

MINISTRY OF EDUCATION & HUMAN RESOURCE DEVELOPMENT

Mont Fleuri, P.O. Box 48, Republic of Seychelles

Tel: 4283011 Fax: 4224859 Email: odemarmond@eduhq.edu.sc



Date: 14th May, 2020

Subject: Invitation to offer examination services to Assessment and Certification Section

The Assessment and Certification Section of the Ministry of Education and Human Resource Development is inviting qualified teachers/lecturers, retired teachers and other personnel from Units, Sections and Divisions of the Ministry of Education and Human Resource Development and other private educational institutions and individuals to offer their services to the Section as per the schedule in this advert.

Interested and qualified personnel will be added to the Section's existing pool of examination personnel, trained (where and when appropriate) and be contacted well in advance as and when the need for any service arises.

Please bear in mind that students sit examinations in the period of October/December and marking usually takes place from Mid-December to third week of December (1 week duration).

In regards to invigilation of private candidates of international and professional examinations, this takes place throughout the year but intensifies in the periods of May/June and October/December.

Chief Examiners

Level and Subject

P2 (End of Key Stage 1): English, Maths and Kreol.

P4 (End of Key Stage 2): English, Maths, Kreol, French and Science.

P6 (End of Key Stage 3) National Examinations: English, Maths, Kreol, French, Science and social studies.

S3 (End of Key Stage 4): English, French, Maths, Science, Geography and History.

S4 Selection Examinations: English, French, Maths, Geography, ICT, DT, History, Biology, Chemistry and Physics.

S5(End of Key Stage 5) National Examinations: English, French, Maths, Geography, DT, ICT, History, Biology, Chemistry and Physics.

Summary of Tasks

- Research, write items and set examination papers
- Attend meetings with Revisers and Assessment Development Officers
- Chair panel of markers
- Enter and analyse examination data
- Write the Chief Examiner's report

Minimum Criteria

- Diploma at primary level in the subject/Area (For Primary level Chief Examiners)
- Advanced Diploma/Bachelor's Degree at secondary level in the subject/Area (For Secondary level Chief Examiners)
- 3 years teaching experience
- 1 year experience in writing items and setting examination papers

Moderators (Revisers)

Levels and Subjects

All levels and subjects

Summary of Tasks

- Revise examination papers and offer technical advice to related Chief Examiners
- Attend meetings with Chief Examiners, Veters and Assessment Development Officers

Minimum Criteria

- Advanced Diploma/Bachelor's Degree in the subject/Subject Area to be moderated
- Familiarity with the assessment syllabus of the subject to be moderated
- 3 years teaching experience in the subject to be moderated

Paper Veters

Levels and Subjects

End of Key Stage examinations-related subjects

Summary of Tasks

- Appraise examination papers with a view to discussing them on vetting panel meetings
- Attend vetting panel meetings to discuss and approve examination papers

Minimum Criteria

- Advanced Diploma/Bachelor's Degree in the subject to be vetted (Depending on the Key Stage)
- Familiarity with the assessment syllabus of the subject to be vetted
- A minimum of 5 years teaching experience in the subject to be vetted

External Supervisors

Levels and Subjects

Secondary levels across subjects

Summary of Tasks

- Oversee examination administration at secondary levels over the October/December examinations period
- Write a related Supervisor's report

Minimum Criteria

- Advanced Diploma/Bachelor's Degree
- 3 years experience administering examinations at secondary level

Invigilators of private candidates

Levels and Subjects

IGCSE, A level and Professional Examinations involving a variety of subjects and professions.

Summary of Tasks

- Invigilate examinations
- Deal with associated clerical duties e.g. filling in of forms

Minimum Criteria

- Diploma
- 3 years teaching experience

Item Authors (Writers)

Primary level (English, French, Kreol, Mathematics, Science and Social Studies)

Summary of Tasks

-
- Write new examination items/questions based on given specifications.

Minimum Criteria

- Advanced Diploma in the subject in question
- 3 years teaching and marking experiences

Item Reviewers

Primary level (English, French, Kreol, Mathematics, Science and Social Studies)

Summary of Tasks

- Review critically, and comment on, examination items/questions based on given specifications.

Minimum Criteria

- Advanced Diploma in the subject in question
- 3 years teaching and marking experiences

Markers

Subjects of P6 National Examinations and S5 National Examinations

Summary of Tasks

- Mark, cross-check and moderate scripts from the above examinations as per established guidelines
- Attend related training sessions and meetings

Minimum Criteria

- Diploma (for Primary levels and Advanced Diploma/Bachelor's Degree at secondary levels in the subject in question)
- 3 years teaching and marking experiences

We would be most grateful if any interested person could fill in the attached form indicating his/her interest and the type of service he/she is qualified to offer and send it to the address below:

Director
Assessment & Certification Section
Ministry of Education and Human Resource Development

Alternatively, an electronic version can be found and filled on the Ministry of Education and Human Resource Development's web-site and sent on the e-mail address below.

For further information and details regarding the type of services required, please phone 4283218/4283215 or email the Director of the Section on ktelemaque@eduhq.edu.sc. The invitation is open until **Monday 1st June 2020**

Kevil Telemaque
Director
Assessment and Certification Section