

ASSESSMENT & EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION 11 of 2015

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 23 JANUARY 2015

ADVERTISEMENT OF POSTS OF TEMPORARY POSITIONS AS EXAMINATION ASSISTANTS (EAs) FOR THE:

- 2015 NOV/DEC NATIONAL SENIOR CERTIFICATE (NSC) AND AET L4
- 2016 SUPPLEMENTARY EXAMINATIONS
- 2016 MAY/JUNE SENIOR CERTIFICATE AND AET L4 EXAMINATIONS AT MARKING CENTRES
- CAPTURING CENTRES AND THE PROVINCIAL DEPOT
- ANNUAL NATIONAL ASSESSMENT MARKING CENTRES
- SCHOOL BASED ASSESSMENT MODERATION CENTRES

1. EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified candidates to apply for temporary positions as Examination Assistants in the 2015 National Senior Certificate (NSC) and AET L4, 2015 May/June Amended Senior Certificate and AET L4 Examinations at Marking Centres, Capturing Centres and the Provincial Depot in the Province of the Eastern Cape. The attached application form is to be used. **(ANNEXURE A)**

2. DEFINITION OF AN EXAMINATION ASSISTANT

An Examination Assistant is a person who works for the Department of Education in a temporary capacity at Marking Centres, Capturing Centres, and Head Office Script Depot where examination related work is performed.



3. CRITERIA FOR EMPLOYMENT AS AN EXAMINATION ASSISTANT

3.1 Persons eligible to be employed as Examination Assistants will be:

3.1.1 Full-time students at a Tertiary Institution.

3.1.2 Unemployed graduates.

3.1.3 Unemployed youth (holding a Matric Certificate and unemployed for 2 years or more).

3.1.4 Applicants who are South African citizens and in possession of a green bar-coded identity document.

3.1.5 Applicants will have to complete an application form, obtainable from each of the 23 Local Education District Offices or downloaded from curriculum website: www.ecprov.gov.za and attach all certified documents required in order to be considered for selection.

3.1.6 Persons who have a relative writing the relevant examination are not eligible to apply.

3.1.7 Applicants must not be in other employment for remuneration at the time of applying until offered this position and completed the work.

3.1.8 An applicant must not be an AET tutor.

3.1.9 Applicants must be willing to perform reasonable manual tasks requested of them, such as carrying boxes/bins and sweeping working areas.

3.1.10 Applicants must select **only one marking centre** per application form.

3.1.11 Applicants must have completed their examinations at tertiary institutions before the period of employment as an Examination Assistant commences.

3.1.12 Applicants must be residing within close proximity to the marking centre because accommodation is not provided by the Department of Education and lateness due to transport problems is not allowed.

3.2 All the completed application forms must be submitted with certified documents attached.

3.3 Please ensure that the provided contact numbers are up to date. The Department shall not take responsibility for the applicant's unavailability if the contact numbers provided are incorrect or subsequently change.

3.4 Faxed and e-mailed applications will not be considered.

3.5 Fraudulent information supplied on applications will lead to the incumbent being disqualified.

4. APPOINTMENT PROCESSES

- 4.1 Applicants who meet the requirements as set out in the advertisement will be shortlisted.
- 4.2 Shortlisted applicants will be invited to undergo a Competency Tests in the venues and dates to be decided by the Department of Education.
- 4.3 Shortlisted candidates who will participate in the Competency Test shall be telephonically contacted through the cell phone numbers provided. Please ensure that the correct cell phone numbers are provided.
- 4.4 Only successful applicants will be contacted and informed of final employment.

