </ul>	CES  DCES FET & Chief typists

DATE	ACTIVITY	RESPONSIBLE \PERSON
<b>3<sup>rd</sup> week-August</b>	<ul style="list-style-type: none"> <li>Final time table sent to districts</li> <li>Flow of paper</li> <li>Distribution of responses to special concessions</li> </ul>	CES DCES & Chief typists
<b>4<sup>th</sup> week-August</b>	<ul style="list-style-type: none"> <li>Grade 12 trial exams starts</li> </ul>	
<b>1<sup>st</sup> week-September to 3<sup>rd</sup> week September</b>	<ul style="list-style-type: none"> <li>Trial exams continued</li> <li>Formatting and editing of Grade 12 external examination papers</li> </ul>	DCES FET,AET & GET Typists
<b>2<sup>nd</sup> week October and 3<sup>rd</sup> week October</b>	<ul style="list-style-type: none"> <li>Final Grade 12 Examination commences</li> <li>AET Level 4 Examinations commences</li> </ul>	DCES FET, AET & GET Typists
<b>2<sup>nd</sup> week November</b>	<ul style="list-style-type: none"> <li>Exam in progress</li> </ul>	DCES FET, AET & GET Typists
<b>3<sup>rd</sup> week November</b>	<ul style="list-style-type: none"> <li>Grade 12 exams ends</li> <li>Preparation of memos for marking</li> <li>Preparation of Supplementary Papers for printing</li> </ul>	DCES FET, AET & GET Typists
<b>4<sup>th</sup> week November- 2<sup>nd</sup> week December</b>	<ul style="list-style-type: none"> <li>Visits to marking centres</li> <li>Preparation for Umalusi standardisation</li> </ul>	DCES FET, AET & GET Typists

## G. MANAGEMENT, CONTROL AND MONITORING SYSTEMS

TOOL	
1	Work Plan
2	Weekly Plan
3	Plan for submission of papers for printing
4	Plan for typing of Papers
5	Plan for submission of papers by examiners and internal moderators
6	Printing list for submission of papers
7	Register for monitoring the flow of question papers
8	Register for monitoring the editing of question papers
9	Register for incoming material
10	Register for outgoing material
11	Translation and editing record
12	Attendance register
13	Typists daily record of work
14	File for waybills

## H. COMMUNICATION/DELIVERY MODEL

INTERNAL CLIENT	LINKAGE	MODE OF DELIVERY
Marking Processes Unit	<ul style="list-style-type: none"> <li>Request for marked scripts for external moderation.</li> <li>Receipt of marked scripts from marking processes</li> <li>Return of scripts to marking processes by examination instrument development &amp; moderation.</li> </ul>	Sign over process

INTERNAL CLIENT	LINKAGE	MODE OF DELIVERY
	<ul style="list-style-type: none"> <li>Forwarding of comments from Umalusi to marking processes.</li> <li>Supply copies of assessment instruments/tools</li> <li>Supply updated lists of details of examiners and moderators.</li> <li>Receipt of scripts for marking for preparation of assessment tools discussion.</li> <li>Monitoring of Braille scripts during the marking process.</li> </ul>	
Internal Assessment Management SBA	<ul style="list-style-type: none"> <li>Subject requirements</li> <li>Supply of common test assessment instruments/tools for formatting and editing.</li> </ul>	Written requests
Internal Assessment Management IRREGULARITIES	<ul style="list-style-type: none"> <li>Supply of reports on all question papers that have errors during the conduct of the examination.</li> <li>Supply of reports on all irregularities during the development of assessment instruments/tools.</li> </ul>	Sign over process
Internal Assessment Management MONITORING	<ul style="list-style-type: none"> <li>Submission of reports on irregularities</li> </ul>	Sign over process
Certification and IT support	<ul style="list-style-type: none"> <li>Receipt of registered candidates for each exam</li> <li>Supply update on page numbers of assessment instruments</li> <li>Submission of copies of applications for concessions</li> <li>Supply timetables for all common tests and examinations</li> </ul>	Sign over process
Examination Administration and Logistics	<ul style="list-style-type: none"> <li>Submission of setting records in preparation for the payment of examiners, moderators, translators and editors.</li> <li>Submission of requests for accommodation, transport, catering and stationery</li> </ul>	Sign over process  Sign over process

<b>EXTERNAL CLIENT</b>	<b>LINKAGE</b>	<b>MODE OF DELIVERY</b>
Examiner	Supply and receipt of assessment instruments /tools.	Courier Service
Internal Moderator	Supply and receipt of assessment instruments /tools.	Courier Service
External Moderator	Supply and receipt of assessment instruments /tools.	Courier Service
Printers	Supply of assessment instruments /tools to printers...	Sign over process
Editor and Translators	Supply and receipt of assessment instruments /tools.	Sign over process
Other Provinces	Receipt of provincial assessment instruments /tools.	Courier Service
Other Provinces	Exchange of assessment instruments /tools.	Courier Service
Blind Library	Supply and receipt of assessment instruments /tools for braille and audio taping.	Courier Service
Districts	<ul style="list-style-type: none"> <li>• Supply of Disks for computer studies and computyping practical</li> <li>• Receipt of applications for concessions</li> <li>• Supply of brailled and audio taped assessment instruments.</li> <li>• Supply of CDs of past assessment instruments and tools.</li> <li>• Responses to applications for concessions</li> <li>• Supply copies of examination reports.</li> </ul>	Sign over process

EXTERNAL CLIENT	LINKAGE	MODE OF DELIVERY
National	<ul style="list-style-type: none"> <li>• Submission of requests for LSEN for National assessment instruments/tools.</li> <li>• Receipt of national assessment instruments/tools</li> <li>• Receipt of CDs of past assessment instruments tools.</li> </ul>	Fax/Phone/ e-mail
Umalusi	<ul style="list-style-type: none"> <li>• Supply of marked scripts for moderation</li> <li>• Receipt of feed-back from moderation of marked scripts</li> <li>• Supply of examiners reports for standardisation meetings and information.</li> </ul>	Courier Service

## I. CODE OF CONDUCT

All employees must adhere to the basic code of conduct of the *Assessment and Examinations Directorate* as outlined on page 4 of this document which is in addition to the specific code for the *Sub Directorate: Examination Instrument Development and Moderation* outlined below.

- All staff members are required to sign the register on their arrival and departure.
- Staff members who leave during the course of the day must sign in and out accordingly
- Keys to the safe should be kept by the Head of the Unit or a person authorized by the Head in writing.
- Typists should lock their bags in a drawer and not take them into the typing pool
- No visitors are allowed into the typing pool
- No information pertaining to question papers may be discussed or passed on to any unauthorized person/persons.
- All papers are to be sealed when packaging
- The seams on the envelopes must be sealed with reinforced tape
- Files for papers should be kept inside the safe
- If there is a visitor in your office do not leave the office to attend to something outside.
- Under no circumstances must the visitor be left alone in an office if confidential documents are on the desk or unlocked drawer.
- Shredding of all waste papers
- CCTV surveillance
- Cell phones, flash disks and any other electronic devise may not be used in the assessment instrument/tools development section.
- No telephones are to be installed in any room where assessment instruments/tools are developed, typed, edited or translated.

## **SUB-DIRECTORATE 2: Internal Assessment Management (GET, FET and ABET Bands)**

### **A. CORE FUNCTION**

- **Manage, monitor and verify the implementation of School-based Assessment (SBA) within GET, FET and AET bands, especially at exit points as well as monitor all examination activities and the handling and management of irregularities.**

### **B. ROLES AND RESPONSIBILITIES**

The specific roles and responsibilities of *Sub Directorate: Internal Assessment Management (GET, FET and ABET Bands)* are to:

- Provide professional support and management of assessment systems in a co-ordinated manner.
- Co-ordinate the implementation of all school Based Assessment related activities in all Districts.
- Convening the Provincial Examination Irregularities Committee.
- Assist in training of chief invigilators.
- Co-ordination of moderation of Practical subjects
- Facilitation and co-ordination of common examinations
- Develop school based assessment policies for GET, AET and FET.
- Develop assessment tools for Schools, Clusters and Districts.
- Monitoring all stages of the examination process.
- Develop monitoring policies, procedures and tools.
- Liaise with Districts and other relevant stakeholders, e.g. SAPS, NIA, on all monitoring activities.
- Co-ordinate all activities related to the handling of internal and external assessment irregularities.
- Co-ordinate and convene all Provincial Examination Irregularities Committee meetings and facilitate the establishment and functioning of school examination irregularities committees.
- Compile irregularity reports for the Province, National Department and Umalusi.

### **C. ALLOCATION OF POSTS AND JOB DESCRIPTIONS**

See Annexure 2

## **D. POLICIES/REGULATIONS/GUIDELINES GUIDING SUB-DIRECTORATE 2**

All policies listed on page 13 guide the operations of the *Sub Directorate: Internal Assessment Management (GET, FET and ABET Bands)*

## **E. STRUCTURES/SYSTEMS/PROCESSES/PROCEDURES FOR THE ACTIVITIES OF SUB-DIRECTORATE 2 (IN PLACE OR STILL TO BE DEVELOPED)**

<b>DOCUMENT</b>	
<b>1</b>	Provincial Policy on the Conduct of assessment
<b>2</b>	Procedure manual for SBA irregularities
<b>3</b>	SEICs
<b>4</b>	Procedure manual for irregularities during marking
<b>5</b>	GUIDELINES Internal Ass management GET, FET, ABET
<b>6</b>	PROCEDURE MANUAL for internal assessment for GET, FET, ABET
<b>7</b>	Monitoring Tools
<b>8</b>	Policy on adjustment of marks
<b>9</b>	SBA plan and procedure for schools

## **F. PLANNING CYCLE**

<b>DATE</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>
<b>2<sup>nd</sup> Week-January</b>	Inter-directorate meetings	DCES-FET,GET/AET
<b>January- March</b>	Attending to SBA outstanding marks queries	DCES-FET & AET
<b>3<sup>rd</sup> Week –January</b>	SBA evaluation and planning workshop	DCES & SES
<b>4<sup>th</sup> Week –January</b>	Monitor dispatching of SBA information to schools	SES-FET& GET/AET
<b>1<sup>st</sup> Week – February</b>	Dispatching of examiners' reports to the district offices and schools	SES-FET

DATE	ACTIVITY	RESPONSIBILITY
<b>3<sup>rd</sup> Week-February - March</b>	SBA Pre-verification visits	DCES & SES-FET
<b>2<sup>nd</sup> Week- March</b>	Evaluation meeting – Practical Subjects	DCES- FET
<b>March</b>	Common Tests for under-performing schools	SES-FET
<b>2<sup>nd</sup> – 4<sup>th</sup> week – April</b>	Term 1 SBA moderation	DCES & SES
<b>April</b>	Pre-verification visits on ABET Level 4 centres	DCSE & SES-GET/AET
<b>1<sup>st</sup> Week - May</b>	SBA evaluation meeting	DCES & SES
<b>May</b>	Receipt and control of SBA marksheets for ABET Level 4	DCES & SES-AET
<b>May- June</b>	June Common Tests	DCES & SES-FET
<b>July</b>	Attending to ABET SBA queries	DCES & SES –AET
<b>July- August</b>	Term 2 SBA moderation	DCES & SES
<b>3<sup>rd</sup> Week- August</b>	SBA evaluation meeting	DCES & SES
<b>August</b>	Moderation of Orals	DCES & SES- FET
<b>September</b>	Training on SBA and Grade 9 marksheets	DCES & SES-FET & GET
<b>September</b>	Trial Examinations	SES-FET
<b>September- October</b>	Verification of Oral marks	DCES & SES-FET
<b>October</b>	Term 3 moderation	DCES & SES-FET
<b>October</b>	UMALUSI moderation	DCSE & SES-FET

DATE	ACTIVITY	RESPONSIBILITY
October	Receipt and control of SBA marksheets	SES-FET & AET
October- November	Verification of SBA marks- Languages	DCES& SES-FET
October- November	Moderation of Practical subjects	DCES & SES-FET
November	Evaluation meeting	DCES & SES
November	Moderation of Art	SES-FET
November	Preparation of diskettes for examiners' reports	DCES-FET
November	Visit marking centres	DCES & SES-AET
December	Visit marking centres	DCES & SES-FET
December	Comprehensive report on SBA	DCES-FET & AET
December	Attend to SBA queries	DCES & SES –FET & AET

## G. MANAGEMENT, CONTROL AND MONITORING SYSTEMS

TOOL	
1	Year Plan
2	Work Plan
3	Irregularity report forms
4	Irregularity report forms
5	PMDS Forms
6	Monitoring forms & plans
7	Monthly & Weekly Plans
8	Section Meeting
9	Section Minutes

TOOL	
10	Section reports
11	Guideline documents /Procedure Manual
12	Control register (incoming & outgoing documents)
13	Attendance register
14	Confidentiality forms
15	Procedure Manual for SBA

## H. COMMUNICATION/DELIVERY MODEL

INTERNAL CLIENT	LINKAGE	MODE OF DELIVERY
Marking Processes Unit	<ul style="list-style-type: none"> <li>Supply copies of irregularities recommendations</li> <li>Involvement in the selection of subject advisors and Cluster leaders as markers</li> </ul>	Sign over process  Monitor the selection process
Administration logistics and support (Payments Section)	<ul style="list-style-type: none"> <li>Supply copies of irregularities recommendations</li> </ul>	Sign over process
Certification and IT support	<ul style="list-style-type: none"> <li>Supply copies of irregularities recommendations</li> </ul>	Sign over process
Examination Instrument Development and Moderation	<ul style="list-style-type: none"> <li>Supply copies of irregularities recommendations</li> <li>Supply assessment instruments for common test and examinations programme</li> <li>Submit submission plans for formatting and editing of common test and examination assessment instruments.</li> </ul>	Sign over process
Internal Assessment Management (Irregularities)	<ul style="list-style-type: none"> <li>Monitoring reports</li> <li>Supply Irregularities manager with SBA reports for each term</li> </ul>	Sign over  Sign over process

INTERNAL CLIENT	LINKAGE	MODE OF DELIVERY
Curriculum Directorate District and Cluster Directors Special Needs Directorate	<ul style="list-style-type: none"> <li>• Supply Assessment Instructions</li> <li>• Supply Year Plan</li> <li>• Guidelines-SBA</li> <li>• Liaise on development of Subject Guidelines and pace setters.</li> <li>• Co-ordination of SBA Moderation &amp; Monitoring</li> </ul>	Sign over Written requests Written reports Sign over
Examining panels	Supply copies of irregularities recommendations	Sign over process
PEIC	Supply copies of irregularities recommendations	Sign over process
NEIC	Supply copies of irregularities recommendations	Sign over process
Labour Relations	Supply copies of irregularities recommendations	Sign over process
Districts	<ul style="list-style-type: none"> <li>• Liaise on all irregularities processes</li> <li>• Monitoring tools</li> <li>• Cluster moderation of SBA, orals and practicals</li> <li>• Monitoring links               <ul style="list-style-type: none"> <li>○ Monitoring plans in place</li> <li>○ Transport available</li> <li>○ Receiving and storing of question papers</li> <li>○ Distributing of question papers</li> <li>○ Controlling and answer scripts</li> <li>○ Receiving of answer scripts and daily reports from centres.</li> <li>○ Storing and delivery of answer scripts</li> <li>○ Submission of daily and weekly reports</li> <li>○ Appointment of chief invigilators</li> <li>○ Signing of appointment letters (chief invigilators)</li> <li>○ Appointment of invigilators by chief invigilators</li> <li>○ Training of chief invigilators by District office</li> </ul> </li> </ul>	Stiffy  Monitoring

	<ul style="list-style-type: none"> <li>○ Training of invigilators by chief invigilator</li> <li>○ Training of monitoring team</li> <li>○ Daily and weekly reporting instruments available</li> <li>○ Communication facilities available</li> </ul>	
Schools	Verification of SBA	Visits
Supply Assessment. Instructions-Year Plan Guidelines-SBA Subject Guidelines Pace Setters SBA Moderation & Monitoring Mark sheets	Sign over Written requests Written reports	Supply Assessment. Instructions-Year Plan Guidelines-SBA Subject Guidelines Pace Setters SBA Moderation & Monitoring Mark sheets

## I. CODE OF CONDUCT

All employees must adhere to the basic code of conduct of the *Assessment and Examinations Directorate* as outlined on page 4 of this document which is in addition to the specific code for the *Sub Directorate: Internal Assessment Management (GET, FET and ABET Bands)* outlined below.

