

Ministry of Education, Youths Affairs and Sports

TERMS OF REFERENCE FOR ESTABLISHMENT OF FRAMEWORK AGREEMENT FOR TESTING, INVIGILATION AND MODERATION/ASSESSMENT SERVICES

1. Background

The island of Montserrat currently has three (3) primary schools, a secondary school and a Community College. Only one primary school is not owned and operated by the Ministry of Education, Youths Affairs and Sports (MoEYAS), however, a responsibility remains for regulating the quality of instruction. The ministry is responsible for the curriculum development of the education sector and the overall monitoring of learning in all schools. The Ministry is also responsible for student assessment, external or regional exams as required and thus the ministry must ensure that qualified personnel provide services for assessment, invigilation, moderation and testing.

The objective is to ensure that examinations are carried out following all relevant regulations and to provide pupils/students with a positive and supportive, yet strict exam experience. The ministry has been recruiting individuals to conduct Invigilation, Testing, Moderation and Assessments as required throughout the year for internal and external examinations.

2. Introduction

In Montserrat, all exams at all levels will adhere to CXC regulations and qualified persons are hired during every exam to serve as Invigilators, moderators/assessors and testing officers annually for Primary Grade 2,4, 7 and 6 exams. There has never been a common arrangement put in place for the hiring of personnel for invigilation, Testing, Moderation and Assessment services by the MOEYAS and yet the recruitment of personnel for these services have been ongoing for the past years. The Ministry of Education have a standard rate for the payment of fees to persons recruited to render the aforementioned services but the process of recruitment has not followed reasonable procurement practices in the context of the Procurement regulations.

The services for the aforementioned areas are an ongoing need for all schools on the islands during local and regional examinations and therefore, MOEYAS still requires the services of qualified personnel for the continued provision of testing, moderation, invigilation and assessment services. Based on the above, the Ministry of Education seeks to establish a Framework Agreement for the recruitment of personnel for Testing, Invigilation, Assessment and Moderation.

Framework arrangements is a commonly used tool to engage the procurement of services and goods that are required repetitively over some time. It is an effective and efficient way of ensuring continued availability of repetitive services at the time required without repeating the traditional procurement cycle each time services are required; yet, the arrangement is legal and acceptable in the context of the Procurement Regulatory framework of Montserrat and in line with good procurement practice and other globally recognised procurement standards.

This arrangement when introduced will ensure the easy recruitment of qualified personnel for the services mentioned in line with the 2019 Public Procurement Regulations.

The establishment of Framework Agreements is acceptable under the Montserrat Public Procurement Regulations, 2019, Section 25. The Regulations allow procuring entities to enter into a Framework Agreement for all categories of procurements that are repetitive for a maximum of three (3) years. However, the Public Procurement Board (PPB) has the authority to approve the establishment of frameworks for procuring entities.

3. Objective

This Framework Agreement will be a written arrangement between the Government of Montserrat and shortlisted qualified personnel who are part of this arrangement for the provision of services whenever required throughout this arrangement. Call Offs can be placed at any time during the defined period and with no legal obligation to award any minimum or maximum jobs to the shortlisted personnel.

The Framework Agreement between GoM and the participating service providers typically has a maximum duration of three (3) years under this proposed arrangement, during which GoM may hire personnel for testing, moderation, assessment and invigilation services.

The overall objective for this Framework focus is to provide high-quality services to GoM and to establish a strong partnership with service providers. Also, to contribute to GoM efforts to have improved procurement practices in ensuring that value for money is achieved. The service providers are expected to deliver quality services completed in line with GoM requirements and within specified deadlines.

4. Tasks: The scope of Services, duties of the personnel

4.1 Testing

Coordinates and oversees the administration of a range of standardized testing activities on the behalf of the Ministry of Education, Youth Affairs and Sports. This includes the Grade 2 & 4 Attainment Test and the Grade 6 Terminal Examination. Duties of the Testing Officer includes;

- Development of Table of specification - February/March
- Collections of work samples and creation of test bank - January/February
- Drafting of examination and grading of examination scripts
- Preparation of examination statistics.
- Verification of alignment of relevant curriculum
- Administering of Test - May-June
- Submission of reports - June
- Return of Exam Scripts – July

4.2 Moderator/Assessor

The primary role of the assessor is to assess candidates' performance and/or related knowledge in a range of tasks and to ensure that the competence and/or knowledge demonstrated meets the required standards and learning objectives. Assessors may be required to update their expertise by being involved in continuous professional development activities. The moderator/assessor scripts are already marked, to ensure that the marking is consistent with the rules and grades.

