

## MONITORING INSTRUMENT FOR EXTERNAL INTEGRATED SUMMATIVE ASSESSMENT (EISA)

Date for Monitoring	<input type="text"/>	Time of Arrival	<input type="text"/>
Qualification	<input type="text"/>	Time of Departure	<input type="text"/>
Province	<input type="text"/>		
Name of Assessment Centre	<input type="text"/>		
QCTO Registration Number	<input type="text"/>		
Street Address	<input type="text"/>		
Suburb / Township	<input type="text"/>		
Town / City	<input type="text"/>	Postal Code	<input type="text"/>

### **Assessment Centre Manager**

First Name	<input type="text"/>	Surname	<input type="text"/>
Tel Number	<input type="text"/>	Fax Number	<input type="text"/>

**Invigilators Details**

First Name	Surname	First Name	Surname

Occupational Qualification	NQF Level	Name of Qualification	Number of Candidates

**FP&M SETA Official's Details**

First Name

Surname

Signature

Date

<b>Key Monitoring Area (KMA)</b>					
<b>1.DELIVERY AND STORAGE OF EXAM MATERIAL BEFORE WRITING</b>			<b>COMMENTS / FINDINGS</b>		
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.				
<b>Rating scale on criteria 1: Mark with a cross in the appropriate box</b>					
<b>Met all 6 factors related to the criteria</b>		<b>Met most factors (between 4-5) related to the criteria</b>		<b>Met very few factors (3 and below) related to the criteria</b>	

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	<input type="checkbox"/> Was the invigilator trained? <input type="checkbox"/> Who trained the invigilators? <input type="checkbox"/> When was the Chief Invigilator trained? What evidence is available to prove that	
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:
	<input type="checkbox"/> Ventilation
	<input type="checkbox"/> Noise (inside and outside)
	<input type="checkbox"/> Light & Temperature
	<input type="checkbox"/> 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?	
	<input type="checkbox"/> <input type="checkbox"/> Invigilators' manual/guideline	
	<input type="checkbox"/> <input type="checkbox"/> Appointment letters of all invigilators	

## KEY MONITORING AREA (KMA)

3. PREPARATIONS FOR WRITING AND THE ASSESSMENT ROOM/VENUE		COMMENTS / FINDINGS
	<input type="checkbox"/> <input type="checkbox"/> The examination time table	
	<input type="checkbox"/> <input type="checkbox"/> The invigilation time table	
	<input type="checkbox"/> <input type="checkbox"/> The relief time table	
	<input type="checkbox"/> <input type="checkbox"/> Attendance registers for invigilators	
	<input type="checkbox"/> <input type="checkbox"/> Attendance records for FP&M SETA monitors	
	<input type="checkbox"/> <input type="checkbox"/> Dispatch forms (to be provided by courier)	
	<input type="checkbox"/> <input type="checkbox"/> Irregularity form (Annexure A)	
	<input type="checkbox"/> <input type="checkbox"/> The seating plan	
	<input type="checkbox"/> <input type="checkbox"/> 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 <b>candidates admitted</b> into the assessment venue/ room/ s?	
4.2	How many minutes before the start of writing did the <b>question papers arrive</b> at the exam room/ s?	
4.3	At what time were the <b>Question papers</b> distributed?	
4.4	Were the <b>examination rules</b> read out to candidates? At what time were they read out to candidates?	
4.5	Were the question papers checked with candidates for <b>technical accuracy</b> 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

<b>KEY MONITORING AREA (KMA)</b>				
<b>6. ACTIVITIES DURING WRITING</b>			<b>COMMENTS / FINDINGS</b>	
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?			
<b>Rating scale on criteria 6: Mark with a cross in the appropriate box</b>				
<b>Met all 12 factors related to the criteria</b>		<b>Met most factors (between 6-11) related to the criteria</b>		<b>Met very few factors (5 and below) related to the criteria</b>



<b>KEY MONITORING AREA (KMA)</b>				
<b>7. PACKAGING AND TRANSMISSION OF SCRIPTS AFTER WRITING</b>			<b>COMMENTS / FINDINGS</b>	
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 FP&M SETA? 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 FP&M SETA assessment?			
7.10	Who transported the scripts to the FP&M SETA?			
<b>Rating scale on criteria 7: Mark with a cross in the appropriate box</b>				
<b>Met all 10 factors related to the criteria</b>		<b>Met most factors (between 5-9) related to the criteria</b>		<b>Met very few factors (4 and below) related to the criteria</b>

<b>KEY MONITORING AREA (KMA)</b>		
<b>8. MONITORING BY THE FP&amp;M SETA</b>		<b>COMMENTS / FINDINGS</b>
8.1	Is there evidence to show the FP&M SETA verified the readiness of the assessment Centre for EISA? If so, indicate the last time/date the FP&M SETA head office/Province monitored the	
8.2	Did the monitor/ s from the FP&M SETA 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 Regional 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?	
<b>10. AREAS OF GOOD PRACTICE</b>		
<b>11. AREAS OF CONCERN</b>		

**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 FP&M SETA after writing	
8.	Monitoring by the FP&M SETA Head office & Regional Offices	

Name of monitor: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_