- Adherence to strict reporting timeframes.

## SUB-DIRECTORATE 3: Marking Processing and Script Management

### A. CORE FUNCTION

- **Administer marking processes and manage the data warehousing and archiving of learner results & records**

### B. ROLES AND RESPONSIBILITIES

The specific roles and responsibilities of *Sub Directorate: Marking Processing and Script Management* are to:

- Develop policy and procedures in respect of marking processes for Grade 9, 12, AET and script Archiving Management.
- Co-ordinate and oversee the administration of all marking processes and related matters.
- Co-ordination and liaison of activities between the marking centres in the District and the Provincial Office.
- Design and dispatch application forms for markers and EAs.
- Coordinate and scrutinise the appointment of markers and EA's for all marking processes.
- Develop policies, guidelines and procedure manuals for marking processes and depot management.

- Ensure effective and proper utilisation of resources and effective asset control within the section.
- Oversee the warehousing and archiving of all learner results, records, schedules, mark sheets and scripts.
- Coordinate the remark/recheck activities by receiving and processing all applications and arrange remarking/checking.
- Coordinate the searching for all outstanding marks.
- Evaluate and identify suitable venues for marking processes.

## **C. ALLOCATION OF POSTS AND JOB DESCRIPTIONS**

See Annexure 3

## **D. POLICIES/REGULATIONS/GUIDELINES GUIDING SUB-DIRECTORATE 3**

The following policies are in addition to those outlined on page 13 of this document and apply specifically to staff of the *Sub Directorate: Marking Processing and Script Management*

	<b>NAME OF POLICY</b>	<b>PAGE REFERENCE ETC.</b>
<b>1</b>	Appointment of Markers	Govt Gazette Vol.484 No 28156 P38
<b>2</b>	Appointment of M/C Management	Provincial document
<b>3</b>	Appointment of EA's	Provincial document
<b>4</b>	Remarking	Govt Gazette Vol.484 No 28156 P42
<b>5</b>	Establishment of Marking Centres	Govt Gazette Vol.484 No 28156 P38
<b>6</b>	Control of scripts	Government Gazette
<b>7</b>	Claiming Procedures	Provincial Marking Manual P.22
<b>8</b>	Destruction of scripts	Government Gazette Vol.454 No.24781
<b>9</b>	Storing of scripts	Provincial document

**E. STRUCTURES/SYSTEMS/PROCESSES/PROCEDURES FOR THE ACTIVITIES OF SUB-DIRECTORATE 2 (IN PLACE OR STILL TO BE DEVELOPED)**

	NAME OF DOCUMENT
1	Procedures for processing of Internal Schedules.
2	Procedures for processing of Grade 9 mark sheets
3	Procedures for processing of Common Exams Schedules
4	Policy on storing of scripts

**F. PLANNING CYCLE**

DATE	ACTIVITY	RESPONSIBILITY
<b>December-Week 1</b>	• Marking	CES, DCES & SES GR12
	• Receipt of Grade 9 Lotto mark sheets	Registry Clerk & SES Records Management. EA's
	• Receipt of Grade 1-11 schedules	Registry Clerk & SES Records Management. EA's
<b>December-Week 2</b>	• Closing of marking centres	CES, DCES & SES GR12
	• Receipt of Grade 9 Lotto mark sheets	Registry Clerk & SES Records Management. EA's
	• Receipt of Grade 1-11 schedules	Registry Clerk & SES Records Management. EA's
	• Receipt of marked scripts from Marking Centres	Admin. Officer Admin Clerks. EA's
<b>December-Week 3</b>	• Search for outstanding marks	SES Grade 12, Admin. Officer and Admin Clerks. EA's
	• Filing of marked scripts	SES Records, Admin. Officer, Admin Clerks & Registry Clerk. EA's
	• Receipt of Grade 1-11 schedules	Registry Clerk & SES Records Management. EA's
	• Receipt of Lotto mark sheets	

DATE	ACTIVITY	RESPONSIBILITY
<b>December-Week 4</b>	<ul style="list-style-type: none"> <li>Filing of marked scripts</li> </ul>	SES Records, Admin. Officer, Admin Clerks & Registry Clerk. EA's
	<ul style="list-style-type: none"> <li>Search for outstanding marks</li> </ul>	SES Grade 12, Admin. Officer and Admin Clerks. EA's
<b>January-Week 1</b>	<ul style="list-style-type: none"> <li>Opening of submission for remarking/rechecking and supplementary exams</li> </ul>	CES, DCES & SES GR12
	<ul style="list-style-type: none"> <li>Search for outstanding marks</li> </ul>	SES Grade 12, Admin. Officer and Admin Clerks. EA's
	<ul style="list-style-type: none"> <li>Preparation of Grade 9 Lotto mark sheets for scanning.</li> </ul>	SES Records. EA's
	<ul style="list-style-type: none"> <li>Recording of remarking/rechecking and supplementary applications received</li> </ul>	Registry Clerk
<b>January-Week 2</b>	<ul style="list-style-type: none"> <li>Search for outstanding marks</li> </ul>	SES Grade 12, Admin. Officer and Admin Clerks. EA's
	<ul style="list-style-type: none"> <li>Recording of remarking/rechecking and supplementary applications received</li> </ul>	Registry Clerk
	<ul style="list-style-type: none"> <li>Preparation of Grade 9 Lotto mark sheets for scanning.</li> </ul>	SES Records. EA's
<b>January –Week 3</b>	<ul style="list-style-type: none"> <li>Closing of submission for remarking/rechecking and supplementary exams</li> </ul>	
	<ul style="list-style-type: none"> <li>Recording of remarking/rechecking and supplementary applications received</li> </ul>	Registry Clerk
	<ul style="list-style-type: none"> <li>Search for outstanding marks</li> </ul>	SES Grade 12, Admin. Officer and Admin Clerks. EA's
	<ul style="list-style-type: none"> <li>Actual scanning of Lotto mark sheets</li> </ul>	Scanning Co, SES Grade 12.EA's
<b>January-Week 4</b>	<ul style="list-style-type: none"> <li>Refer remarking/ rechecking and supplementary applications for capturing</li> </ul>	DCES Registry Clerk
	<ul style="list-style-type: none"> <li>Search for outstanding marks</li> </ul>	SES Grade 12, Admin. Officer and Admin Clerks. EA's

DATE	ACTIVITY	RESPONSIBILITY
<b>February-Week 1</b>	<ul style="list-style-type: none"> <li>Search for outstanding marks</li> </ul>	SES Grade 12, Admin. Officer and Admin Clerks. EA's
	<ul style="list-style-type: none"> <li>Prepare report on Lotto mark sheets</li> </ul>	SES Grade 12
<b>February-Week 2</b>	<ul style="list-style-type: none"> <li>Search for remarking/rechecking scripts</li> </ul>	SES Grade 12, Admin. Officer and Admin Clerks. EA's
	<ul style="list-style-type: none"> <li>Start preparing for Supplementary Grade 12 marking centre</li> </ul>	CES DCES
	<ul style="list-style-type: none"> <li>Search for outstanding Nov marks and queries continues</li> </ul>	SES Grade 12, Admin. Officer and Admin Clerks. EA's
<b>February-Week 3</b>	<ul style="list-style-type: none"> <li>Search for remarking/rechecking scripts</li> </ul>	SES Grade 12, Admin. Officer and Admin Clerks. EA's
	<ul style="list-style-type: none"> <li>Preparation for Supplementary Grade 12 Exam by visiting marking centre</li> </ul>	DCES
	<ul style="list-style-type: none"> <li>Search for outstanding Nov marks and queries continues</li> </ul>	SES Grade 12, Admin. Officer and Admin Clerks. EA's
	<ul style="list-style-type: none"> <li>Weekly receipt of written supplementary scripts from districts</li> </ul>	SES Records, Admin. Officer, Admin Clerks & Registry Clerk.
<b>February-Week 4</b>	<ul style="list-style-type: none"> <li>Search for remarking/rechecking scripts</li> </ul>	SES Grade 12, Admin. Officer and Admin Clerks. EA's
	<ul style="list-style-type: none"> <li>Preparation for Supplementary Grade 12 Exam by requesting the printing of control lists from the IT Section.</li> </ul>	DCES
	<ul style="list-style-type: none"> <li>Weekly receipt of written supplementary scripts from districts</li> </ul>	SES Records, Admin. Officer, Admin Clerks & Registry Clerk.

DATE	ACTIVITY	RESPONSIBILITY
<b>March-Week 1</b>	<ul style="list-style-type: none"> <li>Delivering of scripts to Examiners</li> </ul>	SES Grade 12
	<ul style="list-style-type: none"> <li>Preparation for Supplementary Grade 12 Exam by putting Fulltime and Part-time Control lists together</li> </ul>	DCES 1 Admin Clerk
	<ul style="list-style-type: none"> <li>Search for outstanding remarking/rechecking scripts</li> </ul>	SES Grade 12, Admin. Officer and Admin Clerks. EA's
	<ul style="list-style-type: none"> <li>Weekly receipt of written supplementary scripts from districts</li> </ul>	SES Records, Admin. Officer, Admin Clerks & Registry Clerk.
<b>March-Week 2</b>	<ul style="list-style-type: none"> <li>Delivering of scripts to Examiners</li> </ul>	SES Grade 12
	<ul style="list-style-type: none"> <li>Preparation for Supplementary Grade 12 Exam by calculating the number of boxes required and the printing of labels for it.</li> </ul>	DCES SES Records Management
	<ul style="list-style-type: none"> <li>Weekly receipt of written supplementary scripts from districts</li> </ul>	SES Records, Admin. Officer, Admin Clerks & Registry Clerk.
<b>March-Week 3</b>	<ul style="list-style-type: none"> <li>Collect scripts delivered in week 1</li> </ul>	SES Grade 12
	<ul style="list-style-type: none"> <li>Record remark results on subject mark sheets</li> </ul>	SES Grade 12
	<ul style="list-style-type: none"> <li>Appointment of markers and EA's for Supplementary Examination.</li> </ul>	DCES SES Grade 12
	<ul style="list-style-type: none"> <li>Issuing of Letters of appointment</li> </ul>	SES Grade 12 Admin. Officer
	<ul style="list-style-type: none"> <li>Deliver outstanding scripts to Examiners</li> </ul>	SES Grade 12
	<ul style="list-style-type: none"> <li>Weekly receipt of written supplementary scripts from districts</li> </ul>	SES Records, Admin. Officer, Admin Clerks & Registry Clerk.

DATE	ACTIVITY	RESPONSIBILITY
<b>March-Week 4</b>	<ul style="list-style-type: none"> <li>Collect scripts delivered in week 2</li> </ul>	SES Grade 12
	<ul style="list-style-type: none"> <li>Record remark results on subject mark sheets</li> </ul>	SES Grade 12
	<ul style="list-style-type: none"> <li>Labeling of boxes and Files for Supplementary Examination</li> </ul>	Admin. Officer& Admin Clerks
	<ul style="list-style-type: none"> <li>Weekly receipt of written supplementary scripts from districts</li> </ul>	SES Records, Admin. Officer, Admin Clerks & Registry Clerk.
<b>April-Week 1</b>	<ul style="list-style-type: none"> <li>Collect scripts delivered in week 3</li> </ul>	SES Grade 12
	<ul style="list-style-type: none"> <li>Record remark results on subject mark sheets</li> </ul>	SES Grade 12
	<ul style="list-style-type: none"> <li>Issuing of Marking Centre Manual</li> </ul>	DCES
	<ul style="list-style-type: none"> <li>Final receipt of written supplementary scripts from districts</li> </ul>	SES Records, Admin. Officer, Admin Clerks & Registry Clerk.
	<ul style="list-style-type: none"> <li>Scripts and stationery delivered to marking centre</li> </ul>	Admin. Officer& Admin Clerks
	<ul style="list-style-type: none"> <li>Memoradums delivered to marking centre</li> </ul>	DCES SES Grade 12
	<ul style="list-style-type: none"> <li>Receipt of March Common Exams Schedules from districts.</li> </ul>	SES Records Registry Clerk
<b>April-Week 2</b>	<ul style="list-style-type: none"> <li>All remarked results to IT.</li> </ul>	SES Grade 12
	<ul style="list-style-type: none"> <li>Receipt of marked scripts from Supplementary marking centre</li> </ul>	Admin. Officer& Admin Clerks
	<ul style="list-style-type: none"> <li>Search for outstanding Supplementary marks</li> </ul>	Admin. Officer& Admin Clerks
	<ul style="list-style-type: none"> <li>Receipt of March Common Exams Schedules from districts.</li> </ul>	SES Records Registry Clerk

DATE	ACTIVITY	RESPONSIBILITY
<b>April-Week 3</b>	<ul style="list-style-type: none"> <li>Filing of Supplementary marked scripts</li> </ul>	Admin. Officer& Admin Clerks
	<ul style="list-style-type: none"> <li>Search for outstanding Supplementary marks</li> </ul>	Admin. Officer& Admin Clerks
	<ul style="list-style-type: none"> <li>Preparing exam instruction with application forms for markers for SG's signature</li> </ul>	CES DCES
	<ul style="list-style-type: none"> <li>Receipt of March Common Exams Schedules from districts.</li> </ul>	SES Records Registry Clerk
<b>April –Week 4</b>	<ul style="list-style-type: none"> <li>Search for outstanding Supplementary marks</li> </ul>	Admin. Officer& Admin Clerks
	<ul style="list-style-type: none"> <li>Application forms for markers to Printers</li> </ul>	DCES
<b>May-Week 1</b>	<ul style="list-style-type: none"> <li>Application forms for markers to schools via districts</li> </ul>	DCES
<b>May-Week 2</b>	<ul style="list-style-type: none"> <li>Applications for markers close</li> </ul>	
	<ul style="list-style-type: none"> <li>Selection and Verification of markers</li> </ul>	District Officials
	<ul style="list-style-type: none"> <li>Preparation for marking centre contracts</li> </ul>	CES DCES
<b>May-Week 3</b>	<ul style="list-style-type: none"> <li>Selection and Verification of markers continue</li> </ul>	District Officials
	<ul style="list-style-type: none"> <li>Preparation for marking centre contracts continue</li> </ul>	CES DCES
<b>May-Week 4</b>	<ul style="list-style-type: none"> <li>Receipt of marker application forms</li> </ul>	Registry Clerk
	<ul style="list-style-type: none"> <li>Sorting of application forms per marking centre for AET</li> </ul>	SES AET 2 Admin Clerks
	<ul style="list-style-type: none"> <li>Sorting of application forms per marking centres for Grade 12</li> </ul>	SES Grade 12 Admin. Officer& 1Admin Clerk
	<ul style="list-style-type: none"> <li>Preparation for marking centre contracts continue</li> </ul>	CES DCES

DATE	ACTIVITY	RESPONSIBILITY
<b>June-Week 1</b>	<ul style="list-style-type: none"> <li>Sorting of application forms per marking centre for AET continues</li> </ul>	SES AET 2 Admin Clerks
	<ul style="list-style-type: none"> <li>Sorting of application forms per marking centres for Grade 12</li> </ul>	SES Grade 12 Admin. Officer & 1 Admin Clerk
	<ul style="list-style-type: none"> <li>Weekly receipt of written supplementary scripts from districts</li> </ul>	SES Records, Admin. Officer, Admin Clerks & Registry Clerk.
<b>June-Week 2</b>	<ul style="list-style-type: none"> <li>Selection of markers by Examiners and Moderators for AET Nov exam</li> </ul>	DCES & SES AET
	<ul style="list-style-type: none"> <li>Weekly receipt of written supplementary scripts from districts</li> </ul>	SES Records, Admin. Officer, Admin Clerks & Registry Clerk.
	<ul style="list-style-type: none"> <li>Preparation for Supplementary AET Exam by calculating the number of boxes required and the printing of labels for it.</li> </ul>	DCES SES Records Management
	<ul style="list-style-type: none"> <li>Appointment of markers and EA's for</li> <li>Supplementary AET Examination.</li> </ul>	DCES SES AET
<b>June-Week 3</b>	<ul style="list-style-type: none"> <li>Selection of markers by Examiners and Moderators for Grade 12 Nov exam</li> </ul>	DCES & SES Grade 12
	<ul style="list-style-type: none"> <li>Issuing of Letters of appointment for Supplementary AET Examination.</li> </ul>	SES AET Admin. Officer
	<ul style="list-style-type: none"> <li>Labeling of boxes and Files for Supplementary Examination</li> </ul>	Admin. Officer & Admin Clerks
	<ul style="list-style-type: none"> <li>Weekly receipt of written supplementary scripts from districts</li> </ul>	SES Records, Admin. Officer, Admin Clerks & Registry Clerk.

