

CALL FOR APPLICATIONS TO SERVE AS A MEMBER OF AN UMALUSI COUNCIL COMMITTEE FOR THE PERIOD 8 JUNE 2026 TO 7 JUNE 2030

Umalusi invites persons with experience in the Basic Education, Adult Education and Training, and/or Technical and Vocational Education and Training sectors, to apply to serve as members of the following committee of Umalusi Council:

Assessment Standard Committee (ASC), Reference no: ASC/04/004

The Terms of Reference are attached as Annexure A

Closing Date: 15 May 2026

Enquiries: Dr Emmanuel Sibanda,
Email address: Emmanuel.sibanda@umalusi.org.za

Please note:

- The position of member of a Council Committee is not a full-time appointment.
- A member of a Council Committee is not a member of Council but will serve solely at committee level.

Required documents:

- Motivational Letter (maximum of 2 pages)
- Curriculum Vitae

Applications with the required documents marked "**ASC: Reference no: 04/004**" should be forwarded to Umalusi.ASC@umalusi.org.za. on or before the closing date.

Applications received after the closing date will not be considered.



TERMS OF REFERENCE FOR THE ASSESSMENT STANDARDS COMMITTEE OF COUNCIL (ASC)

2026

Control Sheet

	Responsibility	Date	Signature
Compiled:	SIR		
Recommended:	Executive Manager: Qualifications & Research		
Recommended:	Chief Executive Officer		
Approved:	Umalusi Council		

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1. Introduction

- 1.1 The *National Qualifications Framework Act, 2008* (Act No. 67 of 2008) provides for Umalusi as a Quality Council responsible for standard setting in respect of the General and Further Education and Training Qualification Sub-framework (GFETQSF).
- 1.2 The object of Umalusi's founding act, the *General and Further Education and Training Quality Assurance Act, 2001* (as amended in 2008), is to enhance the quality of general and further education and training. To that end, Umalusi has adopted an integrated standard setting approach that is focused on the following key areas:
- (a) qualifications, curriculum and certification (QCC);
 - (b) quality assurance of assessment (QAA) at exit points of qualifications that are registered on the GFETQSF;
 - (c) quality assurance of provision; and
 - (d) statistical information and research (SIR).

2. Umalusi's quality assurance of provisioning approach

- 2.1 In practice, Umalusi's quality assurance of assessment system is made up of the following processes and procedures:
- a) Moderation of examination question papers;
 - b) Moderation of internal assessment;
 - c) Monitoring the conduct, administration and management of assessment and examination processes;
 - d) Monitoring of the marking processes;
 - e) External moderation of the marking processes;
 - f) Standardisation of assessment outcomes; and
 - g) Management of concessions and examination irregularities.
- 2.2 To give effect to the mandate described above, Umalusi has established the Assessment Standards Committee (ASC) of Council, which would assume responsibilities in collaboration with the QAA and the SIR units in fulfilling the quality assurance of assessment and the standardisation of results roles.

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3. Composition of the Committee

Members of the ASC are not employees of Umalusi, but are drawn from universities and recognised research institutions, thereby ensuring professional independence, objectivity, and academic credibility in all deliberations and decision-making processes.

3.1 The committee consists of 15 members appointed by Council, constituted as follows:

- a. A Council member shall serve as the Chairperson of the Committee;
- b. One (1) deputy Chairperson appointed from the nominated members.
- c. A team of nominated members who are statisticians and other relevant professionals possessing appropriate knowledge and expertise in the following areas:
 - i. quantitative research projects;
 - ii. Large-scale assessments and examinations;
 - iii. Qualifications registered on the GFETQSF;
- d. Education professionals with specific subject-matter expertise in one or more of the following fields:
 - i. Languages;
 - ii. Mathematics;
 - iii. Social Sciences;
 - iv. Business Management; and
 - v. Natural Sciences.

3.2 The Chairperson of Council is an *ex-officio* member;

3.3 The Council may temporarily recuse a Committee member where a real or perceived conflict of interest exists with any part of the work of the ASC;

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- 3.4 The Council may permanently replace a Committee member when he/she is appointed in a post where his/her appointment may be viewed in conflict with his/her Committee membership.

