

No. 1391

22 December 2000

SOUTH AFRICAN CERTIFICATION COUNCIL (SAFCERT)**SOUTH AFRICAN CERTIFICATION COUNCIL ACT,
1986 (ACT NO. 85 OF 1986) AS AMENDED BY EDUCATION LAWS AMENDMENT ACT NO.
48 OF 1999****CALL FOR NOMINATIONS TO SERVE ON SAFCERT'S NORMS AND STANDARDS
COMMITTEE**

I, Mokubung Nkomo, Chairperson of the South African Certification Council, after consultation with the members of the Council, hereby invite all interested parties to nominate persons to serve on the above committee.

The South African Certification Council (SAFCERT) was established in terms of the South African Council Act of 1986 (Act No 85 of 1986), amended in terms of the Education Laws Amended Act no 48 of 1999 to provide control over the norms and standards at the different points of withdrawal in general and further education and training. In order for SAFCERT to execute its duties in terms of section 9(b) of the aforementioned act, a Norms and Standards Committee is being established to oversee the moderation of the Senior Certificate,

SAFCERT therefore invites interested parties to nominate individual/s with the appropriate expertise and experience to serve on such a committee. The Terms of Reference below, must be considered before nominations are made.

All applications should be accompanied by a detailed curricula vitae.

More information regarding this committee can be obtained from the SAFCERT office.

Applications should reach the SAFCERT office at the address below **by not later than Monday 29 January 2001**. All applications should be addressed to:

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| The Director: Assessment, "Moderation and Certification SAFCERT Attention: Mr R R Polish P O Box 74299 LYNNWOOD RIDGE 0040 Tel: (012) 3491510 |
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Dr Mokubung Nkomo (Chairperson)
South African Certification Council

**TERMS OF REFERENCE
SAFCERT'S NORMS AND STANDARD'S COMMITTEE**

1. INTRODUCTION

The South African Certification Council is established to:

Provide for control over the norms and standards of subject matter and examination, and the issuing of certificates, at different points of withdrawal in general and further education; and for that purpose to establish the South African Certification Council; and to provide for the conducting of examinations; and to provide for matters connected therewith.

One of the key functions connected with the purpose of the South African Certification Council is the moderation of assessments and decisions made in this regard. The Council therefore has established a Norms and Standards Committee to:

"Ensure the validity of the assessment instruments used in the public examinations, how they are applied and the reliability of the assessment decisions."

2. FUNCTIONS OF THE NORMS AND STANDARDS COMMITTEE

- a) To take responsibility for the design of the moderation system and to identify and define the moderation functions and methods.
- b) To establish a management structure for the moderation system.
- c) To oversee the implementation of the moderation system.
- d) To formulate criteria in accordance with which moderators are appointed.
- e) To formulate the terms of reference and the functions of moderators
- f) To provide clear guidelines to the moderators on the format of the moderation reports and to make recommendations to the Council on the issues raised in these reports.
- g) To make recommendations to Council regarding the review of qualifications, standards, curriculum and assessment.
- h) To oversee the interaction with the users of the system with a view to obtaining feed-back on the established processes.
- i) To review and evaluate the effectiveness Of the system periodically.
- j) To make recommendations to Council on the approval/verification or otherwise of the final results of the Examining Bodies.

k) To oversee the business plan and budget of this function.

3. COMPOSITIONS **OF THE COMMITTEE**

The Council shall appoint members to the Norms and Standards Committee, taking into consideration the following required expertise/competencies

- Assessment systems and processes
- Examinations and certification including administrative and professional knowledge
- Statistical knowledge
- Outcomes based education and training
- Current education and training issues
- Curriculum and standards issues
- Quality assurance issues

The Committee shall comprise of six members from the SAFCERT Council and seven recognised experts in the field of education and training. The chairperson of the Committee shall be appointed by Council, and must be a member of the Council, who commands overall expertise and authority in the work of the Committee,

4. **ALLOWANCES AND REMUNERATION FOR MEMBERS OF COMMITTEES**

A committee member who is not in full-time employment of the State, may, in respect of the services rendered by her/him in connection with the affairs of the committee be paid by the Council traveling, subsistence and other allowances according to Council rates,

Committee members employed by the State will have their travel and accommodation expenses paid by the Council when attending to committee matters.