DATE	ACTIVITY	RESPONSIBILITY
<b>June-Week 4</b>	<ul style="list-style-type: none"> <li>Issuing of Marking Centre Manual</li> </ul>	DCES
	<ul style="list-style-type: none"> <li>Final receipt of written supplementary scripts from districts</li> </ul>	SES Records, Admin. Officer, Admin Clerks & Registry Clerk.
	<ul style="list-style-type: none"> <li>Scripts and stationery delivered to marking centre</li> </ul>	Admin. Officer& Admin Clerks
	<ul style="list-style-type: none"> <li>Memorandums delivered to marking centre</li> </ul>	DCES SES AET
<b>July-Week 1</b>	<ul style="list-style-type: none"> <li>Receipt of marked scripts from Supplementary marking centre</li> </ul>	Admin. Officer& Admin Clerks
	<ul style="list-style-type: none"> <li>Search for outstanding Supplementary marks</li> </ul>	Admin. Officer& Admin Clerks
	<ul style="list-style-type: none"> <li>Receipt of June Common Exams Schedules from districts.</li> </ul>	SES Records Registry Clerk
<b>July-Week 2</b>	<ul style="list-style-type: none"> <li>Print and deliver list of appointed AET markers to districts</li> </ul>	DCES SES AET
	<ul style="list-style-type: none"> <li>Filing of Supplementary marked scripts</li> </ul>	Admin. Officer& Admin Clerks
	<ul style="list-style-type: none"> <li>Search for outstanding Supplementary marks</li> </ul>	Admin. Officer& Admin Clerks
	<ul style="list-style-type: none"> <li>Receipt of June Common Exams Schedules from districts.</li> </ul>	SES Records Registry Clerk
<b>July-Week 3</b>	<ul style="list-style-type: none"> <li>Print and deliver list of appointed Grade 12 markers to districts</li> </ul>	DCES SES Grade 12
	<ul style="list-style-type: none"> <li>Receipt of June Common Exams Schedules from districts</li> </ul>	SES Records Registry Clerk
<b>July-Week 4</b>	<ul style="list-style-type: none"> <li>Preparing exam instruction with application forms for EA's for SG's signature</li> </ul>	CES DCES
	<ul style="list-style-type: none"> <li>Preparation for marking centre contracts continue</li> </ul>	CES DCES

DATE	ACTIVITY	RESPONSIBILITY
<b>August-Week 1</b>	<ul style="list-style-type: none"> <li>Application forms for EA's to Printers</li> </ul>	DCES
	<ul style="list-style-type: none"> <li>Preparation for marking centre contracts continue</li> </ul>	CES DCES
<b>August-Week 2</b>	<ul style="list-style-type: none"> <li>Application forms for EA's available via districts</li> </ul>	DCES
	<ul style="list-style-type: none"> <li>Preparation for marking centre contracts continue</li> </ul>	CES DCES
<b>August-Week 3</b>	<ul style="list-style-type: none"> <li>Applications for EA's close</li> </ul>	
	<ul style="list-style-type: none"> <li>Marking centre contracts concluded</li> </ul>	CES DCES
<b>August-Week 4</b>	<ul style="list-style-type: none"> <li>Letters of appointment issued to appointed AET markers</li> </ul>	SES AET Admin. Officer
	<ul style="list-style-type: none"> <li>Letters of appointment issued to appointed Grade 12 markers</li> </ul>	SES Grade 12 Admin. Officer
<b>September-Week 1</b>	<ul style="list-style-type: none"> <li>Start preparing for AET Nov marking centre</li> </ul>	CES DCES
	<ul style="list-style-type: none"> <li>Preparation for AET Nov exam by visiting marking centre</li> </ul>	DCES
	<ul style="list-style-type: none"> <li>EA application forms received from districts</li> </ul>	SES AET & Grade 12 Admin Officer & Admin Clerks
<b>September-Week 2</b>	<ul style="list-style-type: none"> <li>Preparation for AET Nov exam by requesting lists from IT.</li> </ul>	DCES
	<ul style="list-style-type: none"> <li>Preparation for AET Nov exam by putting Fulltime and Part-time Control lists together</li> </ul>	DCES 1 Admin Clerk
<b>September-Week 3</b>	<ul style="list-style-type: none"> <li>Preparation for AET Nov exam by calculating the number of boxes required and the printing of labels for it.</li> </ul>	DCES SES Records Management
	<ul style="list-style-type: none"> <li>Labeling of boxes and Files for AET Nov Examination</li> </ul>	Admin. Officer & Admin Clerks
	<ul style="list-style-type: none"> <li>Appointment of EA's for AET Nov exam</li> </ul>	DCES SES AET Marking Centre Manager

DATE	ACTIVITY	RESPONSIBILITY
<b>September-Week 4</b>	<ul style="list-style-type: none"> <li>Destruction of Nov &amp; Supplementary Grade 12 written scripts</li> </ul>	DCES SES Records
	<ul style="list-style-type: none"> <li>Start preparing for Grade 12 Nov marking centre</li> </ul>	CES DCES
	<ul style="list-style-type: none"> <li>Preparation for Grade 12 Nov exam by visiting marking centres</li> </ul>	DCES
	<ul style="list-style-type: none"> <li>Issuing of Letters of Appointment for AET EA's</li> </ul>	SES AET Admin.Officer
<b>October-Week 1</b>	<ul style="list-style-type: none"> <li>Issuing of Letters of Appointment for AET Admin Personnel</li> </ul>	SES AET Admin.Officer
	<ul style="list-style-type: none"> <li>Preparation for Grade 12 Nov exam by requesting the printing of control lists from the IT Section.</li> </ul>	DCES
	<ul style="list-style-type: none"> <li>Preparation for Grade 12 Nov exam by putting Fulltime and Part-time Control lists together</li> </ul>	DCES 1 Admin Clerk
	<ul style="list-style-type: none"> <li>Issuing of AET Marking Centre Manual</li> </ul>	DCES
<b>October-Week 2</b>	<ul style="list-style-type: none"> <li>Preparation for Grade 12 Nov exam by calculating the number of boxes required and the printing of labels for it.</li> </ul>	DCES SES Records Management
	<ul style="list-style-type: none"> <li>Labeling of boxes and Files for Grade 12 Nov Examination</li> </ul>	Admin. Officer& Admin Clerks
	<ul style="list-style-type: none"> <li>Appointment of EA's for Grade 12 Nov exam</li> </ul>	DCES SES Grade 12 Marking Centre Managers
	<ul style="list-style-type: none"> <li>Weekly receipt of written supplementary scripts from districts</li> </ul>	SES Records, Admin. Officer, Admin Clerks & Registry Clerk.

DATE	ACTIVITY	RESPONSIBILITY
<b>October-Week 3</b>	<ul style="list-style-type: none"> <li>Issuing of Letters of Appointment for Grade 12 EA's</li> </ul>	SES Grade 12 Admin. Officer
	<ul style="list-style-type: none"> <li>Weekly receipt of written supplementary scripts from districts</li> </ul>	SES Records, Admin. Officer, Admin Clerks & Registry Clerk.
	<ul style="list-style-type: none"> <li>AET scripts sorted per Learning Area per marking session</li> </ul>	Admin. Officer & Admin Clerks
<b>October-Week 4</b>	<ul style="list-style-type: none"> <li>Continue with issuing of Letters of Appointment for Grade 12 EA's</li> </ul>	SES Grade 12 Admin. Officer
	<ul style="list-style-type: none"> <li>Weekly receipt of written AET scripts from districts</li> </ul>	SES Records, Admin. Officer, Admin Clerks & Registry Clerk.
	<ul style="list-style-type: none"> <li>AET scripts sorted per Learning Area per marking session</li> </ul>	Admin Officer Registry Clerks
	<ul style="list-style-type: none"> <li>Scripts and stationery delivered to marking centre- ABET Session 1</li> </ul>	Admin. Officer & Admin Clerks
	<ul style="list-style-type: none"> <li>Memorandums delivered to marking centre</li> </ul>	DCES SES AET
	<ul style="list-style-type: none"> <li>Marked AET scripts returned to Depot</li> </ul>	Registry Clerk, Admin Clerks
<b>November-Week 1</b>	<ul style="list-style-type: none"> <li>ABET Session 1 continues (week 2)</li> </ul>	
	<ul style="list-style-type: none"> <li>Final receipt of written AET scripts from districts</li> </ul>	SES Records, Admin. Officer, Admin Clerks & Registry Clerk.
	<ul style="list-style-type: none"> <li>AET scripts sorted per Learning Area per marking session</li> </ul>	Admin. Officer & Admin Clerks
	<ul style="list-style-type: none"> <li>Issuing of Letters of Appointment for Grade 12 Admin Personnel</li> </ul>	SES Grade 12 Admin. Officer
	<ul style="list-style-type: none"> <li>Marked AET scripts returned to Depot</li> </ul>	Registry Clerk, Admin Clerks
	<ul style="list-style-type: none"> <li>Grade 12 memorandums written thus far ready for printing</li> </ul>	DCES SES Grade 12

DATE	ACTIVITY	RESPONSIBILITY
<b>November-Week 2</b>	<ul style="list-style-type: none"> <li>ABET Session 2 starts- Scripts and stationery delivered to marking centre</li> </ul>	Admin. Officer& Admin Clerks
	<ul style="list-style-type: none"> <li>Memorandums delivered to marking centre</li> </ul>	DCES SES AET
	<ul style="list-style-type: none"> <li>Issuing of Letters of Appointment for Grade 12 Admin Personnel completed</li> </ul>	SES Grade 12 Admin. Officer
	<ul style="list-style-type: none"> <li>Marking Centre Manual for Grade 12 done.</li> </ul>	DCES
	<ul style="list-style-type: none"> <li>Marked AET scripts returned to Depot</li> </ul>	Registry Clerk, Admin Clerks
	<ul style="list-style-type: none"> <li>First delivery of Grade 12 answer scripts from districts</li> </ul>	SES Records, Admin. Officer, Admin Clerks & Registry Clerk.
	<ul style="list-style-type: none"> <li>Grade 12 memorandums written thus far ready for printing</li> </ul>	DCES SES Grade 12
<b>November-Week 3</b>	<ul style="list-style-type: none"> <li>ABET Session 2 continues- Scripts and stationery delivered to marking centre</li> </ul>	Admin. Officer& Admin Clerks
	<ul style="list-style-type: none"> <li>Marked AET scripts returned to Depot</li> </ul>	Registry Clerk, Admin Clerks
	<ul style="list-style-type: none"> <li>Grade 12 written scripts sorted per subject and marking centre</li> </ul>	Admin. Officer& Admin Clerks
	<ul style="list-style-type: none"> <li>Grade 12 memos written thus far ready for printing</li> </ul>	DCES SES Grade 12
<b>November-Week 4</b>	<ul style="list-style-type: none"> <li>Final delivery of Grade 12 answer scripts from districts</li> </ul>	SES Records, Admin. Officer, Admin Clerks & Registry Clerk.
	<ul style="list-style-type: none"> <li>Grade 12 written scripts sorted per subject and marking centre</li> </ul>	Admin. Officer& Admin Clerks
	<ul style="list-style-type: none"> <li>Filing of AET scripts</li> </ul>	Admin Clerks Registry Clerk
	<ul style="list-style-type: none"> <li>Grade 12 memos written thus far ready for printing</li> </ul>	DCES SES Grade 12
	<ul style="list-style-type: none"> <li>Standard stationery for different marking centres</li> </ul>	SES Grade 12 Registry Clerk Admin Clerks

## G. MANAGEMENT, CONTROL AND MONITORING SYSTEMS

TOOL	
1	Year Plan
2	Work Plan
3	Monthly & Weekly Plans
4	Section Meeting
5	Section Minutes
6	Section Reports
7	PMDS Forms
8	Guideline documents /Procedure Manual for marking process and management of script
9	Incoming register for Schedules
10	Incoming register for Common exams
11	Incoming register for Grade 9 (lotto) mark sheets
12	Attendance register
13	Depot control register
14	Register for control room at the marking centre
15	Register for the examiners at the marking
16	Letters of appointments to markers, EAs, Admin staff
17	Confidentiality forms
18	ID cards for marking centre and EAs at Depot

## H. COMMUNICATION/DELIVERY MODEL

INTERNAL CLIENT	LINKAGE	MODE OF DELIVERY
Examination Instrument Development and Moderation	<ul style="list-style-type: none"> <li>• Submission of request for assessment instruments/tools for Nov. &amp; Supp examinations</li> <li>• Request an updated list of Examiners and Moderators</li> <li>• Supply scripts for marking for memo discussions for Nov &amp; Supplementary examinations</li> </ul>	Sign over process
Examination Administration and Logistics (Provisioning)	<ul style="list-style-type: none"> <li>• Provision of transport for marking centre managers</li> <li>• Submission of marking venues and invoices for payment.</li> <li>• Submit requests for stationary for marking centres</li> </ul>	Allocated vehicles Sign over
Certification and IT support	<ul style="list-style-type: none"> <li>• Submission of forms for outstanding marks</li> <li>• Return of forms for outstanding marks</li> <li>• Receive mark sheets and form Bs for filing.</li> <li>• Receive statistics of candidate registration for AET and Grade 12.</li> </ul>	Sign over

EXTERNAL CLIENT	LINKAGE	MODE OF DELIVERY
Examiners/Moderators	<ul style="list-style-type: none"> <li>• Disseminate information to Examiners, Moderators and Markers stipulating norm times, rates and quotas for each marking session</li> </ul>	Sign over
Marking Centres	<ul style="list-style-type: none"> <li>• Supply of assessment instruments/tools for markers</li> <li>• Prepare contracts for signature</li> <li>• Apply to Treasury for advance payments</li> <li>• Supply marking manuals</li> <li>• Supply details of marking panels</li> </ul>	Contracted Service Provider

EXTERNAL CLIENT	LINKAGE	MODE OF DELIVERY
Contracted service provider	<ul style="list-style-type: none"> <li>Collect scripts for delivery to and from Marking Centres</li> </ul>	Sign over
Assessment Bodies	<ul style="list-style-type: none"> <li>Marking of subjects acquired from other Provinces</li> <li>Dispatch of scripts</li> <li>Acquisition of assessment tools for marking of acquired papers.</li> </ul>	
Districts	<ul style="list-style-type: none"> <li>Receipt of scripts</li> <li>Supply details of marking panels.</li> </ul>	Districts

## I. CODE OF CONDUCT

All employees must adhere to the basic code of conduct of the *Assessment and Examinations Directorate* as outlined on page 4 of this document which is in addition to the specific code for the *Sub Directorate: Marking Processing and Script Management* outlined below.

- Signing of register by staff members on arrival and departure.
- Keys to the depot should be kept by the SES in charge of the depot or a person authorized by the SES in writing.
- Only depot officials may access the depot to search for scripts required for any purpose.
- Depot officials are required to file and pack examination material in a manner that makes it easy to retrieve the material.
- Destruction of examination material must be planned in such a manner that no pressure is placed on storage space in the depot.
- The depot should be placed under CCTV surveillance.
- E.A.s appointed at the depot must adhere to the conditions under which they are employed.

