

The following issues assume that there are to be the following:

SAQA Senior Verifiers (Adler, Aitchison and French)

SAQA Observers (Site visit staff appointed jointly by SAQA and KRG with suitable academic credentials)

KRG Senior Monitors (KRG staff who will also work as SAQA Observers but who will be drawn from the more senior and experienced KRG monitors).

	Category	Item	Details and questions	Notes
1	On site observation of classes	Selection of SAQA Observers and KRG Senior Monitors	Criteria	
			CVs	
			On whose payroll?	
		Training of SAQA Observers and Senior monitors	When?	
			Who?	
			Materials Checklists Report forms	
		Planning of on site visits	Schedule	
		Management of incidental costs of on site visits	Who pays	
			How?	

2	How and when are the in process LAPs looked at?	Procedures for visits		
			How can one ensure that LAPs are being used when a visit takes place?	
3	Observation and quality assurance of training of Coordinators, Supervisors and Educators	Done by Senior Verifiers and/or SAQA Observers /and KRG Senior monitors	When? How?	
			Checklists?	
4	Training of ordinary KRG Monitors	Is SAQA involved in this at all?		
		Does SAQA have access to their ordinary reports?		
5	Inspection of warehouses on 23/24 March 2010	What is to be looked at?		
		Who should attend?	Isaacs? Walters? Press?	
6	Analysis of KRG 2009 LAP marks	Availability?		
		Item analysis.	Who will do it? Traditional item analysis using both literacy and numeracy subtotals and total mark ANOVA too?	
7	Certification of moderators and verifiers	Same as last year? Or better?	Design of Certificates	
		Who should preside?	Isaacs? Walters?	