The key tasks to be undertaken by the Moderator /Assessor are as stated below;

- Moderators or trained CXC assessors, visit the schools or centers and mark tasks on site. The assessment may involve observing process skills evaluating the product or both. In some instances, all the tasks are assessed; in other instances, only samples of tasks are assessed.
- Following the guidance issued by both the CXC and the Ministry of Education with regards to assessment practice and completion of all assessment documentation and records.
- Review scripts that have been graded to ensure that marks have been awarded and totaled correctly.
- moderate the marking of a specified number of students in line with the moderation instructions to determine whether any adjustment of the marks is necessary

4.3 Invigilation

To work under the direct instruction of the Examinations Officer as follows;

- To ensure that examinations are conducted according to the relevant regulations. The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates.
- Assist with setting up examination venues by laying out stationery, equipment and examination papers following strict procedures
- Be aware of, follow and enforce exam procedures and regulations; including announcements/communication to candidates
- Assisting candidates before the start of examinations by directing them to their seats and advising them about possessions permitted in examination venues
- Ensuring candidates cease disruptive behavior and refrain from talking once inside examination venues; advise of malpractice and ensure due process is adhered to and followed
- Invigilating during examinations, deal with examination irregularities following procedures
- Checking and recording of candidates' attendance during examinations
- Recording and reporting details of late arrivals, non-attendees and early leavers and collecting exams/scripts.

5. Establishing the Framework

This framework will be established through an “open invitation” process: an invitation to applications from interested persons resident on Island will be published on the Government of Montserrat Website (<https://tenders.gov.ms/>) and announced on ZJB Radio. Persons who substantially meet the requirements of academic qualification and experience as provided in this document will be qualified to be part of this framework agreement for three (3) years.

Technical submissions that fulfil the minimum requirements will be regarded as standing offers from which contracts will be formed through Call-downs when the need arises for the procurement of services for invigilation, Testing, Moderation/Assessment. Payment for the services rendered by qualified personnel under this framework is as stated below.

6. Operations of the Framework

This Framework Agreement is being established with qualified service providers resident in Montserrat. Personnel must meet the minimum requirements to be qualified for the framework. There are several qualified personnel on the island recruited by the Ministry of Education for Invigilation, Testing and Moderation/Assessment, most of these persons have been engaged by the MOEYAS for the aforementioned services.

For each service, the ministry will select the number of persons required from the list of prequalified personnel. The Permanent Secretary of the Ministry of Education has the responsibility for the selection of personnel whenever required. The Permanent Secretary will ensure that the selection process is all-inclusive and done on a rotation basis to give all persons on the framework an opportunity to be hired to provide services as needed.

The Framework Agreement is not a contract but an arrangement to have mutually pre-agreed terms and understanding with qualified personnel to undertake the service only when the need arises.

7. Performance Monitoring and Evaluation of Personnel

The Ministry of Education will ensure that necessary arrangements are in place to enable monitoring of agreed Key Performance Indicators (KPIs) for the service being provided over the life of the Framework Agreement.

Reports derived from performance monitoring will be useful in assisting the Ministry of Education to have a clear picture of the actual performance of service providers against key deliverables, identifying problems and addressing them at the right time and also help in determining which person/s are qualified to be hired.

8. Criteria for Selection of Personnel

8.1 Testing Officer

8.1.1 Testing Officers will be selected by the Ministry of Education using the Criteria provided below;

- Minimum A level qualifications
- At least two (2) years relevant work/teaching experience
- History of academic performance

8.1.2 Skill required

- Efficiency with grading
- Ability to produce statistical reports
- Good communication skills

8.2 Moderator/Assessor

The selection of Moderator is facilitated by the Caribbean Examination Council. The local registrar may nominate an individual based on experience and qualification for consideration.

8.2.1 Moderators will have the minimum qualifications and skills as provided below

- Minimum O level qualifications
- At least twelve months relevant Work/teaching experience

8.2.2 Skills required

- Ability to written instructions,
- Maintaining accuracy and attention to detail.
- Maintain confidentiality.

8.3 Invigilator

8.3.1 Invigilators are selected based on the following;

- Completion of Secondary School Education
- Availability

8.3.2 Other skills required for an Invigilator;

- Good communication skills.
- Good organisational skills.
- An ability to adhere to rules and regulations.

9. Compensation

Compensation for services offered under this framework will be done as stated below;

9.1 Moderators/Assessors

CAPE moderators are paid by CXC and CSEC moderators are paid by the Ministry of Education. CSEC payments are calculated based on the complexity of the subject, the number of students and the subject area.

- i. \$500 XCD is paid as a minimum per school year for moderation for classes with less than five (5) students
- ii. \$75 XCD is paid per student for classes larger than five (5) students.
- iii. Physical Education moderators are paid \$750 per subject and assistant moderators are paid \$500.
- iv. In the instances where a paper III is administered, moderators are paid a minimum of \$300 XCD

9.2 Testing Officers

Compensation for the services will be set at \$20,000.00 per hire. Payment will be incremental based on deliverables. A maximum of four (4) teachers will be hired to collectively develop the test and deliver the results

9.3 Invigilators

Invigilation compensation is calculated based on hours worked. It is expected that invigilators will be on-site at least 30 minutes before and after exams for preparation and wrap up.

- Lead Invigilator- \$55 XCD per hour
- Invigilators- \$45 per hour

10 Duration of the Framework

This Framework Agreement shall last for two (2) years with the possibility of a twelve (12) months extension after the expiry of the original framework.