## SUB-DIRECTORATE 4: Examination Administration and Logistics

### A. CORE FUNCTION

- **Administer assessment and examination processes throughout the system and give logistical support to all the sections within the directorate.**

## B. ROLES AND RESPONSIBILITIES

The specific roles and responsibilities of *Sub Directorate: Examination Administration and Logistics* are to:

- Responsible for all the administration duties of the Directorate.
- Liaise with the District Offices in respect to all administration duties
- Co-ordinate the appointment of invigilators in all districts.
- Co-ordinate the payment of invigilators, moderators, examiners, markers and EA's and overtime.
- Liaise with the payment and HR section concerning payments and related queries.
- Prepare budget estimates for each financial year and monitor the budget and ensure the treasury regulations are adhered to in the payment of services.
- Management and monitoring of Directorate assets.
- Procurement of goods and services.
- Provide and manage the Directorate and the Districts examination fleet.
- Provision of auxiliary (cleaning, security, switchboard) services for the Directorate including registry.
- Ensure that treasury regulations are adhered to in the payment of service providers.

## C. ALLOCATION OF POSTS AND JOB DESCRIPTIONS

See Annexure 4

## D. POLICIES/REGULATIONS/GUIDELINES GUIDING SUB-DIRECTORATE 4

The following policies are in addition to those outlined on page 13 of this document and apply specifically to staff of the *Sub Directorate: Examination Administration and Logistics*

NAME OF POLICY	PAGE REFERENCE ETC.
Constitution of the republic of South Africa Act 108 of 1996	Sec. 195 (1) Chapter 10
State Tender Board Act, Act 86 of 1968	STB, 1997: 1-8
State Tender Board Regulations ST36	SAMDI, 1999: Chapter 3
State Tender Board user manual Directive to Departments ST37	SAMDI, 1999: Chapter 3
State Tender Board Circulars	SAMDI, 1999: Chapter 3

NAME OF POLICY	PAGE REFERENCE ETC.
Green Paper on Public Sector Procurement Reform In South Africa 1997	MoF ,1997: 2-3
Ten Point Plan for Public Sector Procurement Reform: interim Strategies, November 1995	MoF, 1997:1 & RSA, 1995: 3 -27
Public Finance Management Act 1 of 1999 as amended by Act 29 of 1999	Sec 38 (1) (a) (iii) & Sec 76 (4) (c) RSA
Treasury Regulations for Departments constitutional institutions and public entities Issued in April 2001 in terms of the PFMA	Gov Gazette No 21249
Preferential Procurement Policy Framework Act 5 of 2000	Sec. 217 (2.3) of RSA Const; Sec 76 (a), (c)
Preferential procurement Regulations	Para 1 (h), (i), Gov Gazette, 10 Aug. 2001
Draft Framework for Procurement and provisioning systems, issued in May 2002 by the National Treasury	RSA, 1999: 62 - 63
Circular no 4 of 2000 for utilization of G.G vehicles	P1 – 10
Appointment of Invigilators	Training Manual Government Gazette No. 28156 Volume 484 Pages 27 – 32
Policy on overtime	Page 1 – 6
Payment of Invigilators	PAM Document Chapter 15

**E. STRUCTURES/SYSTEMS/PROCESSES/PROCEDURES FOR THE ACTIVITIES OF SUB-DIRECTORATE 2 (IN PLACE OR STILL TO BE DEVELOPED)**

DOCUMENT	
1	Security systems
2	Telephonic utilization
3	Asset Management
4	Procedures Manual for requisition of G.G vehicles and stationery
5	Procedure Manual for cleaning services
6	Payment of c/invigilators/markers/moderators, etc

DOCUMENT	
7	Procedure manual for overtime
8	Procedure manual for payment of invigilators
9	Procedure manual for payment of marking related claims
10	Procedure manual for internal acquisition of goods and services
11	Procedure manual for vacation, sick, special leaves
12	Procedure manual for release of results function

## F. PLANNING CYCLE

DATE	ACTIVITY
January-December	Year plan
April 2006-March 2007	Work plan
On going	Weekly meetings
On going	Monthly meetings
On going	Bi-monthly meetings with districts
On going	Programme for visiting districts

## G. MANAGEMENT, CONTROL AND MONITORING SYSTEMS

TOOL	
1	Year Plan
2	Work Plan
3	Attendance Registers
4	Monthly & Weekly Plans
5	Section Meeting
6	Section Minutes
7	Section reports
8	PMDS Forms

TOOL	
9	Guideline documents /Procedure Manual for personnel related claims (including photographing)
10	Guideline documents /Procedure Manual for payment of non-personnel exam related claims
11	Control register (incoming, processed, outstanding & claims)
12	Printout for paid claims
13	Attendance register
14	Confidentiality forms

## H. COMMUNICATION/DELIVERY MODEL

INTERNAL CLIENT	LINKAGE	MODE OF DELIVERY
Examination Instrument Development and Moderation	<ul style="list-style-type: none"> <li>• Receipt of Setting Records in preparation for the payment of examiners, moderators, translators and editors</li> <li>• Receipt of requests for accommodation, transport and catering for marking guideline discussion sessions</li> <li>• Receipt of requests for accommodation, transport and catering for Examiners, Moderators, Editors and Translators workshops</li> <li>• Receipt of requests for accommodation and catering for panels of examiners setting sessions</li> <li>• Supply lists of payments that have been made to examiners and moderators</li> </ul>	<p>Sign over Written Submissions</p> <p>Written submissions</p> <p>Written submissions</p> <p>Written submissions</p> <p>Copies of schedule</p>

INTERNAL CLIENT	LINKAGE	MODE OF DELIVERY
Internal Assessment Management	<ul style="list-style-type: none"> <li>• Receipt of Setting Records in preparation for the payment of examiners and moderators for common exams</li> <li>• Receipt of requests for accommodation, transport and catering for Examiners, Moderators, Editors and Translators workshops</li> <li>• Receipt of requests for accommodation and catering for panels of examiners setting sessions</li> <li>• Payment of Transport and accommodation for SBA moderation</li> <li>• Payment of Transport and accommodation for Monitoring</li> <li>• Supply lists of payments that have been made to examiners and moderators</li> <li>• Provide airtime for cell phones of monitors</li> <li>• Receipt of irregularities recommendations</li> </ul>	<p>Sign over</p> <p>Written submissions</p> <p>Written submissions</p> <p>Written submissions</p> <p>Trip authorities Log books</p> <p>Copies of schedule</p> <p>Airtime cards</p> <p>Sign over</p>
Marking Processes and script management	<ul style="list-style-type: none"> <li>• Receipt of decisions on how markers should be paid, e.g. norm times and changes thereof for rates and quotas</li> <li>• Provide payment of marking centres</li> <li>• Provide transport for marking centres</li> <li>• Provide stationary for marking centres</li> <li>• Supply lists of payments that have been made to examiners, moderators, markers and EAs.</li> </ul>	<p>Sign over</p> <p>Submission of invoices</p> <p>Trip Authorities and Log Books Sign over</p> <p>Copies of schedules</p>
Certification and IT support	<ul style="list-style-type: none"> <li>• Payment of Service Providers</li> <li>• Provisioning of Hardware and Software</li> <li>• Receipt of statistics of candidates registered for all examinations</li> </ul>	<p>Invoices</p> <p>Sign over</p> <p>Statistic schedules</p>

EXTERNAL CLIENT	LINKAGE	MODE OF DELIVERY
Transport Head Office	Request for vehicles	Submission of requests
Finance Head Office	Submission of claims for Invigilators	Sign over
	Submission of claims for S&T Submission of claims for overtime	Sign over
Human Resources Head Office	<ul style="list-style-type: none"> <li>Submission of assumption of duty forms for invigilators to generate persal numbers</li> <li>Submission of leave forms</li> </ul>	Sign over  Sign over
Service Providers	Receipt of invoices and delivery notes	Sign over
Districts	<ul style="list-style-type: none"> <li>Delivery of Question Papers, Exam stationary.</li> <li>Supply security services</li> <li>Transport for monitoring</li> <li>Receive application forms of chief invigilators</li> <li>Receive assumption of duty forms for invigilators</li> <li>Sign claim forms of chief invigilators</li> <li>Receipt of invigilation records</li> </ul>	Sign over Contracted service providers Contracted service providers Sign over Trip Authority  Submission Lists  Submission Lists  Submission Register  Submission Lists

## I. CODE OF CONDUCT

All employees must adhere to the basic code of conduct of the *Assessment and Examinations Directorate* as outlined on page 4 of this document which is in addition to the specific code for the *Sub Directorate: Examination Administration and Logistics* outlined below.

- All staff members to sign attendance register in the morning and afternoon daily
- Monthly meetings with provisioning section
- User Identities and passwords are to be kept a secret and should not be shared with any person.
- Information on payments received by anyone or service provider should be highly confidential – not to be divulged, as stipulated in the PFMA document
- Identification cards should be worn and be visible at all times whilst on the premises

## **SUB-DIRECTORATE 5: Certification and IT Support**

### **A. CORE FUNCTION**

- **Management and analysis of assessment and examination data and information and rendering of accreditation and certification services**

### **B. ROLES AND RESPONSIBILITIES**

The specific roles and responsibilities of *Sub Directorate: Certification and IT Support* are to:

- Develop and implement policies, procedure manuals and guidelines in respect of Capturing, Certification and Processing of assessment data
- Manage, capture, print, analyse and secure electronic assessment data for GETC, FET and AET Level 4
- Secure and manage Historical Records
- Administer and co-ordinate certification services
- Maintain IT Hardware and Software and Software application development
- Manage Certification client services
- Collect and submit revenue generated from certification processes
- Register Examination Centres
- Register and Capture Learner data and marks
- Manage Historical and College Records
- Assist the Districts on IT and Certification issues.
- Systems Maintenance Verification of time tables, assessment instrument/tools page numbers, labels for packing assessment instruments

### **C. ALLOCATION OF POSTS AND JOB DESCRIPTIONS**

See Annexure 5

### **D. POLICIES/REGULATIONS/GUIDELINES GUIDING SUB-DIRECTORATE 5**

The following policies are in addition to those outlined on page 13 of this document and apply specifically to staff of the *Sub Directorate: Certification and IT Support*:

NAME OF POLICY
National Policy on the conduct, administration of the assessment of the General Education and Training Certificates (GETC): Adult Basic Education and training (ABET) Level 4.
South African schools Act, 1996(Act no. 84 of 1996)
Policy for the release of examination data
Integrated security systems for public examinations
Regulations for the conduct, administration and management of the assessment for the Senior Certificate
Public Service Regulations, 2001
Government gazette (no 26789, vol. 471)
Interim Directives for Certification by Umalusi

**E. STRUCTURES/SYSTEMS/PROCESSES/PROCEDURES FOR THE ACTIVITIES OF SUB-DIRECTORATE 5 (IN PLACE OR STILL TO BE DEVELOPED)**

NAME OF DOCUMENT	
1	Procedure Manual for the Certification of Current and History Examinations (SITA)
2	Procedure Manual for the Handling of College and Historical Records
3	Procedure Manual for the Capturing and Verification of Examination Data
4	Procedure Manual for the Processing of Certificates
5	Procedure Manual for the Processing of Results
6	Guideline for the Generation and Publication of Result Statistics
7	Procedure Manual for the Registration and Processing of Remarks/Rechecks
8	Guideline on the Verification and Validation of Certificates

## F. PLANNING CYCLE

DATE	ACTIVITY	RESPONSIBILITY
<b>2<sup>nd</sup> week – December</b>	<ul style="list-style-type: none"> <li>Receipt of internal schedules</li> <li>AET Level 4</li> <li>Capturing of manual mark sheets</li> </ul>	SAO Deputy Director Head Data Typist/Data Clerks
<b>4<sup>th</sup> week December</b>	<ul style="list-style-type: none"> <li>Printing and distribution of results; registration forms for centres; remarking/recheck forms, draft time table</li> <li>Official release of results</li> </ul>	Assist Director/AO  Deputy Director/MANCO-MEC
<b>2<sup>nd</sup> week January</b>	<ul style="list-style-type: none"> <li>Scanning of grade 9 mark sheets.</li> </ul>	SAO
<b>3<sup>rd</sup> week January</b>	<ul style="list-style-type: none"> <li>Closing for submission of remarking/rechecking and supplementary exams</li> <li>Learner registration forms for GETC, AET Level 4 and FET sent to districts</li> </ul>	AO and Marking Process Management  AO
<b>4<sup>th</sup> week January</b>	<ul style="list-style-type: none"> <li>Capturing of Supplementary</li> </ul>	AO/Data Clerks
<b>1<sup>st</sup> week –February</b>	<ul style="list-style-type: none"> <li>Certify candidates who passed</li> <li>Printing of Packing lists, labels, admission letters, and mark sheets</li> </ul>	Deputy Director Assist Director/AO
<b>4<sup>th</sup> week-February</b>	<ul style="list-style-type: none"> <li>Registration of all exam centres is completed</li> </ul>	AO
<b>1<sup>ST</sup> to 3<sup>rd</sup> week – March</b>	<ul style="list-style-type: none"> <li>Capturing of GETC, FET and AET Level 4 entries for Nov/Dec</li> </ul>	AO/Data Clerks
<b>1<sup>ST</sup> week- April</b>	<ul style="list-style-type: none"> <li>Capturing of supplementary exam marks commences</li> <li>Release of remark and recheck results</li> </ul>	AO/Data Clerks  Deputy Director
<b>2<sup>nd</sup> week – April</b>	<ul style="list-style-type: none"> <li>Capturing of exam marks is completed</li> </ul>	AO/Data Clerks
<b>3<sup>rd</sup> week – April</b>	<ul style="list-style-type: none"> <li>Resulting of supplementary and exam process starts</li> <li>Print grade 12 supplementary schedules</li> </ul>	Deputy Director/Assist Director/ AO  Assist Director/AO

DATE	ACTIVITY	RESPONSIBILITY
4 <sup>th</sup> week – April	<ul style="list-style-type: none"> <li>Release of supplementary examination results</li> <li>Request the printing of supplementary Remark certificates</li> <li>Run AET Level 4 Stroop (e.g. Packing exam material)</li> </ul>	Deputy Director  Deputy Director  Assist Director
3 <sup>rd</sup> week – May	<ul style="list-style-type: none"> <li>Deadline for the submission of AET Level 4 June SBA mark sheets</li> <li>Capturing of AET Level 4 June SBA mark sheets</li> </ul>	AO/Data Clerks  AO/Data Clerks
4 <sup>th</sup> week – May	<ul style="list-style-type: none"> <li>Capturing of AET Level 4 June SBA mark sheets</li> </ul>	AO/Data Clerks
1 <sup>st</sup> week – June	<ul style="list-style-type: none"> <li>Receipt of corrected schedules from the district</li> <li>Printing of AET Level 4</li> </ul>	AO  Assist Director
2 <sup>nd</sup> week – June	<ul style="list-style-type: none"> <li>Capturing of Grade 12 corrections is completed</li> </ul>	AO/Data Clerks
4 <sup>th</sup> week – June	<ul style="list-style-type: none"> <li>Capture trial exams time table</li> <li>Receipt of corrections for AET Level 4</li> </ul>	AO Data Clerks
1 <sup>st</sup> week – July	<ul style="list-style-type: none"> <li>Prepare the packing list and attendance registers for trial exams</li> <li>Capturing of corrections for Grade 9</li> </ul>	Assist Director/AO  Data Clerks
2 <sup>nd</sup> week – July	<ul style="list-style-type: none"> <li>Printing and distribution of Final entries for grade 12</li> </ul>	SAO/AO
1 <sup>st</sup> week – August	<ul style="list-style-type: none"> <li>Run a Oct/Nov Stroop (packing exam material)</li> </ul>	Assist Director/AO
2 <sup>nd</sup> week – August	<ul style="list-style-type: none"> <li>Distribution of exam material (Mark sheets, admission letters and control mark sheets for AET Level 4, Grade 12.</li> </ul>	SAO/AO
4 <sup>th</sup> week September	<ul style="list-style-type: none"> <li>Receipt of Oral mark sheets from districts</li> </ul>	SAO/AO/Data Clerks
4 <sup>th</sup> week October	<ul style="list-style-type: none"> <li>Receipt and capturing of SBA mark sheets</li> </ul>	AO/Data Clerks
1 <sup>st</sup> week November	<ul style="list-style-type: none"> <li>Capturing of SBA continues</li> </ul>	Data Clerks