5. SCOPE OF WORK FOR AN EXAMINATION ASSISTANT

Examination Assistants at Marking Centres will have to perform the following duties:

- 5.1 To control scripts that have been received by Marking Centres.
- 5.2 Control scripts that are issued out to Chief Markers and are returned to the Control Room after marking.
- 5.3 To check scripts that have been marked by markers by counting the ticks for each question on the answer book.
- 5.4 To check that marks are correctly transferred from the marked pages of the script to the outside cover of the marked answer script.
- 5.5 To check that the marks on the outside of the answer script are correctly tabulated and added.
- 5.6 To check that marks on the outside cover of a marked answer script are correctly captured on the accompanying mark sheet.
- 5.7 To sign on the script to indicate that this work has been completely and accurately done.
- 5.8 To sign the accompanying mark sheet in the appropriate place provided therefore.
- 5.9 To receive mark sheets from capturers and file them in subject boxes.
- 5.10 To perform any other reasonable task as may be allocated to him/her from time to time by the management team/ officials at a Marking Centre.

6. CONDITIONS OF EMPLOYMENT OF AN EXAMINATION ASSISTANT

- 6.1 Examination Assistants at the Marking Centre will be under the control of the Control Room Officer.
- 6.2 Examination Assistants at the Marking Venues will be under the control of the Senior Marker.
- 6.3 Examination Assistants at the Capturing Centre will be under the control of the Team Leader at the capturing venue.
- 6.4 Examination Assistants at the Provincial Office will be under the control of the Senior Education Specialist in charge of the Depot.
- 6.5 No accommodation will be provided to Examination Assistants employed at any work station.
- 6.6 Examination Assistants employed at the Grade 12 NSC, ASC, AET L4, ANA and SBA Marking Centres will be provided with morning and afternoon tea, lunch and supper only. No breakfast will be provided.
- 6.7 Working hours will be from 08h00 to 20h00 daily, from Monday to Sunday, including public holidays, unless the flow of work dictates otherwise.
- 6.8 Payment is based on the hourly tariff as set out in the Personnel Administration Measures (PAM) document as amended.
- 6.9 No overtime will be paid to Examination Assistants.
- 6.10 No leave will be granted to any Examination Assistant during the course of the working session.
- 6.11 No transport will be provided for an Examination Assistant to and from their work stations.
- 6.12 Examination Assistants are to provide their own black pens, lead pencils, erasers, calculators, etc when they arrive at the Marking Centre/work station.
- 6.13 Examination Assistants must be able to work under pressure and must be physically fit.

7. IMPORTANT INFORMATION:

- 7.1 Application forms must be forwarded to the nearest Education District Office, Human Resources Unit, in the Eastern Cape. There are 23 of these District Offices.
- 7.2 The applicants are required to select one Marking Centre per application form and any deviation from this shall render the application form invalid.
- 7.3 No faxed or emailed applications will be accepted.
- 7.4 **CLOSING DATE: 17 APRIL 2015 at 16h30.**
- 7.5 **A Competency Test will be written by shortlisted candidates on the 09 July 2015.**

CONCLUSION

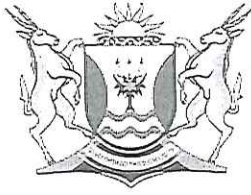
The work done by Examination Assistants is extremely important for the delivery of accurate and credible results for the National Senior Certificate, ASC, AET L4, Annual National Assessment and School Based Assessment. The Eastern Cape Department of Education has acquired a positive reputation in this regard and 2015 will not be an exception. All Education stakeholders are, therefore, kindly requested to disseminate this information widely for those who meet the criteria to apply for these important positions.



DR A.S. NTIKU

(A) DEPUTY DIRECTOR: INSTITUTIONAL OPERATIONS MANAGEMENT

**APPLICATION FORM
EXAMINATION ASSISTANT**



Province of the
EASTERN CAPE
EDUCATION

Place
ID Photo
Here

CLOSING DATE: 17 APRIL 2015

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL/DISTRICT OFFICE AFTER THE CLOSING DATE]
A COMPETENCY TEST WILL BE WRITTEN DURING THE 09 JULY 2015 SCHOOL HOLIDAYS

INSTRUCTIONS TO COMPLETE THIS FORM

1. Supplying fraudulent information on this form, will lead to the immediate disqualification of the applicant.
2. Attach the following to this form:
 - Certified copies of Academic Qualifications
 - Certified copy of your ID Document
 - An ID Photo of yourself. [NB: Write your name on back of photo and attach to top right corner of form]
 - Any other supporting documents
3. No Faxed applications will be accepted.
4. Select ONE employment site per application form. Deviation from this requirement shall disqualify your application form.

