



ASSESSMENT & EXAMINATION

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ASSESSMENT INSTRUCTION 35 of 2011

**TO: DEPUTY DIRECTOR-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
DEPUTY / ASSISTANT DIRECTORS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF SCHOOLS OFFERING GRADE 12
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 13 JUNE 2011

**ADVERTISEMENT OF POSTS OF EXAMINATION ASSISTANTS (EAs) FOR
THE 2011 NOV/DEC NATIONAL SENIOR CERTIFICATE (NSC) AND ABET
L4, 2012 MAY/JUNE SENIOR CERTIFICATE (NATED 550) AND ABET L4
EXAMINATIONS AT MARKING CENTRES, CAPTURING CENTRES AND
PROVINCIAL DEPOT**

1. EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified candidates to apply for temporary positions as Examination Assistants for the 2011 Nov/Dec National Senior Certificate (NSC) and ABET L4, 2012 May/June Senior Certificate (NATED 550) and ABET L4 examinations at marking centres, capturing centres and the Provincial Office scripts Depot in the Province of the Eastern Cape. The attached application form is to be used. (ANNEXURE A)



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2. DEFINITION OF 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 Provincial Depot in the Province of the Eastern Cape, where examination related work is processed.

3. CRITERIA FOR EMPLOYMENT AS AN EXAMINATION ASSISTANT

Persons eligible to be employed as examination assistants will be:

- 2nd year full-time students at a tertiary institution.
- Unemployed graduates
- Unemployed youth (holding a Matric Certificate and unemployed for 2 yrs or more).
- Applicants must be a South African citizen and in possession of a green bar-coded identity document.
- Applicants will have to complete an application form, obtainable from the 23 Education District Offices, and attach all certified documents required in order to be considered for selection.
- Persons who had a relative writing the relevant examination in the period applied for will not be considered as an examination assistant.
- Faxed and e-mail applications will not be considered.
- Applicants may not be in other employment for remuneration.
- Applicants may not be an ABET tutor.
- Applicants must be willing to perform reasonable manual tasks requested of them, such as carrying boxes/bins and sweeping working areas.
- Applicants must select **only one marking centre** per application form.
- Applicants must have completed their examinations at the tertiary institution before the period of employment as an Examinations Assistant commences.
- Fraudulent information supplied on applications will lead to the incumbent being disqualified.
- Only successful applicants will be contacted and informed of final employment.
- Applicants must be residing within close proximity to the marking centre.

4. SCOPE OF WORK AS AN EXAMINATION ASSISTANT

Examination Assistants at marking centres will have to do the following:

- To check scripts that have been marked by a marker by counting the ticks for each question on the answer sheets.
- To check that marks are correctly transferred from the marked pages of the script to the outside cover of the marked answer script.
- To check that the marks on the outside of the answer script are correctly tabulated and added.
- To check that marks on the outside cover of a marked answer script are correctly captured on the accompanying mark sheet.
- To sign on the script to indicate that this work has been completely and accurately done.
- To sign the accompanying mark sheet in the appropriate place provided therefore.
- To receive mark sheets from capturers and file them in subject boxes.
- To perform any other reasonable task as may be required by the management team/ officials at a marking centre.

5. CONDITIONS OF EMPLOYMENT AS AN EXAMINATION ASSISTANT

- Examination assistants at the Marking Centre will be under the control of the Deputy Manager - Control Room.
- Examination assistants at the Capturing Centre will be under the control of the Team Leader of the capturing process.
- Examination assistants at the Assessment and Examinations Directorate will be under the control of the Senior Education Specialist.
- No accommodation will be provided to examination assistants employed at any work station.
- Examination assistants employed at the Grade 12 NSC, NATED 550 and ABET L4 Marking Centres will be given morning and afternoon tea, lunch and supper only. No breakfast will be provided.
- Working hours will be from 08h00 to 20h00 daily, from Monday to Sunday, including public holidays, unless the flow of work dictates otherwise.