## G. MANAGEMENT, CONTROL AND MONITORING SYSTEMS

TOOL	
1	Year Plan
2	Work Plan
3	PMDS Forms
4	Attendance Registers
5	Monthly & Weekly Plans
6	Section Meeting
7	Section Minutes
8	Section reports
9	Control register (incoming application for lost certificates, re-issues and combinations)
10	Register for out going certificate and other materials
11	Attendance register
12	Confidentiality forms
13	Procedure manual for scanning of mark sheets and schedules
14	Procedure manual for retrieving historical records

## H. COMMUNICATION/DELIVERY MODEL

INTERNAL CLIENT	LINKAGE	MODE OF DELIVERY
Examination Instrument Development and Moderation	<ul style="list-style-type: none"> <li>• Forward info for registered candidates for each exam</li> <li>• Receipt of applications for immigrants</li> <li>• Receipt of draft timetable</li> <li>• Receipt of no of pages in each assessment instrument/tool</li> <li>• %'s of the results, statistics, verification and confirmation</li> <li>• Systems support</li> </ul>	Sign over

INTERNAL CLIENT	LINKAGE	MODE OF DELIVERY
Marking Processes Management	<ul style="list-style-type: none"> <li>• Receipt of mark sheets</li> <li>• Receipt of forms and lists for outstanding marks</li> <li>• Provision of Mark sheet control lists</li> <li>• Percentages of the results, statistics, verification and confirmation</li> <li>• Systems support</li> </ul>	Sign over
Internal Assessment Management	<ul style="list-style-type: none"> <li>• Receipt of copies of irregularities</li> <li>• Feedback on implementation of irregularity recommendations</li> <li>• Receipt of medical certificates in preparation for supplementary examination</li> <li>• Percentages of the results, statistics, verification and confirmation</li> <li>• Systems support</li> </ul>	Sign over/Written response
Examination Support and Logistics	<ul style="list-style-type: none"> <li>• Generate preliminary and final schedules, mark sheets, question paper control lists, packing lists, personal timetables, statements of results and certificates</li> <li>• Forward invoices for payment of service providers</li> <li>• Provide statistics of candidates registered for examinations for printing.</li> <li>• Percentages of the results, statistics, verification and confirmation</li> </ul>	<p>Sign over</p> <p>Sign over</p> <p>Schedule</p>

<b>EXTERNAL CLIENT</b>	<b>LINKAGE</b>	<b>MODE OF DELIVERY</b>
Districts	<ul style="list-style-type: none"> <li>• Forward information in respect of registered candidates for each exam</li> <li>• Receipt of SBA mark sheets</li> <li>• Receipt of application forms for combination, lost certificates and duplicate certificates/diplomas/statements</li> <li>• Issuing of statements of results, duplicate certificates/diplomas/confirmation letters</li> <li>• Submission of queries for outstanding marks</li> </ul>	Sign over
Other Educational Institutions	<ul style="list-style-type: none"> <li>• Percentages of the results, statistics, verification and confirmation</li> </ul>	Sign over
Other Provinces	<ul style="list-style-type: none"> <li>• Supply of results</li> <li>• Receipt of other results and historical records</li> </ul>	Electronic Communication
National Office	<ul style="list-style-type: none"> <li>• Supply of Results</li> <li>• Receipt of other results and historical results</li> </ul>	Electronic Communication
Public	<ul style="list-style-type: none"> <li>• Receipt of application forms for combination, lost certificates and duplicate certificates/diplomas/statements</li> <li>• Issuing of statements of results, duplicate certificates/diplomas/confirmation letters</li> </ul>	Electronic and snail mail, telephonic and facsimile communication
Court of Law	<ul style="list-style-type: none"> <li>• Provision of Expert evidence and affidavits</li> </ul>	Attendance of Court cases

EXTERNAL CLIENT	LINKAGE	MODE OF DELIVERY
Schools Private Centres	<ul style="list-style-type: none"> <li>Registration process</li> <li>Supply of stationary, question paper packing lists &amp; mark sheet control list.</li> <li>Supply of time tables &amp; personal time tables</li> <li>Preliminary&amp; final schedules</li> <li>Receipt of corrected preliminary schedules</li> </ul>	Sign over & keeping of copies, Sign over Sign over-written reports
UMALUSI	<ul style="list-style-type: none"> <li>Submission of electronic requests for certification</li> <li>Submission of affidavits for duplicates of original certificates for reissue</li> <li>Percentages of the results, statistics, verification and confirmation</li> </ul>	Electronic Courier Service
Public & Private Entities	<ul style="list-style-type: none"> <li>Verification requests</li> <li>Percentages of the results, statistics, verification and confirmation</li> </ul>	Verification Letters & Declarations

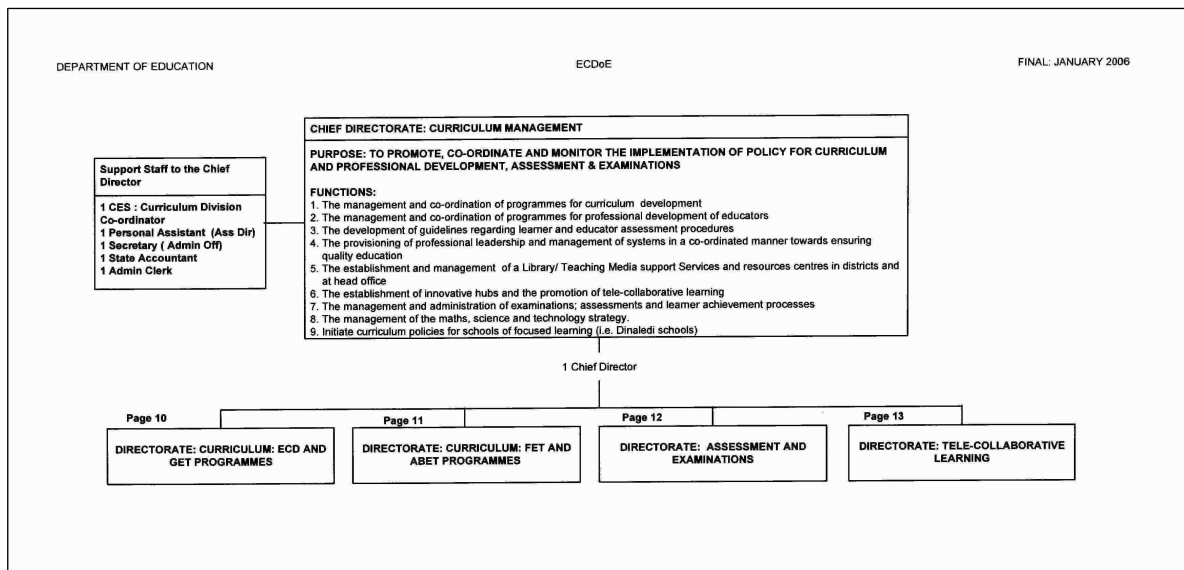
## I. CODE OF CONDUCT

All employees must adhere to the basic code of conduct of the *Assessment and Examinations Directorate* as outlined on page 4 of this document which is in addition to the specific code for the *Sub Directorate: Certification and IT Support* outlined below.

- No unauthorized entry will be allowed into the Capture Hall area
- The use of cell phones in the Capture Hall is not permissible
- Except for the supervisor for Data Capturing, no telephone facilities will be allowed in the Capture Hall
- The consumption of food and beverages in the Capture Hall is not permissible
- It is an irregularity for any changes to be made on a mark sheet by capturing personnel
- Any irregularity noticed should be reported to the Irregularity Officer immediately
- Release of Information pertaining to marks and/or results should be done by authorized personnel only
- User IDs and passwords are to be kept a secret and should not be shared with anyone
- Identification Cards should be worn and be visible at all times whilst on the premises
- Security entry codes for entry into the Capture Hall should be kept secret and should not be shared with anyone
- All assessment and examination records, especially Historical Records which are in hardcopy, should be treated with the necessary care and security

## G. Districts

### A. ORGANISATIONAL STRUCTURE



### B. CORE FUNCTION

- Liaise and co-ordinate with the Province on all matters of assessment and examinations

### C. ROLES AND RESPONSIBILITY OF ASSESSMENT AND EXAMINATIONS IN THE DISTRICT

The specific roles and responsibilities of Assessment and Examinations in the district are to:

- Liaise and co-ordinate with the Province and schools on all matters of assessment and examinations.
- Develop the Section's year plan.
- Co-ordinate the registration and deregistration processes of centres and learners by interacting with all relevant stakeholders.
- Monitor the process of SBA implementation in the district by creating linkages with SBA unit within Curriculum Directorate.
- Ensure that deadlines are met regarding examination related submissions.
- Co-ordinate and facilitate the smooth running of examinations at all levels.
- Establishment of monitoring teams to ensure credible examinations.
- Establish District examinations Irregularity committees and ensure that they are functional.
- Co-ordinate verification of all the application forms for markers.
- Co-ordinate all activities regarding invigilation processes.
- Dealing all matters related to certification.

- Prepare all examination and assessment reports.
- Co-ordinate packing, controlling and distribution of examination material.
- Responsible for results analysis.
- In charge of all the administrative processes.
- Conduct all requisition, procurement processes and report on expenditure.
- Process claims for all the examination related duties.
- Maintenance and control of all assets in the section.
- Ensure safety and security of all examination materials.

## D. ALLOCATION OF DISTRICT POSTS AND JOB DESCRIPTIONS

See Annexure 6

## E. POLICIES/REGULATIONS/GUIDELINES GUIDING DISTRICTS

	<b>Name of Policy/Regulation/Guideline document</b>	<b>Relevant Sections</b> (✓) indicates entire document
1	Constitution of the Republic of SA Act No 108 of 1996	Section 29, Chapter 2: Bill of Rights
2	National Education Policy Act 27 1996	P 32 – 35
3	Employment of Educators Act (Act no. 76 of 1998), National Policy Act 27 of 1996 September 2004	✓
4	South African Schools Act (Act no. 3 of 1998).	✓
5	General and Further Education and Training Quality Assurance Act (Act no. 58 of 2001)	✓
6	Regulations for the Conduct, Administration and Management of assessment for the Senior Certificate (No. 28156 of 21 October 2005).	✓
7	Regulations for the Conduct, Administration and Management of assessment for the Senior Certificate: June 2005	Ch 4, 5,11,
8	Personnel Administration Measures (PAM), 1998. Act 76 of 1998 (Employment of Educators)	✓
9	Procedure manual for irregularities during marking	✓

	<b>Name of Policy/Regulation/Guideline document</b>	<b>Relevant Sections (✓) indicates entire document</b>
10	The National Policy Relating to the Examinations of Technical College Instructional Programmes, 2001.	✓
11	The National Policy on the Conduct of Adult Basic Education and Training Level 4 Examinations, 2002.	✓
12	The National Policy on the Conduct, Administration and Management of The Assessment of Senior Certificate, 2004	✓
13	Regulations for the Conduct, Administration and Management of Assessment for the Senior Certificate, 2005.	✓
14	Umalusi's applicable directives	✓
15	Report 550	✓
16	Provincial SBA Policy	✓
17	Provincial Oral Policy	✓
18	Protection of Information Act No 84 of 1982	✓
19	Protection of Information Act No 84 of 1982	Ch 4,5,7,12 Annexures A,F,G,H,K
20	National Education Policy Act 1996 (Act No 27 of 1996) and the SA Schools Act, 1996 (Act No 84 of 1996) as amended	✓
21	Public Service Regulations, 2001 (Admin Staff)	✓
22	Amendment to the Examination and Assessment Act, No 7 of 1997	✓
23	Government Gazette no 20280 of 9 July 1999	
24	Report on the Quality Assurance of the Senior Certificate (UMALUSI) General and Further Education and Training Quality Assurance Act, 2001 (Act No 58 of 2001)	✓
25	Policy on hours of work and overtime: Public Service Act of 1994 as amended	✓
26	Guideline integrated security systems for Public Examination	✓

	<b>Name of Policy/Regulation/Guideline document</b>	<b>Relevant Sections</b> (✓) indicates entire document
27	Performance Management and Development Handbook	✓
28	Further Education and Training Act (Act 98 of 1998)	✓
29	Draft Policy on Translation and Editing of Question papers (National: 5 May 2005)	✓
30	Skills Development Act (Act No 97 of 1998)	✓
31	Public Service Act (1994)	✓
32	SA Qualification Authority Act (Act 58 of 1995, SAQA)	✓
33	National Guidelines for the handling of Assessment Irregularities, April 2005	✓
34	Fraud Prevention Policy – DoE, Eastern Cape	✓
35	The Electronic Communication and Transaction Act (Act 25 of 2002)	✓
36	Requirements and Conditions for matriculation Endorsements and issuing of Certificates of Exemption in terms of Higher education Act (Act 101 of 1997)	✓
37	The GENFETQA Act No 58 of 2001	✓
	<b>FINANCIAL POLICIES</b>	
a.	State Tender Board user manual Directive to Departments ST37	✓
b.	State Tender Board Circulars	✓
c.	State Tender Board Regulations St 36	✓
d.	State Tender Board Act, Act 86 of 1968	✓
e.	Green paper on Public Sector Procurement Reform in SA 1997	✓
f.	Ten Point Plan for Public Sector Procurement Reform: Interim Strategies, Nov 1995	✓
g.	Public Finance Management Act, Act 1 of 1999 as amended by Act 29 of 1999	✓

	FINANCIAL POLICIES	
h.	Treasury Regulations for Departments constitutional institutions and public entities Issued in April 2001 in terms of the PFMA	✓
i.	Preferential Procurement Policy Framework Act 5 of 2000	✓
j.	Preferential procurement Regulations	✓
k.	Draft framework for Procurement and Provisioning systems, issued in May 2002 by the National Treasury	✓
l.	Circular no 4 of 2000 for utilization of GG vehicles	✓
m.	General conditions and procedures for tendering	✓

**F. STRUCTURES/SYSTEMS/PROCESSES/PROCEDURES FOR DISTRICTS (IN PLACE OR STILL TO BE DEVELOPED)**

NAME OF DOCUMENT	
1	District Policy on conduct of Assessment
2	Procedure manual for SBA Assessment Irregularities
3	SBA plans & procedures for schools
4	Management plan for verification and appointment of markers
5	Policy on receipt of Examination material delivery, collection of scripts and storage
6	Registration of Centres and learners: Gr 12, Gr 9, Abet Level 4
7	Data CAPTURING
8	Appointment and Training of Invigilators
9	Procedure manual on receipt and distribution, monitoring of CTAs
10	Manual on control and receipt of SBA mark sheets
11	Manual on collection and control of promotion Schedules
12	Procedure manual for SBA irregularities
13	Procedure manual for release of results

NAME OF DOCUMENT	
14	Procedure manual for certification, lost certificates and combinations
15	Procedure manual for security systems – building
16	Procedure manual for asset management
17	Procedure manual for procurement

## G. PLANNING CYCLE

DATE	ACTIVITY	RESPONSIBILITY
1 <sup>ST</sup> Week – December	<ul style="list-style-type: none"> <li>Submission of schedules Grade 1- 11</li> </ul>	Principals
2 <sup>nd</sup> Week – December	<ul style="list-style-type: none"> <li>Submission of schedules grade 1-11</li> </ul>	EDO's
3 <sup>rd</sup> Week – December	<ul style="list-style-type: none"> <li>Submission of schedules grade 1-11</li> <li>Collection of preliminary results</li> <li>Collection of preliminary results</li> <li>Effecting of changes and phoning the provincial office</li> </ul>	DCES – Assessment & Examinations SES DCES – Assessment & Examinations SES Principals Principals
4 <sup>th</sup> Week – December	<ul style="list-style-type: none"> <li>Collection of final results</li> <li>Release of results</li> <li>Receipt of Time-table for Supplementary</li> </ul>	DCES – Exams Principals MEC Principals DCES - Exams
1 <sup>st</sup> week – January	<ul style="list-style-type: none"> <li>Analysis of Grade 12 results</li> </ul>	DCES – Exams
1 <sup>st</sup> and 2 <sup>nd</sup> week – January	<ul style="list-style-type: none"> <li>Distribution of results to grade 12 private candidates attending to queries of outstanding results</li> </ul>	DCES – Exams SES SES
3 <sup>rd</sup> week January	<ul style="list-style-type: none"> <li>Examination irregularities investigation</li> <li>Recheck and remarking of Grade 12 applications</li> <li>submission of supplementary clustered exam centre</li> <li>collection and distribution of centre registration forms</li> </ul>	DCES – Exams DCES - Exams SES SES  Principals
4 <sup>th</sup> week – January	<ul style="list-style-type: none"> <li>Submission of centre registration forms to the District</li> </ul>	Principals

