

## PART-TIME JOB ADVERTISEMENT

### Exam Role-players (Exam Developers, Reviewers, Moderators, Assessors)

#### Technical & Professional Development Unit

#### Job overview

This is an exciting part-time opportunity to join the Southern African Institute of Government Auditors (SAIGA) team of exam role players in various areas. The institute needs exam developers/examiners, reviewers, assessors/markers and moderators.

#### 1) Exam Developer:

Refers to a suitably qualified person commissioned by SAIGA to develop an exam paper for the Institute in line with the examinable pronouncements and guidelines issued by the Education Committee, after due consideration for the qualification's syllabus and competency framework. Requirements:

- Must be technically strong as demonstrated by the relevant experience in the subject matter(s).
- Hold an (RGA) designation, or equivalent, relevant professional designation.
- Possess at least five (5) years post qualification experience (articles) in the public sector with a minimum of three (3) years in a supervisory role (i.e., Assistant Manager/Deputy Director and above), or
- Hold the position of Senior Lecturer or higher, with a professional qualification in accounting or auditing, and possess a thorough understanding of the public sector environment (whether academically, through research, or from being in practice).
- Hold a Postgraduate degree in Accounting or Auditing or a related qualification specialising in Public Sector Accounting or Auditing.
- Be a member in good standing.
- Possess an (Statement of Results) on conducting outcomes-based assessments (Assessor and Moderator).
- Hold a Certificate of competence on conducting outcomes-based assessments.

#### Roles, Duties, and Responsibilities of Exam Developers:

- Comply and adhere to the requirements of this policy, including the approved timelines.
- Develop assessments that can be linked directly or indirectly to the learning outcomes included in the approved curriculum/syllabus for the qualifications and the Institute's Competency Framework.
- Develop quality assessments that are clear, unambiguous, fair, relevant, current, integrated and pitched at the appropriate (NQF 8) level for the qualification, and as

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required by the Institute in terms of the issued examinable pronouncements, guidelines, and applicable competency framework, as well as ensure that the mark and time allocation per question is appropriate (1.5 minutes per mark).

- Comply with the signed code of conduct.
- Ensure that all assessments are fair, transparent, and unbiased (balanced, not repetitive in terms of nature of questions or competencies, has wide coverage of curriculum/syllabus
- Monitor developments and trends in the environment to ensure that assessments are current, relevant, and practical.

## **2) Exam Reviewer:**

Refers to a suitably qualified person appointed by the Institute to provide quality assurance over the examination to ensure that the exam questions and solutions are clear (unambiguous), fair, relevant, current, integrated and pitched at the appropriate (NQF) level for the qualification (NQF level 8), and as required by the Institute in terms of the issued examinable pronouncements, guidelines and applicable competency framework, as well as to ensure that the mark and time allocation per question is appropriate. The following two categories of Exam Reviewers may be appointed:

- Subject matter experts from industry.
- Subject matter experts from academia.

### **Subject Matter Experts from Industry:**

These include technical specialists, consultants and accredited training providers specialising in the specific subject matter (e.g., specialising in Generally Recognized Accounting Practice (GRAP)/ Modified Cash Standards (MCS) / International Financial Reporting Standards, (IFRS)/Audit of Performance Information (AoPO) / Compliance/Governance) in the public sector.

### **Subject Matter Experts from Academia:**

- These include academics with extensive knowledge in the subject matter (e.g., financial reporting – (IFRS), auditing, governance, and ethics).
- The knowledge need not be in the public sector.
- However, the academic must have a thorough understanding and appreciation of the public sector environment and how the general subject matter principles would apply (e.g., understanding of the accounting frameworks such as (GRAP), and should be in a position to review assessments from both an academic and technical point of view.

### **Requirements:**

#### **Subject Matter Experts from Industry:**

- Must be technically strong as demonstrated by the relevant experience in the subject matter(s), and
- Professional designation, qualification, experience, and other requirements:
  - Hold an (RGA) designation or equivalent, relevant professional designation.
  - Hold a Postgraduate degree in Accounting or Auditing or a related qualification specialising in Public Sector Accounting or Auditing.

- Possess minimum five (5) years post-qualification experience (articles) as a technical specialist in the specific subject matter OR minimum eight (8) years combined experience as an accredited training provider specialising in the specific subject matter.

### **Subject Matter Experts from Academia:**

- Professional designation, qualification, experience, and other requirements:
  - Hold an (RGA) designation or equivalent, relevant professional designation.
  - Hold a Postgraduate degree in Accounting or Auditing or a related qualification specialising in Public Sector Accounting or Auditing.
  - Hold the position of Senior lecturer or higher in the subject matters (e.g., financial reporting – (IFRS), auditing, governance, and ethics).
  - Be a member in good standing.
  - Possess an (Statement of Results) on conducting outcomes-based assessments.
  - Hold a Certificate of competence in conducting outcomes-based assessments.

### **Roles, Duties, and Responsibilities of Exam Reviewer:**

- Evaluate the draft assessments against the set of learning outcomes included in the approved curriculum/ syllabus for the qualification and the Institute's Competency Framework.
- Evaluate and conclude whether draft assessment questions and solutions:
  - Are clear, unambiguous, fair, relevant, current, integrated and pitched at the appropriate (NQF) level for the qualification (NQF level 8), and as required by the Institute in terms of the issued examinable pronouncements, guidelines, and applicable competency framework.
  - Can be linked, either directly or indirectly, to the set of learning outcomes included in the approved curriculum/ syllabus for the qualification and the Institute's Competency Framework.
  - Were allocated appropriate marks and time per question.
- Evaluate whether the draft assessment is fair, transparent, and unbiased.
- Provide clear, insightful, actionable feedback and guidance to Exam Developers to improve the quality of assessments.
- Complete and submit reviewer reports to the Education Committee of SAIGA in the format and detail required by SAIGA.