- Payment is based on the hourly tariff as set out in the Personnel Administration Measures (PAM) document.
- No overtime will be paid to Examination Assistants.
- No leave will be granted to any Examination Assistant during the course of the working session.
- No transport will be provided for an Examination Assistant to or from their work stations.
- Examination Assistants are to provide their own pens, lead pencils, erasers, calculators etc when they arrive at the marking centre/work station.
- Examination Assistants must be able to work under pressure and must be physically fit.

IMPORTANT INFORMATION:

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.

One application form per marking centre. No faxed or emailed applications will be accepted

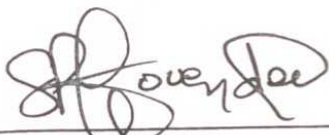
Closing date: 22 July 2011 at 16h30

CONCLUSION

The work done by an Examination Assistant is extremely important in the delivery of accurate and credible results for the National Senior Certificate. The Eastern Cape Department of Education has built up an excellent record in this regard and 2011 will not be an exception.

All education stakeholders are therefore requested to disseminate this information widely to those who meet the stringent criteria to apply for this important position.

The co-operation of all stakeholders in the process is appreciated.



S. P. GOVENDER
CHIEF DIRECTOR - CURRICULUM MANAGEMENT



Ikamva eliyaqambileyo!

EASTERN CAPE PROVINCE
DEPARTMENT OF EDUCATION

APPLICATION: EXAMINATION ASSISTANT
2011 NSC/ABET L4 & 2012 SENIOR
CERTIFICATE (NATED 550) EXAMINATIONS:
CLOSING DATE: 22 JULY 2011

Place
ID Photos
Here

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL/DISTRICT OFFICE AFTER THE CLOSING DATE]

INSTRUCTIONS TO COMPLETE THIS FORM

- Supplying fraudulent information on this form, will lead to the immediate disqualification of the applicant.
- Attach the following to this form:
 - Certified copies of matric certificate and any other 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]
 - Document from Tertiary Institution confirming 2nd year status
 - Any other supporting documents
- No Faxed or e-mailed applications will be accepted.

A. PERSONAL INFORMATION

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

B. Indicate your choice of employment site by selecting ONE option below

(Selecting more than one option will disqualify your application)

These are towns where marking centres for Grade 12 and ABET L4 may be located.	<input type="checkbox"/> East London	<input type="checkbox"/> Queenstown	<input type="checkbox"/> Stutterheim	Should you prefer to work at the Provincial Office in KWT, select one of the following:
	<input type="checkbox"/> Aliwal North	<input type="checkbox"/> Uitenhage	<input type="checkbox"/> Karredouw	
	<input type="checkbox"/> Cradock	<input type="checkbox"/> Adelaide		<input type="checkbox"/> Exams Depot
	<input type="checkbox"/> Somerset East	<input type="checkbox"/> Graaff-Reinet		<input type="checkbox"/> Provincial Capturing Centre
	<input type="checkbox"/> Burgersdorp	<input type="checkbox"/> Grahamstown		
	<input type="checkbox"/> Mthatha	<input type="checkbox"/> Alice		

C. 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) _____

D. 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

E. PREVIOUS 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 with a valid 13-digit identity number.
2. Applicants will have to complete an Application Form and attach all certified documents required in order to be considered for selection.
3. Previous experience will be considered but is not a requirement.
4. Late applications will not be considered.
5. Faxed and e-mailed applications will not be considered.
6. Applications through a third party will not be considered.
7. Applicants who have a relative writing the relevant examination in the period applied for, will not be considered.
8. Applicants may not be in other employment for remuneration.
9. Applicant may not be an ABET Tutor.
10. Applicants must be willing to perform reasonable manual tasks requested of them, such as carrying boxes and sweeping working areas.
11. Applicants must have completed their examinations at the tertiary institution where they are studying before the period of employment as an Examination Assistant commences.
12. Fraudulent and incomplete applications will be disqualified.
13. Only successful applicants will be contacted and informed of final employment venues and dates.

F. 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"/>

G. 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