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)
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:

- 2\textsuperscript{nd} 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

ASSESSMENT INSTRUCTION 35 OF 2011
EASTERN CAPE PROVINCIAL ASSESSMENT INSTRUCTION
Page 4 of 5
### A. PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>ID Number</th>
<th>Date of Birth</th>
<th>First Names</th>
<th>Surname</th>
<th>Initials</th>
<th>Postal Address</th>
<th>Physical Address</th>
<th>Code</th>
<th>Code</th>
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**Marital Status**
- Single
- Married

**Cell phone No.**

**Telephone No. (W)**

**Telephone No. (H)**

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

(Selecting more than one option will disqualify your application)

- [ ] East London
- [ ] Queenstown
- [ ] Stutterheim
- [ ] Karredouw
- [ ] Aliwal North
- [ ] Uitenhage
- [ ] Graaff-Reinet
- [ ] Alice
- [ ] Cradock
- [ ] Adelaide
- [ ] Grahamstown
- [ ] Burgersdorp
- [ ] Mhatha

Should you prefer to work at the Provincial Office in KVT, select one of the following:

- [ ] Exams Depot
- [ ] Provincial Capturing Centre

### C. QUALIFICATIONS

- [ ] Grade 12
- [ ] Full-Time Tertiary Student
- [ ] Tertiary Qualified

**Highest Level Achieved**

**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**

- [ ] 1st Year
- [ ] 2nd Year
- [ ] 3rd Year
- [ ] 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

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<thead>
<tr>
<th>Year</th>
<th>Marking Centre</th>
<th>Duties</th>
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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

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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