DATE	ACTIVITY	RESPONSIBILITY
<b>1<sup>st</sup> week – February</b>	<ul style="list-style-type: none"> <li>Collection of learner registration forms</li> <li>clustering of examination centres</li> <li>developing monitoring plan</li> <li>preparing distribution and collection plans for question papers and scripts</li> <li>appointment and training of chief invigilators and invigilators for supplementary exams</li> <li>IDAEC meeting</li> </ul>	Principals  DCES- Exams SES
<b>2<sup>nd</sup> &amp; 3<sup>rd</sup> week- February</b>	<ul style="list-style-type: none"> <li>The start of the supplementary exams</li> <li>monitoring of exams</li> </ul>	DCES – Exams SES
<b>4<sup>th</sup> week February</b>	<ul style="list-style-type: none"> <li>Collection of question papers for common tests</li> <li>return of learner registration forms to District office</li> </ul>	DCES – Exams SES Principals
<b>1<sup>st</sup> to 4<sup>th</sup> week –March</b>	<ul style="list-style-type: none"> <li>The start of common tests</li> <li>monitoring of SBA implementation</li> <li>Monitoring of common test exams</li> <li>submission of scripts</li> </ul>	DCES – Exams SES DCES – Exams SES
<b>2<sup>nd</sup> week – March to 4<sup>th</sup> week April</b>	<ul style="list-style-type: none"> <li>Capturing of entries</li> </ul>	DCES – Exams SAO DATA CLERKS
<b>4<sup>th</sup> week April</b>	<ul style="list-style-type: none"> <li>IDAEC meeting</li> <li>Overtime submission</li> <li>collection of supplementary results</li> <li>collection of remarking and rechecking results</li> <li>Receipt of AET Time-table</li> </ul>	DCES DCES SES
<b>1<sup>st</sup> week May</b>	<ul style="list-style-type: none"> <li>appointment and training of chief invigilators and invigilators for May/June AET Exams</li> <li>submission of monitoring plans</li> <li>developing distribution and collection plan for question papers and scripts</li> </ul>	DCES SES SAO  DCES SES
<b>2<sup>nd</sup> &amp; 3<sup>rd</sup> week May</b>	<ul style="list-style-type: none"> <li>receipt and distribution application forms for markers and Examination Assistants</li> <li>receipt and distribution of preliminary entries</li> </ul>	DCES SES SAO

DATE	ACTIVITY	RESPONSIBILITY
<b>4<sup>th</sup> week May</b>	<ul style="list-style-type: none"> <li>Return of application forms for markers and EA's to districts</li> <li>return of preliminary schedules to the districts</li> <li>collection of question papers for common tests</li> </ul>	Principals and applicants Principals
<b>1<sup>st</sup> week June</b>	<ul style="list-style-type: none"> <li>the start of June AET exams and June common tests for Grade 12</li> <li>capturing of effected changes in the preliminary schedules for Grade 9, 12 and AET Level 4</li> </ul>	DCES SES SAO DATA CLERKS
<b>2<sup>nd</sup> week June</b>	<ul style="list-style-type: none"> <li>advertisement of invigilators posts for part time centres</li> <li>monitoring SBA implementation</li> </ul>	DCES SES
<b>3<sup>rd</sup> week June</b>	<ul style="list-style-type: none"> <li>receipt and distribution of draft time table for Oct/Nov exams and Trial exams time table</li> </ul>	DCES SES SAO
<b>4<sup>th</sup> week- June</b>	<ul style="list-style-type: none"> <li>Return of the draft time table with suggestions from schools</li> </ul>	Principals
<b>1<sup>st</sup> week July</b>	<ul style="list-style-type: none"> <li>collection of Oral, Practical and SBA mark sheets from the Provincial Office</li> </ul>	DCES SAO
<b>3<sup>rd</sup> week July</b>	<ul style="list-style-type: none"> <li>distribution of Oral and Practical mark sheets to schools</li> <li>verification of markers</li> </ul>	DCES SES SAO
<b>4<sup>th</sup> week July</b>	<ul style="list-style-type: none"> <li>moderation of Oral and Practical marks</li> </ul>	DCES SES
<b>1<sup>ST</sup> week August</b>	<ul style="list-style-type: none"> <li>appointment of invigilators</li> </ul>	DCES SES
<b>2<sup>ND</sup> week – August</b>	<ul style="list-style-type: none"> <li>IDAEC meeting</li> <li>declaration of the state of Readiness for Oct/Nov Exams</li> <li>submission of monitoring plans for Trial examinations</li> </ul>	DCES DCES SES
<b>3<sup>rd</sup> week August</b>	<ul style="list-style-type: none"> <li>collection of question papers for Trial exams</li> <li>monitoring of SBA moderation</li> </ul>	DCES SES

DATE	ACTIVITY	RESPONSIBILITY
<b>4<sup>TH</sup> week – August</b>	<ul style="list-style-type: none"> <li>• training of invigilators for Oct/Nov exams</li> <li>• the start of Trial exams</li> <li>• monitoring of Trial exams</li> </ul>	DCES SES
<b>1<sup>st</sup> week September</b>	<ul style="list-style-type: none"> <li>• submission of Oral and Practical marks to the Provincial Office</li> <li>• COLLECTION AND DISTRIBUTION OF SBA mark sheets to the District SBA co-coordinator</li> <li>• MARKING CENTRE BRIEFING</li> </ul>	DCES SES SAO
<b>2<sup>nd</sup> week September</b>	<ul style="list-style-type: none"> <li>• submission of monitoring plans for AET and Grade 12 Final exams</li> <li>• COLLECTION AND DISTRIBUTION of CTA's</li> </ul>	DCES SES
<b>3<sup>rd</sup> &amp; 4<sup>th</sup> week September</b>	<ul style="list-style-type: none"> <li>• The schools submit schedules for Trial exams</li> </ul>	Principals
<b>1<sup>st</sup> week-October</b>	<ul style="list-style-type: none"> <li>• monitoring of Final SBA moderation</li> </ul>	DCES SES
<b>2<sup>nd</sup> week October to 3<sup>rd</sup> week November</b>	<ul style="list-style-type: none"> <li>• The start of AET Level 4, Grade 9 and Grade 12 exams</li> <li>• Monitoring of final exams</li> </ul>	DCES SES SAO ADMIN
<b>3<sup>rd</sup> week October</b>	<ul style="list-style-type: none"> <li>• the receipt of computerized SBA mark sheets</li> </ul>	DCES SES SAO
<b>3<sup>rd</sup> week November</b>	<ul style="list-style-type: none"> <li>• Submission of claims for invigilators and submission to schools</li> </ul>	DCES SES SAO
<b>4<sup>th</sup> week November</b>	<ul style="list-style-type: none"> <li>• Script submission to depot</li> <li>• Submission of reports and declaration</li> <li>• Submission of claims for invigilation</li> </ul>	DCES SES SAO

## H. MANAGEMENT, CONTROL AND MONITORING SYSTEMS

TOOL	
	Year Plan
	Work Plan
	Irregularity report forms
	PMDS Forms
	Monitoring forms & plans
	Confidentiality forms
	Registration forms for centers and learners
	Monthly & Weekly Plans
	Section Meeting
	Section Minutes
	Section reports
	Control register (incoming & outgoing documents)
	Attendance register
	Procedure Manual for certification
	Procedure Manual for capturing.
	Procedure Manual for monitoring (GET, FET, AET L1, 2, 3, 4).
	Procedure Manual for irregularities.
	Procedure Manual for verification of markers.
	Procedure Manual for security.
	District exam readiness plans

## I. COMMUNICATION/DELIVERY MODEL

INTERNAL CLIENT	LINKAGE	MODE OF DELIVERY
CES: Curriculum	Supply all information received such as Assessment Instructions, Guideline Documents, Pace Setters, etc) Supply analysis of results	Sign over
CES: Governance	Supply all information received such as Assessment Instructions, Guideline Documents, Pace Setters, etc) Supply analysis of results	Sign over
CES: Special Needs	Supply all information received such as Assessment Instructions, Guideline Documents, Pace Setters, etc) Supply analysis of results	Sign over

EXTERNAL CLIENT	LINKAGE	MODE OF DELIVERY
Schools Private Centres	Registration process Assessment instructions Supply of stationary, question paper packing lists & mark sheet control list. Collection of question papers Submission of scripts, attendance registers, daily reports & seating plans Irregularity reports Supply of time tables & personal time tables Preliminary& final schedules Receipt of corrected preliminary schedules Recruitment, selection & appointment of Invigilators. Signing of confidentiality forms Training of Invigilators Forward application forms to makers & EA's Receipt of application forms from markers and EA's	Sign over & keeping of copies, Sign over Sign over-written reports  Sign over Sign over Sign over Advertise  Sign over Training workshop  Hand over

EXTERNAL CLIENT	LINKAGE	MODE OF DELIVERY
Provincial Office	Supply Centre registration forms Supply registration forms for special concessions Receive response from Provincial Office Preliminary schedules Receipt of question paper packing list, Mark sheet control list Receipt of stationary Receipt of question papers and dummy mark sheets Receipt of original mark sheets Return of scripts Submission of daily, irregularity & monitoring Forward of medical certificates for markers and EA's Forward request for re-marking & re-checking	Sign over
Examination Support and Logistics (Transport)	Request for vehicles	Submission of requests
Examination Support and Logistics (Finance)	Submission of claims for Invigilators	Sign over

## J. CODE OF CONDUCT

All employees must adhere to the basic code of conduct of the *Assessment and Examinations Directorate* as outlined on page 4 of this document which is in addition to the specific code for the *Districts* as outlined below.

- Examination officials shall carry official identification



16 September 2006

.....  
**SP GOVENDER**  
**CHIEF DIRECTOR: CURRICULUM MANAGEMENT**



.....  
**EM MABONA**  
**DIRECTOR: ASSESSMENT & EXAMINATIONS**

## **GLOSSARY OF TERMS**

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<b>PAEG</b>	Provincial Assessment and Examinations Guideline
<b>GET</b>	General Education and Training
<b>AET</b>	Adult Education and Training
<b>FET</b>	Further Education and Training
<b>NSC</b>	National Senior Certificate
<b>SBA</b>	School based Assessment
<b>ECDE</b>	Eastern Cape Department of Education
<b>CES</b>	Chief Education Specialist
<b>DCES</b>	Deputy Chief Education Specialist
<b>SES</b>	Senior Education Specialist
<b>LSEN</b>	Learner with special education needs
<b>CD</b>	Compact disk
<b>MEC</b>	Member of the Executive Council
<b>SG</b>	Superintendent General
<b>DDG</b>	Deputy Director General
<b>NEIC</b>	National Examinations Irregularity Committee
<b>PEIC</b>	Provincial Examinations Irregularity Committee
<b>SEIC</b>	School Examinations Irregularity Committee
<b>SAPS</b>	South African Police Services
<b>NIA</b>	National Intelligence Agency
<b>HESA</b>	Higher Education South Africa
<b>SAQA</b>	South African Qualifications Authority
<b>EA</b>	Examination Assistant
<b>HR</b>	Human Resources
<b>IT</b>	Information Technology
<b>PFMA</b>	Public Finance Management Act
<b>SITA</b>	State Information Technology Agency
<b>MANCO</b>	Management Committee
<b>IDEAC</b>	Inter-district Examinations and Assessment Committee
<b>SAO</b>	Senior Administration Officer

## ANNEXURE 1: ALLOCATION OF POSTS AND JOB DESCRIPTIONS

### SUB-DIRECTORATE 1: Examination Instrument Development and Moderation

#### CHIEF EDUCATION SPECIALIST

- Provide strategic management of the sub-directorate.
- Develop policy in respect of examination instrument development and moderation.
- Co-ordinate the activities of the sub-directorate.
- Administer the section in line with National Policy and the requirements as stipulated by UMALUSI.
- Co-ordination of activities between the sub-directorate and all internal and external clients.
- Oversee the administration of all examination instrument development and moderation and related matters.
- Scrutinise the appointment of examiners and moderators.
- Develop the most efficient and effective methods and procedures within the section.
- Ensure effective and proper utilisation of resources and effective asset control within the section.
- Oversee the safe storage and registry of all assessment instruments/tools.

#### DEPUTY CHIEF EDUCATION SPECIALIST

Co-ordinate inclusive education instrument development and moderation for AET Level 4

Translation & Editing of all assessment instruments/tools

##### Responsibilities

- Appointment of examiners and moderators  
Assessment instructions for the posts of examiners and moderators
- Selection of examiners and moderators
- Interviews for the appointment of examiners and moderators
- Appoint examiners and moderators
- Draw contracts for examiners and moderators
- Draw work plans for examiners and moderators with timeframes for internal and external moderation
- Receive applications for special concessions for all examinations.
- Adjudicate applications for special concessions for all examinations.
- Preparation for audio tapes for all examinations.
- Preparation of enlarged print papers as required for all examinations.
- Training needs of examiners and moderators
- Developing procedure manuals for assessment instruments/tools.
- Co-ordinate all translations and editing
- Preparation of submissions for the appointment of contract editors and translators.
- Drawing of plans for editors and translators
- Quality control of question papers
- Final Proofreading for printing
- Signing off of question papers for printing

#### DEPUTY CHIEF EDUCATION SPECIALIST

Co-ordinate flow of Assessment instruments/tools for external Grade 12 examinations.

##### Responsibilities:

- Appointment of examiners and moderators
- Assessment instructions for the advertisements of examiners and moderators posts
- Organise meetings with relevant stakeholders for selection of examiners and moderators
- Organise interviews for the appointment of examiners and moderators
- Appoint examiners and moderators
- Inform examiners and moderators about their appointments
- Draw Contracts for examiners and moderators
- Draw work plans for examiners and moderators with timeframes for internal and external moderation
- Develop templates for typing of papers
- Monitor submission of papers by examiners, internal and external moderators
- Receive papers from examiners and moderators
- Submit papers to internal and external moderators
- Invite examiners and internal moderators to come and work on papers in-house after external moderation.
- Receive and respond to immigrant concession applications.
- Training needs for examiners and moderators.
- Develop procedure manuals for assessment instruments/tools section.
- Co-ordinate the typing pool.
- Communicate with other assessment bodies for instruments required for external examinations.
- Submit and receive scripts for marking from other Provinces.
- Co-ordinate claims for marking and markers of other Assessment bodies.
- Prepare setting records for the payment of examiners and moderators.

#### DEPUTY CHIEF EDUCATION SPECIALIST

Co-ordinate Grade 11/12 common exams

##### Responsibilities

- Appointment of examiners and moderators  
Assessment instructions for the posts of examiners and moderators
- Selection of examiners and moderators
- Interviews for the appointment of examiners and moderators
- Appoint examiners and moderators
- Draw contracts for examiners and moderators
- Draw work plans for examiners and moderators with timeframes for internal and external moderation
- Monitor submission of papers by examiners, internal and external moderators
- Receive papers from examiners and moderators
- Submit papers to internal and external moderators
- Read external moderator reports and inform examiners and moderators about recommendations
- Invite examiners and internal moderators to work on papers in-house after external and moderators
- Developing procedure manuals for Assessment instruments/tools section.
- Prepare setting records for the payment of examiners and moderators
- Receive and respond to applications for immigrant concessions.

