

MONITORING INSTRUMENT FOR EXTERNAL INTEGRATED SUMMATIVE ASSESSMENT (EISA)

Date for Monitoring

Time of Arrival

Qualification

Time of Departure

Province

Name of Assessment Centre

QCTO Registration Number

Street Address

Suburb / Township

Town / City

Postal Code

Assessment Centre Manager

First Name

Surname

Tel Number

Fax Number

Invigilators Details

First Name	Surname	First Name	Surname

Occupational Qualification	NQF Level	Name of Qualification	Number of Candidates

HWSETA Official's Details

First Name

Surname

Signature

Date

Key Monitoring Area (KMA)					
1.DELIVERY AND STORAGE OF EXAM MATERIAL BEFORE WRITING			COMMENTS / FINDINGS		
1.1	How is the examination material delivered to the assessment centre? Are they collected by the Chief Invigilator or delivered?				
1.2	When do Question papers arrive at the assessment centre? Is it daily or weekly? Specify any other way				
1.3	Were all question papers sealed upon arrival at the assessment centre?				
1.4	Was the material checked and signed for upon delivery/ arrival? Did you see the delivery receipt/record as evidence?				
1.5	Where were the question papers stored before writing? Were they stored in a safe, strong room or lockable cabinet? Who had the keys to it? Where is the key kept when not in use?				
1.6	What security measures are in place for the storage of question papers at the assessment centre? (Burglar bars, strong room, security guards, access control, alarm, surveillance cameras, fire extinguisher, etc.) Mention those that are available.				
Rating scale on criteria 1: Mark with a cross in the appropriate box					
Met all 6 factors related to the criteria		Met most factors (between 4-5) related to the criteria		Met very few factors (3 and below) related to the criteria	

Key Monitoring Area (KMA)		
2.THE INVIGILATORS AND THEIR TRAINING	COMMENTS / FINDINGS	
2.1	Who was appointed as the Invigilators?	
2.2	Was the appointment confirmed in writing?	
2.3	<ul style="list-style-type: none"> Was the invigilator trained? Who trained the invigilators? When was the Chief Invigilator trained? What evidence is available to prove that training did take place?	
2.4	Do all invigilators have appointment letters? Check to see if they are signed and have the correct date.	
Rating scale on criteria 2: Mark with a cross in the appropriate box		
Met all 4 factors related to the criteria	Met most factors (between 3-4) related to the criteria	Met very few factors (2 and below) related to the criteria

KEY MONITORING AREA (KMA)	
3. PREPARATIONS FOR WRITING AND THE ASSESSMENT ROOM/VENUE	COMMENTS / FINDINGS
3.1	Are there directions that indicate the location of the assessment room(s)? Explain their positions and if they are visible/ helpful.
3.2	Are there signs on the door/ outside wall that indicates that this is an assessment venue?
3.3	How many minutes before writing did invigilators arrive at the exam room? (the ideal time would be at least 30 minutes before writing)
3.4	Is the environment inside and outside the examination room conducive for the writing of the assessment? Elaborate if the answer is 'No'. Refer to the following:
	<ul style="list-style-type: none"> Ventilation
	<ul style="list-style-type: none"> Noise (inside and outside)
	<ul style="list-style-type: none"> Light & Temperature
	<ul style="list-style-type: none"> Cleanliness (inside and outside)

KEY MONITORING AREA (KMA)		
3. PREPARATIONS FOR WRITING AND THE ASSESSMENT ROOM/VENUE		COMMENTS / FINDINGS
3.5	Are there any material in the examination room/s that could assist candidates, e.g. posters?	
3.6	Are there enough chairs and tables for all candidates?	
3.7	Is a seating plan available? Is it relevant for the Occupational Qualification written on the day? If not available, give reasons for its absence	
3.8	Were candidates seated according to the seating plan available?	
3.9	Is there a copy of the seating plan pasted on the outside of the assessment room?	
3.12	What information is displayed on the board? (date, centre number, subject/ Learning Area, subject/ occupational qualification, province, start-finish time)	
3.10	Is there a clock or other means of displaying time to candidates? Is it clearly visible for all candidates?	
3.11	Is there an attendance register for the invigilators? Did the invigilators sign the attendance register for today's session?	
3.12	Do all invigilators have name tags?	
3.13	Are there any relief invigilators available on the day? If so, how many?	
3.14	Does the assessment venue have the necessary equipment for the subject being written?	
3.15	Is there an assessment file in the assessment venue?	
3.16	Does the assessment file contain the following documents?	
	<ul style="list-style-type: none"> • Invigilators' manual/guideline 	
	<ul style="list-style-type: none"> • Appointment letters of all invigilators 	