4. Functions of the Committee

- 4 The detailed functions of the ASC are as follows: Support the work of the Quality Assurance of Assessment and Statistical Information and Research units.
- 4.2 Provide guidance to the Quality Assurance of Assessment and Statistical Information and Research units on matters relating to its work in establishing, maintaining and improving the standard and quality of assessments in the South African education system;
- 4.3 Provide guidance to Council on all matters related to assessment standards and statistical research aimed at establishing and improving the standard and quality of assessments and examinations in the South African education system;
- 4.4 Carry out the process of standardisation of external examination results for all qualifications registered on the GFETQSF, including the Senior Certificate (amended) (SC(a)), the National Senior Certificate (NSC), the National Certificate (Vocational) [NC(V)] Level 4, and the General Education and Training Certificate): Adult Basic Education and Training (GETC: ABET) ;
- 4.5 Engage with reports on the quality of assessments of qualifications registered on the GFETQSF;
- 4.6 Review, on a regular basis, the statistical and educational validity of the moderation and standardisation policies, processes and procedures;
- 4.7 Provide input to the development of policies on the quality assurance of assessment; and

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4.8 Where applicable, assist with the identification of research needs that will enhance the quality of assessments and examinations for qualifications on the GFETQSF.

5. Task Teams

5.1 The Committee may, at its discretion through the secretariat, appoint task teams to deal with tasks that may arise from the committee meetings.

5.2 The Committee may appoint resource persons in particular fields of study/ subject fields.

6. Conduct and Code of Ethics

6.1 The Committee / sub-committee member must:

- (a) be familiar with the Committee's Terms of Reference;
- (b) conduct his / her work according to the Umalusi policies;
- (c) inform the Chairperson of the Committee of any situation in which there is an actual or potential conflict of interest as soon as the existence of such a situation comes to his or her notice, and must make every effort to immediately take all responsible steps to avoid such a conflict of interest;
- (d) consider all Committee related information confidential unless otherwise directed by the Chairperson of the Committee;
- (e) immediately return to the Committee all information which belongs to the Committee or Council on termination of membership for whatever reason;
- (f) at all times act honestly and fairly and with due care and diligence, and in the best interest of Umalusi Council and maintain the integrity of the Committee;
- (g) not unfairly discriminate against any person, party or organisation;

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- (h) demonstrate respect for human dignity in all aspects of the Committee's functions;
- (i) not profiteer as a result of privileged information or their membership of the Committee;
- (j) not accept or request favours or benefits, including but not limited to gifts, hospitality, offers of free travel, concessions or discounts from any person or institutions that can improperly affect their actions or decisions with regard to matters related to their work in the Committee; and
- (k) adhere to Umalusi Council's *Fraud Prevention Policy*.

7. Frequency of meetings

- 7.1 The Committee will meet a minimum of two (2) times annually, at such times and places as the chairperson may determine by notice in writing to the members concerned;
- 7.2 Standardisation sessions will be conducted for each examination;
- 7.3 The Chairperson of the Committee has the power to call meetings as she / he deems necessary; and
- 7.4 Committee members must attend a minimum of one (1) meeting per year to retain membership and participate in the end of the year standardisation meetings.

8. Quorum

- 8.1 A representative quorum for meetings is a majority of members (fifty percent plus one) present. Individuals in attendance at Committee meetings by invitation and ex officio members may participate in discussions but do not form part of the quorum for the Committee meetings

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9. Term of office

- 9.1 The term of office will be for a period of four (4) years which will run concurrently with the term of Umalusi Council;
- 9.2 Re-appointment to the Committee may be considered by the Council.

10. Reporting procedure

- 10.1 The Committee will report to Council through representation by the ASC chairperson;
- 10.2 Any advice or recommendation or action of the Committee will be reported to the Council for consideration and the Council may ratify, set aside, or vary the advice or recommendation unless the Council has specifically delegated its powers or functions to the Committee.

11. Secretariat

- 11.1 The SIR Unit will provide the secretariat services for the Committee, which will carry out all administrative functions related to the Committee including the booking of travel and accommodation, processing of claims and honorariums, and convening and taking minutes of Committee meetings;
- 11.2 The SIR Unit will be the secretariat for standardisation meetings and processes;
- 11.3 Any non-emergency alterations to the prior agreed upon bookings will be for the member's account.

12. Remuneration, travel and accommodation of members of the Committee

- 12.1 Members of this Committee will be remunerated as per the tariffs approved by the Minister of Basic Education and Umalusi Council.

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13. Amendments to the Terms of Reference

- 13.1 All clauses in this Terms of Reference may be amended by way of a decision of Council.
- 13.2 Council may, by unanimous vote, amend the Terms of Reference without notice.

14. Evaluation

- 14.1 Council must determine the process for evaluation of the effectiveness of the Committee and Committee members.

15. Approval of the Terms of Reference

- 15.1 These terms of reference were approved by the Council as tabled at the Council meeting.

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