## **SES TRANSLATOR**

Co-ordinate translation of assessment instruments/tools

- Translate assessment instruments/tools from Source Language (SL) to the target language (TL)
- Produce as closely as possible the precise meaning of the SL

## **SES EDITOR**

Co-ordinate editing

- Editors must guard against compromising quality and standard of all assessment instruments
- Editors must check and verify these aspects in assessment instruments:
  - Instructions must be clear and concise
  - The cover and the layout of the assessment instrument.
  - The content of the assessment instrument question by question. English version must correlate with Afrikaans version
  - Mark allocation, diagrams/pictures against the original question paper
  - Grammatical errors
  - Consistency in the use of terminology and abbreviations throughout the instrument
  - Inform DCES co coordinator the questions needed to be discussed with the examiner
  - Proofread instruments after corrections are effected by the examiner or typist
  - Ensure that the internal moderator has proofread and is satisfied that the assessment instrument is ready for printing
  - Prepare for printing list and submit instruments for printing
  - Proofread and approve the quality and standard of the printed instruments, regardless of whether the printing is done in-house or outsourced

## **2 CHIEF TYPISTS**

### **CHIEF TYPIST 1**

- To quality control all the external assessment instruments for grade 12
- To facilitate the training of the typists
- To administer the typing pool
- Responsible for filing inside the safe
- To receive and record all assessment instruments for examinations that have not yet been written.
- To record and register the outgoing instruments inside and outside the safe.
- To monitor the attendance register for the typing pool
- To monitor the weekly plans of the typing pool.
- Packing and dispatch of assessment instruments to be sent to examiners and moderators.
- Liaison with examiners before the instruments are sent for proofreading or moderation.
- To control the flow of papers from the safe to editors, and typists..
- Format assessment instruments acquired from other assessment bodies.
- Monitor the packing for disks for practical exams such as Computer Studies, Computyping, Braille and audiotapes based on concession applications.
- Make sure that all the typists sign confidentiality documents and necessary declarations.
- Create printing files
- To pack hard and soft copies of assessment instruments for printing.
- To backup data every day.
- Requisitioning and receiving Braille and Tapes from the blind library.
- To combine the assessment instructions/tools on disk and make copies for Districts and other Assessment Bodies.
- Type and package letters to internal moderator for moderation of assessment instruments
- Type and package letters to the examiners to implement changes made by internal moderators

### **Chief Typist No. 2**

#### **Grade 10, 11, and 12 internal examinations**

- To quality control all the internal assessment instruments for grade 10, 11, 12 common tests and examinations...
- To facilitate training of the typists
- To receive, record and create backup file for all assessment instruments for grade 10, 11, 12 internal examinations and common tests and submit to Chief Typist No.1 and Section Coordinator for storage in the strong room.
- To record and register the outgoing papers for internal exams.
- To monitor the attendance register for the typing pool
- To monitor the weekly plans of typists.
- To package and send assessment instruments to examiners and moderators
- To control the flow of assessment instruments from editors to typists.
- To proof read and format assessment instruments/tools.
- To make sure that typists sign confidentiality documents and other declarations.
- Create printing files
- Pack hard and soft copies of assessment instruments for printing.
- To save backup every day

### **3 Typists:**

#### **GRADE 10/11/12 INTERNAL EXAMS:**

- To format and type the assessment instruments/tools.
- To make copies of each paper after it has been written and courier it to the examiner and internal moderator for memo discussion.
- Assists examiners for common examinations in formatting the papers
- To create files for internal exams

#### **ADMINISTRATION OFFICER**

- Coordination of all administration of the unit.
- Monitors the operations of the administration clerks
- Liaises with the 3 DCES on operational matters
- Reports to DCES assessment Instrument co-coordinator

#### **ADMIN CLERK 1**

- Grade 11/12 common examinations
- Filing
- Packing and dispatch of assessment instruments
- Preparation of setting records for examiners and moderators
- Preparation of logistics for panels of examiners for Grade 11 and Grade 12 March and June common tests.

#### **ADMIN CLERK 2**

- ABET Level 4, Inclusive education and editing
- Filing
- Recording of LSEN and concession requests
- Preparation of translation and editing records for the payment of editors and translators
- Opening of files for concession applications
- Distribution of concession responses
- Distribution of Braille and audio tapes to districts for Grd 12 trial, final and supplementary examinations

#### **ADMIN CLERK 3**

- Grade 12 external examinations
- Filing
- Packing and dispatch of assessment instruments/tools.
- Preparation of setting records for examiners and moderators.
- Preparation of logistics for marking guideline discussions for examiners and moderators
- Preparation of logistics for panels of examiners.
- Preparation of logistics for workshop for examiners and moderators
- Opening of files and preparation of responses for immigrant concessions

## **ANNEXURE 2: ALLOCATION OF POSTS AND JOB DESCRIPTIONS**

### **SUB-DIRECTORATE 2: Internal Assessment Management (GET, FET and ABET Bands)**

#### **CHIEF EDUCATION SPECIALIST**

- Provide strategic management of the sub-directorate.
- Develop policy in respect of examination instrument development and moderation.
- Co-ordinate the activities of the sub-directorate.
- Administer the section in line with National Policy and the requirements as stipulated by UMALUSI.
- Co-ordination of activities between the sub-directorate and all internal and external clients.
- Oversee the administration of all examination instrument development and moderation and related matters.
- Scrutinise the appointment of examiners and moderators.
- Develop the most efficient and effective methods and procedures within the section.
- Ensure effective and proper utilisation of resources and effective asset control within the section.
- Oversee the safe storage and registry of all assessment instruments/tools.

#### **DEPUTY CHIEF EDUCATION SPECIALIST – SBA**

- Co-ordinate the development of SBA Guidelines for the Province
- Arrange workshops for dissemination of SBA policy related information to the relevant stakeholders
- Arrange inter-directorate meetings on SBA related issues
- Develop SBA monitoring tools for schools, clusters and districts
- Arrange workshops for SBA coordinators and subject advisors on SBA improvement strategies
- Hold SBA evaluation meetings with SBA coordinators after each term moderation
- Liaise with Umalusi on all SBA related matters
- Compile report on the status of SBA in the Province for the National Department and Umalusi
- Develop policy and monitoring tools for Orals
- Co-ordinate monitoring of Orals in the districts
- Compile report on the moderation of Orals
- Liaise with specialist for moderation of selected practical subjects
- Co-ordinate moderation of practical subjects
- Arrange evaluation meetings with moderators and affected directorates
- Attend to all queries related to SBA, orals and practical marks
- Co-ordinate the training of SBA mark sheets
- Monitor the flow of SBA mark sheets from the districts to the Head Office
- Verification of Oral mark sheets
- Compilation of reports on learner attainment, analysis, standardisation and examiner reports

#### **DEPUTY CHIEF EDUCATION SPECIALIST IRREGULARITIES AND MONITORING**

Establish links with:

- SBA co-coordinators	- District: examinations
- PEIC	- NEIC
- SAPS	- SEICs
- Observer organisations	- NIA
- Social partners	- HESA, SAQA, Umalusi

##### **• CO-ORDINATE ALL EXIT POINT ASSESSMENT IRREGULARITIES**

- Receive telephonic reports
- Receive written report
- Verification of information received and appropriateness of action taken:
  - Collation of information
  - Preparation of preliminary/status report (with recommendations) for Final reporting

##### **• CO-ORDINATE ALL COMMON TEST IRREGULARITIES**

##### **• CONVENE AND CO-ORDINATE PEIC**

##### **• COORDINATE THE INVESTIGATION AND FOLLOW UP OF ALL REPORTED IRREGULARITIES**

#### **MONITORING**

Put in place before the start of any examination: All communication facilities. Transport for Districts and Provincial monitors District and Provincial monitoring plans. Cell phone cards Instruments for reporting daily and weekly. Statistics for the submission of daily reports from District on monitoring of centres Reporting Instruments available for reporting to National, Umalusi, MEC, SG, DDG and Chief Director Assessment and Examinations Submit reports to Umalusi. Report on internal assessment for the following: Senior Certificate Examination, Adult Education and Training and Vocational Education and Training. Self evaluation instrument for Assessment bodies. Ensure integrity for the writing of the examination Monitor preparations for the marking of scripts. Monitor the appointment of markers, EA's, admin staff marking centre, marking centre managers and deputies

## **DEPUTY CHIEF EDUCATION SPECIALIST EXAMINATIONS CO-ORDINATION**

### **Co-ordination and facilitation of writing of common examinations**

- Assist in facilitating the appointment of examiners for grade 11 and 12 common examinations
- Facilitate setting of assessment instruments/tools for grade 12 March and June common tests and grade 11 common examinations.
- Organise panel meeting of examiners and moderators for the common examinations
- Monitor submission of draft common assessment instruments/tools by examiners
- Draft work plans for examiners and moderators of common examination
- Receive assessment instruments from examiners
- Submit assessment instruments to moderators
- Invite examiners and moderators to HO to finalise assessment instrument.
- Co-ordinate the flow of common test assessment instruments/tools.
- Submit assessment instruments to Examination Instrument Development section for formatting and editing.
- Co-ordination and facilitation of writing of common examinations

## **DEPUTY CHIEF EDUCATION SPECIALIST GET AND AET**

### **Co-ordinate all SBA activities with GET band and AET**

- Form links with GET Curriculum and AET section
- Co-ordinate the revision of SBA policy documents for GET & AET
- Form SBA Structures for SBA co-ordination in the districts
- Design monitoring tools for schools, clusters and districts
- Hold evaluation meetings with SBA co-coordinators after each term moderation
- Co-ordinate the monitoring of SBA in the schools and districts
- Writes reports on SBA activities to all the relevant stakeholders
- Report on the status of SBA in the Province to the National Department of Education and UMALUSI
- Co-ordinate moderation of SBA by UMALUSI
- Co-ordinate the training of relevant stakeholders on Grade 9 marksheets
- Attend to all queries related to SBA marks

## **SENIOR EDUCATION SPECIALIST**

### **1. SBA implementation in all grade 12 schools in the Province**

- Facilitate the development of SBA Policy Documents in line with the National Policies
- Facilitate workshops for Subject Advisors on SBA Policy Documents
- Pre-moderation visits to a sample of schools to monitor and support SBA implementation
- Verification visits to Cluster moderation venues/centers
- Facilitate meeting of district SBA co-coordinators to evaluate Cluster moderations
- Facilitate UMALUSI SBA verification visits in the Province
- Communicate with districts and schools and facilitate submission of Final SBA schedules/mark lists for capturing purposes
- Co-ordination and facilitation of moderation of subjects with practical component
- Assist Districts to get officials to moderate practical subjects
- Preparation of submission to request transport and accommodation for moderators
- Communicate with districts and schools regarding dates and times of moderation
- Co-ordinate and facilitate meeting of moderators of Practical subjects
- Collect and consolidate reports on moderation of practical subjects
- Communicate with districts and schools and facilitate submission of schedules/ mark lists of practical component for capturing purposes

## **SENIOR EDUCATION SPECIALIST**

### **2. Co-ordination and facilitation of moderation of Orals**

- Facilitate the development of Policy documents on moderation of Oral in all Languages done in the Province
- Organise workshops for Subject Advisors
- Communicate with districts and schools and facilitate submission of Final Oral schedules/mark lists
- Monitor the moderation of orals
- Co-ordinate the development of assessment guidelines
- Verify the implementation of SBA in the districts
- Monitor cluster term moderations
- Co-ordinate meetings for subject advisors
- Co-ordinate the development of monitoring tools for schools, clusters and districts
- Contact SBA co-coordinators on all SBA related activities

## **SENIOR EDUCATION SPECIALIST**

### **3. Co-ordination and facilitation of writing common tests and examinations**

- Assist in facilitating the appointment of examiners
- Facilitate setting of assessment instruments/tools
- Organise panel meeting of examiners and moderators
- Monitor submission of draft common assessment instruments/tools by examiners
- Draft work plans for examiners and moderators
- Receive assessment instruments from examiners
- Submit assessment instruments to moderators
- Invite examiners and moderators to HO to finalise assessment instrument.
- Co-ordinate the flow of assessment instruments/tools.
- Submit assessment instruments to Examination Instrument Development section for formatting and editing.
- Co-ordination and facilitation of writing of common examinations

## **SENIOR EDUCATION SPECIALIST**

### **4. Co-ordination and facilitation of writing common tests and examinations**

- Assist in facilitating the appointment of examiners
- Facilitate setting of assessment instruments/tools
- Organise panel meeting of examiners and moderators
- Monitor submission of draft common assessment instruments/tools by examiners
- Draft work plans for examiners and moderators
- Receive assessment instruments from examiners
- Submit assessment instruments to moderators
- Invite examiners and moderators to HO to finalise assessment instrument.
- Co-ordinate the flow of assessment instruments/tools.
- Submit assessment instruments to Examination Instrument Development section for formatting and editing.
- Co-ordination and facilitation of writing of common examinations

### **ADMINISTRATION OFFICER**

- Coordination of all administration of the unit.
- Monitors the operations of the administration clerks
- Liaises with the 4 DCES on operational matters
- Reports to the DCES SBA

### **ADMIN CLERK: SBA**

- Requisition of stationery for the section
- Make logistical arrangements for SBA verification visits: schools & cluster visits
- Arrangement of transport for district cluster moderations
- Preparation of S & T claims for the section
- Logistic arrangements for workshops, meetings and conferences
- Filing
- Make follow-up on faxed correspondence

### **ADMIN CLERK: MONITORING & IRREGULARITIES**

- Requisition of stationery for the section
- Make logistical arrangements for irregularities and monitoring meetings, workshops, etc
- Arrangement of transport for district cluster monitoring
- Preparation of claims for the section
- Filing
- Make follow-up on faxed correspondence

### **ADMIN CLERK: EXAMINATION CO-ORDINATION**

- Requisition of stationery for the section
- Preparation of S & T claims for the section
- Logistic arrangements for workshops, meetings and conferences, examiners, moderators
- Filing
- Make follow-up on faxed correspondence
- Make follow up on all claims



## **ANNEXURE 3: ALLOCATION OF POSTS AND JOB DESCRIPTIONS**

### **SUB-DIRECTORATE 3: Marking Processing and Script Management**

#### **CHIEF EDUCATION SPECIALIST**

- Develop policy in respect of marking processes for Grade 9, 12, AET and script Archiving Management.
- Co-ordinate the activities of marking centre.
- Administer the section in line with National Policy and the requirements as stipulated by UMALUSI.
- Co-ordination of activities between the marking centres in the District and the Provincial Office.
- Oversee the administration of all marking processes and related matters.
- Manage and scrutinise the appointment of markers and EA's for all marking processes.
- Develop policies, guidelines and procedures within the section.
- Ensure effective and proper utilisation of resources and effective asset control within the section.
- Oversee the safe storage and registry of all source documents from the assessment and examination processes.

#### **DEPUTY CHIEF EDUCATION SPECIALIST (DCES)**

- To facilitate and supervise the Remarking and Rechecking processes for Grade 12.
- To facilitate and supervise the Supplementary Grade 12 and AET examinations.
- To facilitate and supervise the November Grade 12 and AET examinations.
- To manage and put processes in place for the preparation of Marking Centres for Grade 12 and AET.
- To be responsible for all submissions in connection with marking processes.
- To determine the selection and policies for the appointment of markers in Grade 12 and AET.
- To take responsibility for all activities in the Marking Process and at the Depot.

#### **SENIOR EDUCATION SPECIALISTS (SES)**

- Co-ordinate the receipt, control and filing of Internal Schedules.
- Co-ordinate the receipt, control, transcribe, scanning and filing of Grade 9 mark sheets.
- Co-ordinate the receipt, control and filing of Common Exams Schedules.
- Co-ordinate the Marking Part of the Remarking Process.
- Assist the DCES with the facilitation and supervision of the Supplementary Grade 12 and AET examinations.
- Assist the DCES with the facilitation and supervision of November Grade 12 and AET examinations.
- Co-ordinate the Selection of Markers process.
- Issuing of Appointment Letters to appointed Marking Personnel.
- Co-ordination of depot functions at various stages.