KEY MONITORING AREA (KMA)		
3. PREPARATIONS FOR WRITING AND THE ASSESSMENT ROOM/VENUE		COMMENTS / FINDINGS
	<ul style="list-style-type: none"> The examination time table 	
	<ul style="list-style-type: none"> The invigilation time table 	
	<ul style="list-style-type: none"> The relief time table 	
	<ul style="list-style-type: none"> Attendance registers for invigilators 	
	<ul style="list-style-type: none"> Attendance records for HWSETA monitors 	
	<ul style="list-style-type: none"> Dispatch forms (to be provided by courier) 	
	<ul style="list-style-type: none"> Irregularity form (Annexure A) 	
	<ul style="list-style-type: none"> The seating plan 	
	<ul style="list-style-type: none"> Absenteeism forms 	
3. 17	Did any candidate arrive late (after writing has started?). Give reasons if possible.	
3. 18	Did all candidates have proper identification documents with them?	
3. 19	Were ID documents and examination permits verified before candidates entered the assessment venue?	
3. 20	Were question papers opened in front of the candidates? Who opened them?	
3. 21	Were there candidates who had special concessions on the day? Explain the concessions in any	
3. 22	Were there candidates who were not registered to write the examination? If so, how were they dealt with?	
3. 23	Were calculators and other programmable devices checked before writing?	
3. 24	What procedure was followed with regard to cell phones?	
3. 25	What is the invigilator to candidate ratio?(policy recommends 1:30)	

Rating scale on criteria 3: Mark with a cross in the appropriate box					
Met the majority of the factors (between 26-27) related to the criteria		Met most factors (between 25-22) related to the criteria		Met very few factors (14 and below) related to the criteria	

KEY MONITORING AREA (KMA)		
4. TIME MANAGEMENT FOR CRUCIAL ACTIVITIES DURING THE EXAMINATION		COMMENTS / FINDINGS
4.1	At what time were the candidates admitted into the assessment venue/ room/ s?	
4.2	How many minutes before the start of writing did the question papers arrive at the exam room/ s?	
4.3	At what time were the Question papers distributed?	
4.4	Were the examination rules read out to candidates? At what time were they read out to candidates?	
4.5	Were the question papers checked with candidates for technical accuracy in terms of subject, level, paper, the number of pages, blank pages, diagrams, etc.?	
4.6	At what time were the papers checked for the technical accuracy?	
4.7	How many minutes of reading time were the candidates given?	

Rating scale on criteria 4: Mark with a cross in the appropriate box					
Met all 7 factors related to the criteria		Met most factors (between 5-6) related to the criteria		Met very few factors (4 and below) related to the criteria	

KEY MONITORING AREA (KMA)		
5. CHECKING OF THE IMMEDIATE ENVIRONMENT		COMMENTS / FINDINGS
5.1	Did invigilators check both the males and female's toilets for any material that could be used by candidates?	