PERSONAL INFORMATION

ID Number											Date of Birth	1	9	Y	Y	M	D
Surname											First Names						
Title	Initials										Postal Address						
Telephone No.(W)											Physical Address						
Telephone No. (H)												Code					
Cell phone No.											(To be verified)						
Marital Status	Single <input type="checkbox"/>			Married <input type="checkbox"/>								Code					

Indicate your choice of employment site by selecting ONE option below

These are the 15 NSC/AET L4 Marking Centres. Please select only ONE centre. (<u>Selecting more than one option will disqualify your application</u>)	NSC <input type="checkbox"/> Grens <input type="checkbox"/> Byletts <input type="checkbox"/> St Johns <input type="checkbox"/> Stutterheim <input type="checkbox"/> Aliwal North <input type="checkbox"/> Cradock <input type="checkbox"/> Gill College <input type="checkbox"/> Burgersdorp	<input type="checkbox"/> Queenstown Girls <input type="checkbox"/> Strelitzia <input type="checkbox"/> Adelaide Gymnasium <input type="checkbox"/> Union and Volkskool <input type="checkbox"/> Grahamstown <input type="checkbox"/> Alice <input type="checkbox"/> Daniel Pienaar	AET L4 <input type="checkbox"/> Trinset	Should you prefer to work at the Provincial Office in KWT, select one of the following: <input type="checkbox"/> Exams Depot
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QUALIFICATIONS

Highest Level Achieved	<input type="checkbox"/> Grade 12	<input type="checkbox"/> Full-Time Tertiary Student	<input type="checkbox"/> Tertiary Qualified
Year Passed this Level			
Institution Name			
Institution Address			
Institution Tel. No.			
For Tertiary Level Applicants Only			
Course you are studying/studied			
Current Academic Year of Study	<input type="checkbox"/> 1st Year	<input type="checkbox"/> 2nd Year	<input type="checkbox"/> 3rd Year <input type="checkbox"/> Other (Specify) _____

TO BE SIGNED BY THE DIRECTOR/REGISTRAR/RECTOR/DISTRICT MANAGER

To my knowledge the above-mentioned information is correct.
I certify that the above person is/was a student at the above-mentioned institution

_____ Print Name

_____ Signature

_____ Date



WORKING EXPERIENCE AS AN EXAMINATION ASSISTANT

Year	Marking Centre	Duties	Skills

REQUIREMENTS TO QUALIFY AS AN EXAMINATION ASSISTANT

1. Applicant must be a South African Citizen in possession of a green-bar coded identity document with a valid 13-digit identity number.
2. Only applicants who are permanent residents of the Province of the Eastern Cape will be considered.
3. Applicants will have to complete an Application Form and attach all certified documents required in order to be considered for selection.
4. Previous experience will be considered but it is not a requirement.
5. Late applications will NOT be considered.
6. Faxed and e-mailed applications will NOT be considered.
7. Applications through a third party will NOT be considered.
8. Persons who have a relative writing the relevant examination in the period applying for, will not be considered.
9. Applicants must not be in other employment for remuneration.
10. Applicant must not be an AET Tutor.
11. Applicants must be willing to perform reasonable manual tasks requested of them, such as carrying boxes and sweeping working areas.
12. Applicants must have completed their examinations at the Tertiary Institution where they are studying before the period of employment as an Examination Assistant commences.
13. Fraudulent and incomplete applications will be disqualified.
14. Only successful applicants will be contacted and informed of final employment venues and dates.

BANK PARTICULARS

Name of Bank		Branch Name	
Account Number		Branch Code	
Type of Account	Savings Account <input type="checkbox"/>	Current Account <input type="checkbox"/>	Transmission Account <input type="checkbox"/>

DECLARATION BY APPLICANT

I understand that incomplete and/or fraudulent information and missing documents or signatures will lead to automatic disqualification of this application. I hereby declare that all the information supplied in this application is true and correct and that I meet ALL the above requirements.

Signature: Applicant

Date