#### **SENIOR EDUCATION SPECIALIST (SES RECORDS MANAGEMENT)**

- Co-ordinate the receipt, control and filing of internal schedules.
- Co-ordinate the receipt, control, transcribe, scanning and filing of Grade 9 mark sheets.
- Co-ordinate the receipt, control and filing of Common Exams Schedules for March and June.
- Co-ordinate the search for scripts to be remarked and rechecked.
- Oversee the receipt of written scripts from districts for Grade 12 and AET for both November and Supplementary examinations.
- Oversee the issuing of written scripts to Marking Centres for Grade 12 and AET for both November and Supplementary examinations.
- Oversee the receipt of marked scripts from Marking Centres Grade 12 and AET for both November and Supplementary examinations.
- Co-ordinate the storing of written scripts for all Examinations written.
- Liaise with the Provincial Education Records Manager regarding the archiving and disposal of written scripts.
- Co-ordinate the appointment of EA's at the depot between November and January.

#### **SENIOR EDUCATION SPECIALIST (AET)**

- Assist the DCES with the facilitation of the November AET examination.
- Assist the DCES with the facilitation of the Supplementary AET examination.
- Assist the DCES with the preparation for the AET marking centres for November and Supplementary.
- Co-ordinate the Selection of Markers process.
- Co-ordinate the sorting of Marker application forms.
- Link with districts regarding the verification of markers process.
- Issuing of Appointment Letters to Marking Personnel.
- Appointing reserve markers from reserve list at request of marking centre managers during Marking Centre period.
- Co-ordinate the selection of EA's for the November and Supplementary examinations with Marking Centre Personnel.
- Arrange with Question Paper Provisioning for Memorandums to be with Centre Managers when Marking commences.

### **ADMINISTRATION OFFICER**

- To manage the clerical staff.
- Responsible for payment of parties involved in examination processes.
- Responsible for procurement of stocks.
- Responsible for all leave forms.
- To manage the storage facility.
- To arrange transport including trip authorities
- To manage, register and file all outstanding marks.
- To supply copies of outstanding marks to the IT Section.
- Responsible for cleanliness of Depot

### **ADMINISTRATION CLERKS x 3**

- Receiving of written scripts from districts.
- Recording of written scripts in Depot Control Register.
- Sort scripts per subject for specific marking centres.
- Labeling of Box files, boxes and files for marking centres.
- Receiving of marked scripts from marking centres and arranging it according to districts.
- Search for outstanding November and Supplementary marks for both grade 12 and AET.
- Search for scripts to be remarked and rechecked.
- Sorting the application forms for markers and examination assistants.
- Supervise the EA's working at the depot.
- General cleanliness of the depot.

### **REGISTRY CLERK**

- Receipt of all documents relating to Marking Processes and Script Management.
- Issuing of receipted documentation to relevant personnel in Sub-Directorate.
- Keeping of Incoming and Outgoing Registers.
- Filing and Safekeeping of used documentation.
- Pending and searching for the above documents.
- Preparation of documents for posting or delivery to districts.
- Answering enquiries about documents and the documentation system.
- Manning of the fax machine.
- Keep file index up to date.
- Disposal of Archival material in terms of Archive instructions.
- Ensure cleanliness of registry.

## ANNEXURE 4: ALLOCATION OF POSTS AND JOB DESCRIPTIONS

### SUB-DIRECTORATE 4: Examination Administration and Logistics

#### DEPUTY DIRECTOR

- In charge of Administration staff in the Assessment and Examinations Directorate at Head Office and all Districts.
- Give guidance, training and supervision of Administration staff.
- Draw a budget for the Directorate and the Districts.
- Provide examination material and stationery.
- The maintenance of printing and other machines.
- Control the printing, packing and distribution of examination assessment instruments and tools for all districts.
- Supervise and give guidance in the provisioning and maintenance of transport.
- In charge of maintaining security at Provincial Assessment and Examinations and district offices.
- Ensure secure transport of assessment instruments and tools to and from all districts.
- Coordinate the drawing of overtime submissions and monitor the implementation and control of overtime.
- Ensure smooth functioning and communication between Provincial Assessment and Examinations and all district offices.
- Control and supervise the processing of claims for examination related duties and the authorisation of payments.
- Assist in drawing up the year-plan for the Directorate.

#### ASSISTANT DIRECTOR

- Supervises two chief administrative clerks
- Co-ordinate the processing of claims for setting, editing, trial and common tests
- Controls the attendance register for Examination Administration and Logistic Sub-directorate
- Checking overtime claims for all Districts and the Provincial Office
- Attending to personnel related claims and queries

#### ASSISTANT DIRECTOR

- **Budget management:** planning, organisation, allocation, adjustment and monitoring of budget; compilation of financial and performance reports
- **Control of payments:** oversee the entire payment function in the Directorate according to all regulations; payment of creditors  
Supervision of subordinate staff; promotion of professional image of the finance section and relationship with suppliers; fraud detection & prevention
- **Asset management:** analysis of options for efficient utilisation of assets; determination of policies and guidelines regarding evaluation and depreciation of assets; development of systems on management of departmental assets; management of losses/surplus, donations and disposal of assets; classification and recording systems in respect of departmental assets; management and monitoring of departmental assets  
**Fleet management:** oversee a PFMA compliant asset register  
Manage the Directorate's fleet; manage and oversee the resources of the directorate; provide guidance and training to the staff in the directorate  
**Auxiliary services:** management of departmental assets and facilities; management of Departmental infrastructure needs  
rendering of departmental security services; provisioning of office support services; management of office and registry services  
provisioning of household and catering services

### **ADMINISTRATION CLERKS**

- Each responsible for capturing invigilation information of 12 districts onto the data base
- Each responsible for receiving correspondence from districts allocated to them
- Attending to all examination related queries
- Checking application forms for c/invigilators for districts allocated to them
- Attend to the public on queries and enquiries related to claims
- Preparing assumption of duty forms of c/invigilators for districts allocated to them
- General office work as delegated

### **REGISTRY CLERK**

- To ensure proper record keeping by filing according to the prescribed filing systems
- All officials conducting correspondence should be supplied with a copy of the filing systems
- To ensure proper control of the filing system, daily filing should be scrutinised
- the efficiency of the system should be regularly examined to ensure that the necessary amendments are provided. When new functions are acquired, up new files should be created and when necessary existing files should be broken-up
- Responsible for operating and managing photocopying facilities
- Responsible for making reports and returns, disposal and closure of files
- Responsible for mail opening and dispatch of the same through the maintenance of the Remittance Register

### **SENIOR ADMIN OFFICER**

- Responsible for compilation of VAS '2 requisition forms for procurement of goods and services
- Manage inventories and movement of assets in the Directorate Report asset management irregularities, losses and damages of State property to the Assistant Director Corporate services Responsible for stock – taking and reporting to the Assistant Director Corporate services as required in the PFMA
- Responsible for processing of payments and reviewing of goods ordered
- Responsible for fleet management control leave register and submissions to Human Resource Management
- Overall supervision of sub-ordinate and maintenance of discipline

### **GENERAL ASSISTANTS**

- To ensure that cleaning services are rendered effectively and efficiently
- To ensure proper maintenance of the cleaning equipment
- To assist in the delivery of goods and messages to various destinations

### **DRIVER**

- Responsible for delivering goods and messages to various points within the province on daily basis
- Ensure that the Government transport regulations regarding their utilization is adhered to
- To ensure proper maintenance of the vehicle assigned to him/her

### **CHIEF ADMINISTRATION CLERK**

- Receive goods invoices, and delivery notes from the service providers and complete goods receipt voucher in preparation for payment
- Submit documents to the Senior Admin officer for approval, maintain commitment register etc
- Supervision of sub-ordinates and maintenance of

### **ADMINISTRATION CLERK**

- Responsible for compilation and capturing of VAS'2 requisitions forms for procurement of goods & services
- To make follow up for generation of orders
- Ensuring that finance records are properly filed for audit queries

### **RECEPTIONIST/SWITCH BOARD OPERATOR**

- Responsible for receiving of incoming and outgoing calls and faxes
- To ensure that the telephone bill is properly controlled and no fruitless expenditure is being incurred
- To maintain discipline in the switchboard area

## **ANNEXURE 5: ALLOCATION OF POSTS AND JOB DESCRIPTIONS**

### **SUB-DIRECTORATE 5: Certification and IT Support**

#### **DEPUTY DIRECTOR**

- Overall Management of sub-directorate
- Development of Year Plans
- Strategic Planning
- Management of the PMDS for the sub-directorate
- Identification of Training Needs
- Systems Administration
- Participation in National Forums in respect of the Examination System
- Allocation and revoking of system functions

#### **ASSISTANT DIRECTOR (X1) DATA PROCESSING**

- Management and Supervision
- Process the printing of Examination Material
- Execution of Resulting processes
- Software Application development and maintenance
- Management of Hardware Maintenance
- Develop and manage the implementation of Operational plans
- Maintenance of Examination Systems user profiles
- Manage Security of electronic examination data

#### **SENIOR EDUCATION SPECIALIST (X1) DATA PROCESSING**

- Generation of statistics
- Analysis of Data
- Drafting of policies, directives and procedure manuals

#### **HEAD DATA TYPIST (X1) GETC, FET and AET Level 4**

- Receipt, Control and Processing of Examination Centre Registration Forms
- Monitoring the Receipt, Control and Processing of Learner data and Examination marks
- Generation of Reports on entry statistics
- Filing of Source documents
- Training of Personnel on Capturing Processes

#### **DATA CLERKS (X6) GETC, FET and AET Level 4**

- Capturing of Learner Entries for GETC, FET and AET Level 4
- Affecting corrections from Preliminary Entry Schedules
- Capturing and Verification of Oral, SBA and Practical marks
- Capturing and Verification of final written marks
- Filing of Source Documents
- Rendering of Capturing services to Marking Processing and Script Management sub-directorate

#### **SENIOR ADMIN OFFICERS (X2) CERTIFICATION AND RECORD MANAGEMENT**

- Manage and Monitor the processing of Applications for Combination, Duplicate and Re-issue Certificates
- Initiate requests for Historical Records
- Capturing and Processing of Historical Records
- Verification and Validation of Certificates
- Issuing of Verification Letters and Affidavits
- Serving as expert witness in court cases
- Supervise the distribution of Examination Material to Districts
- Management and Supervision of Customer enquiries and complaints
- Attending to rejected Certification Data
- Liaise with other Provincial Departments in relation to Certification queries.
- Liaise with Service Providers
- Training of Personnel on Certification Processes

#### **ADMIN CLERKS (X6) CERTIFICATION AND RECORD MANAGEMENT**

- Receipt of all application forms for Combination, Duplicate and Re-issue Certificates
- Receipt and Processing of Applications for College Diplomas
- Processing of Applications for Combination, Duplicate and Re-issue Certificates
- Liaising with District Offices regarding Certification enquiries
- Recording and distribution of Certificates
- Recording of Postal Orders
- Attending to telephonic, faxed and mailed certification queries
- Attending to members of the public on a daily basis

## **ANNEXURE 5: ALLOCATION OF POSTS AND JOB DESCRIPTIONS DISTRICTS**

### **DEPUTY CHIEF EDUCATION SPECIALIST**

- Liaise and coordinate with the Province and schools on all matters of assessment and examinations with special focus on Grades 9, 12 and AET Level 4.
- Facilitate the development of the Sections year plan
- Coordinate the registration process of schools and learners for all the exit points, viz. Grade 9, ABET Level 4 and Grade 12
- Facilitate and liaise with Provincial office on issues of certification.
- Verify the correctness and distribution of registration forms for learners.
- Facilitate the re-registration process of centres by interaction with all stakeholders and adherence to legal procedures.
- Coordinate and facilitate the processes of SBA implementation in the district by creating linkages with SBA unit within the Curriculum Directorate.
- Ensure that the deadlines are met regarding the opening and closing of the examination data system.
- Coordinate and facilitate the smooth-running of Grade 9, 12 and ABET Level 4 examinations by setting up monitoring teams at all levels and act on all irregularities identified.
- Coordinate the distribution of application forms for markers, including EAs and Assessment Instructions.
- Sit on the Verification Committee for marker applications.
- Coordinate the activities for the training of invigilators
- Coordinate the distribution of certificates to schools and all matters related to certification.
- Develop and manage the Section's budget in order to cater for the achievement of the strategic objectives per financial year.
- Supervise the distribution and collection of question papers, scripts, mark sheets and examination stationery.

### **SENIOR EDUCATION SPECIALIST: GET**

- Coordination of outstanding computerized mark sheets for Grade 9.
- Coordination of returns of Grade 9 centre registration from schools.
- Coordination of all aspects of Grade 9 computerised mark sheets
- Coordination and management of SBA from Grade R to Grade 9
- Coordinate and facilitate the distribution of Grade 9 preliminary schedules to all schools.
- Coordination of the capturing of corrections of data on the Grade 9 preliminary and final schedules
- Participation in the evaluation meeting of SBA coordinators.
- Finalisation of irregularity investigations and hearings (post marking)
- Dissemination and advocacy of policies to centres.
- Assist in the development of the District year plan.
- Facilitate implementation of training sessions provided by the Provincial Office.
- Coordinate the training of invigilators
- Submit reports for training of invigilators.
- Collection and release of all relevant results

### **SENIOR EDUCATION SPECIALIST: FET AND ABET**

- Finalisation of irregularity investigations and hearings (post marking)
- Coordination of remarking/rechecking applications.
- Coordination of returns of Grade 12 and ABET centre registration from schools.
- Coordination of supplementary registrations.
- Prepare readiness plans for administration of supplementary examinations.
- Coordination of learner registration returns for Grade 12 and ABET Level 4
- Plan and monitor SBA monitoring from Grade 10 to Grade 12
- Monitoring of all examinations and compilation of daily reports
- Coordination of concession applications
- Release of supplementary examination results to centre
- Prepare readiness plans for ABET Level 4 June and October examinations and Grade 12 common tests and examinations.
- Monitor ABET Level 4 examinations and March and June common tests and prepare all declarations
- Coordinate the distribution of application forms for markers, including EAs and Assessment Instructions
- Coordinate and facilitate the distribution of Grade 12 and ABET Level 4 preliminary schedules to all schools.
- Coordination of the capturing of corrections of data on the Grade 12 and ABET Level 4 preliminary and final schedules
- Coordination of all computerized mark sheets for Grade 12 and ABET
- Train invigilators
- Issue all timetables for Grade 12 and ABET Level 4 examinations and common tests
- Coordinate Grade 12 Trial examinations.
- Coordinate Grade 11 final examination.
- Participation in the evaluation meeting of SBA coordinators.
- Dissemination and advocacy of policies to centres.
- Assist in the development of the District year plan.
- Facilitate implementation of training sessions provided by the Provincial Office.
- Coordinate the training of invigilators
- Submit reports for training of invigilators.
- Collection and release of all relevant results

## SENIOR ADMINISTRATION OFFICER

- Responsible for all administration matters in Assessment and Examinations Section
- Draw, manage and monitor the Budget
- Maintain and control transport, assets and examination material.
- Provide and maintain safety and security in the section.
- Processing of claims of all examination related matters.
- Supervision of administration officials
- To facilitate the training of the officials
- Maintenance of asset register
- Draw progress reports of all administration matters.
- Control all queries on certification matters and liaise with Provincial Office.
- Manage and control HR matters.
- Receive and control and pack assessment instruments/tools and facilitate the distribution to schools.
- Procure all assessment related material and equipment.
- Draw and submit expenditure reports.
- Receipt and submission of Assessment Instructions and other assessment forms.

## DATA CLERKS

- Registration processes of all candidates offering Grade 9, 12 and ABET Level 4 examinations.
- Assist in the distribution of all SBA, Oral and practical mark sheets.
- Capture of the data of learners including all SBA, oral and practical marks
- Deal with applications for certificates.
- Ensure that the resources are available for the running of all examinations, inclusive of security.
- Assist in control, packing and distribution of all assessment instruments/tools for Grades 9/11/12/ABET L4.
- Attend to queries about outstanding results, payments and certificates.
- Distribute circulars and Assessment Instructions.
- Assist in the sorting and distribution of results.
- Ensure security of all assessment material to avoid leakages.
- Assist in the submission of information required by the Provincial Assessment and Examinations Directorate.
- General typing
- Assist in the delivery of assessment instruments/tools and the collection of scripts.