### **3) Moderator:**

Refers to a suitably qualified person appointed by the Institute to assist with the moderation process as defined, a second level quality assurance review process performed before the finalisation of the assessment (i.e. exam) to ensure that the assessment questions and solutions are clear (unambiguous), fair, relevant, current, integrated and pitched at the appropriate (NQF) level for the qualification (NQF level 8), and as required by the Institute in terms of the issued examinable pronouncements, guidelines and applicable competency framework, as well as to ensure that the mark and time allocation per question is appropriate, or

ii) Refers to a suitably qualified person appointed by the Institute to assist with the moderation process as defined.

## **Requirements:**

- May only be subject matter experts from academia who hold a position of a Senior Lecturer or a higher position.
- These include academics with extensive knowledge in the subject matters (e.g., financial reporting – (IFRS), auditing, governance, and ethics).
- The knowledge need not be in the public sector.
- However, the academic must have a thorough understanding and appreciation of the public sector environment and how the general subject matter principles would apply (e.g., understanding of the accounting frameworks such as (GRAP)), and should be in a position to review assessments from both an academic and technical point of view, and
- Hold a Registered Government Auditor (RGA) designation or equivalent, relevant professional designation.
- Hold a Postgraduate degree in Accounting or Auditing or a related qualification specialising in Public Sector Accounting or Auditing.
- Hold the position of Senior lecturer or higher in the subject matters (e.g., financial reporting – IFRS, auditing, governance, and ethics).
- Be a member in good standing.
- Possess an (Statement of Results) on conducting outcomes-based assessments (Assessor and Moderator).
- Hold a Certificate of competence in conducting outcomes-based assessments.

## **Roles, Duties, and Responsibilities of Moderator:**

Review the draft examination paper:-

- Evaluate the draft examination paper against the set of qualification assessment criteria and curriculum, as well as the Institute's Competency Framework.
- Evaluate whether draft assessment questions and solutions:
  - are clear, unambiguous, fair, relevant, current, integrated and pitched at the appropriate (NQF) level for the qualification (NQF level 8), and as required by the Institute in terms of the issued examinable pronouncements, guidelines, and applicable competency framework.
  - linked, whether directly or indirectly, to the set of learning outcomes included in the approved curriculum/syllabus and the Institute's Competency Framework.
  - have been allocated appropriate marks and time per question.
  - are fair and unbiased (balanced, not repetitive in terms of nature of questions or competencies, have wide coverage of curriculum/syllabus).
  - Provide clear, insightful, and actionable feedback and guidance to developers to improve the quality of assessments.

## **Moderation of marked assessments: -**

- Evaluate whether the assessment outcome (e.g., mark and/ or grade) for the sampled Learners are fair, valid, and reliable.
- Evaluate whether assessment criteria have been applied consistently.
- Amend assessment outcomes (e.g., marks and/ or grade), if required, for sample assessments and document reasons in report, on prescribed template, if applicable
- Make recommendations (by applying professional judgement) on whether amendments to assessment outcomes need only be made to the Learners in the selected sample or if

the matter is widespread and therefore mark adjustments need to be made for all Learners.

- Engage Assessors where significant differences are identified in the assessment outcomes between the Assessor and the Moderator.
- Execute their duties in line with the requirements of the Institute's moderation and adjudication policy.
- Comply with the signed code of conduct.
- Provide inputs to the Assessor's report to learners & training providers.
- Participate in the review process for assessments and the redesigning of assessment tools and instruments.
- Complete and submit moderation reports to the Education Committee of SAIGA in the format and detail required by SAIGA.

#### **4) Assessor/Marker:**

Refers to a suitably qualified person appointed by the Institute to determine whether a Learner is competent or not competent in line with the:

- specified (NQF) occupational standards or qualifications and part qualifications as evidenced by the Learner's results relating to the Institute's examinations; and/or
- Institute's requirements to register as a Registered Government Auditor.

#### **Requirements:**

- Hold an (RGA) designation or equivalent, relevant professional designation.
- Be a member in good standing.
- Possess at least five (5) years post qualification experience (articles) in the public sector with a minimum of three (3) years in a supervisory role (i.e., assistant manager/ deputy director and above), or
- Hold a position of a Senior Lecturer or higher position with a professional qualification in accounting or auditing, and possess a thorough understanding of the public sector environment (whether academically, through research or from being in practice), and
- Hold a Postgraduate degree in Accounting or Auditing or a related qualification specialising in Public Sector Accounting or Auditing.
- Possess an (Statement of Results) on conducting outcomes-based assessments (Assessor and Moderator).
- Hold a Certificate of competence in conducting outcomes-based assessments.

#### **Knowledge, skills, and abilities:**

- Excellent communication skills.
- Excellent writing skills.
- Interpersonal relationship skills.
- Team Player.
- Deadline driven.

*Applications must be e-mailed to: **admin3@saiga.org.za** on or before **15 June 2024** and should be addressed with your CV, certified copy of ID and qualifications. Please indicate in your application which role you are applying for, e.g. Exam developer, Moderator etc. For any inquiries, kindly contact 012 0040 741.*