Rating scale on criteria 5: Mark with a cross in the appropriate box			
Met the criteria		Did not meet the criteria	

KEY MONITORING AREA (KMA)	
6. ACTIVITIES DURING WRITING	COMMENTS / FINDINGS
6.1	Did invigilators ensure that candidates complete the cover page of the examination question papers where their name is required, e.g. correct examination and centre number, subject code and name of occupational qualification? If so, indicate when this was done.
6.2	Was the assessment able to start on the scheduled time? If not, give reasons why this was not the case.
6.3	Were the invigilators attentive, vigilant and mobile?
6.4	Were invigilators at any stage requested by candidates to clarify certain aspects or questions in the question paper? If so, explain how the invigilators handled it.
6.5	Did candidates complete the attendance register? When was it completed?
6.6	Were there any candidates who left the assessment venue/ rooms? to use the toilets? Were they accompanied by an invigilator of the same gender?
6.7	Was there any erratum on the day? If so, how was it dealt with?
6.8	Were candidates allowed to leave the examination room in the last 15 minutes of writing?
6.9	Was a five minutes warning before the end of the assessment given to candidates?
6.10.	How were scripts collected from candidates who had completed writing?
6.11.	At what time did the session end?
6.12.	Were there any irregularities experienced during this writing session. If yes, how were they handled?
Rating scale on criteria 6: Mark with a cross in the appropriate box	
Met all 12 factors related to the criteria	Met most factors (between 6-11) related to the criteria
	Met very few factors (5 and below) related to the criteria

KEY MONITORING AREA (KMA)					
7. PACKAGING AND TRANSMISSION OF SCRIPTS AFTER WRITING				COMMENTS / FINDINGS	
7.1	Which room was used to count and pack the candidates' answer scripts?				
7.2	Who was in the room when the candidates' answer scripts were counted and packed?				
7.3	Were the scripts packaged using the sequence in the mark sheet?				
7.4	Did the number of scripts correspond with the candidates marked 'PRESENT' on the mark sheet and those written on the wrapper?				
7.5	What container was used to seal the scripts for transportation to the HWSETA? Who sealed the container to carry question papers?				
7.6	Were the necessary dispatch forms completed before the question papers were packed and submitted? Mention these dispatch forms.				
7.7	Did the centre make copies of the dispatch forms submitted to the assessment body?				
7.8	Was a daily reporting completed for this session? If not, explain why it was not completed.				
7.9	At what time did the scripts leave the assessment Centre for the HWSETA assessment?				
7.10	Who transported the scripts to the HWSETA?				
Rating scale on criteria 7: Mark with a cross in the appropriate box					
Met all 10 factors related to the criteria		Met most factors (between 5-9) related to the criteria		Met very few factors (4 and below) related to the criteria	

KEY MONITORING AREA (KMA)		
8. MONITORING BY THE HWSETA		COMMENTS / FINDINGS
8.1	Is there evidence to show the HWSETA verified the readiness of the assessment centre for EISA? If so, indicate the last time/date the HWSETA head office/Province monitored the assessment centre.	
8.2	Did the monitor/ s from the HWSETA leave a report detailing the nature of the visit?	
8.4	What are the key issues noted in the report? Have the issues noted in the report being addressed by the Provincial Manager?	

Rating scale on criteria 8: Mark with a cross in the appropriate box

The assessment body did monitor and leave a report		The assessment body did monitor but did not leave a report		The assessment body did not monitor at all	
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KEY MONITORING AREA (KMA)

9. FEEDBACK MEETING		COMMENTS / FINDINGS
9.1	Did you have a feedback meeting with Provincial Managers after monitoring?	
9.2	Who did you give feedback to? Was it the Provincial Managers only, or was it the entire invigilating team? Explain the reason why you chose them.	
9.3	What did you discuss at the feedback meeting?	
9.4	How long did the feedback meeting last?	
9.5	How was your feedback taken? Did they welcome and take the feedback positively?	

10. AREAS OF GOOD PRACTICE

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11. AREAS OF CONCERN

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Consolidated Summary of the Ratings

No.	CRITERIA	RATING (met all, most or few)
1.	Delivery and storage of exam material before writing	
2.	The invigilators and their training	
3.	Preparations for writing and the assessment venue	
4.	Time Management	
5.	Checking of immediate environment	
6.	Writing process	
7.	Packaging and transmission of Question papers to the HWSETA after writing	
8.	Monitoring by the HWSETA Head office & Provincial offices	

Name of monitor: _____ Signature: _____



Date:
