



ASSESSMENT INSTRUCTION NO. 37 OF 2008

TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
DIRECTORS
DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
DEPUTY CHIEF EDUCATION SPECIALISTS
SENIOR EDUCATION SPECIALISTS (EXAMINATIONS – DISTRICTS)
TEACHER ORGANISATIONS

DATE: 27 OCTOBER 2008

APPLICATION FOR APPOINTMENT IN MARKING CENTRES

1. Application for Appointment as a Centre manager in approved Marking Centre for the marking of Grade 12 and ABET L4 scripts
2. Application for Appointment as a Deputy Centre manager Hospitality in approved Marking Centre for the marking of Grade 12 and ABET L4 scripts
3. Application for Appointment as a Deputy centre manager Control room in approved Marking Centre for the marking of Grade 12 and ABET L4 scripts
4. Application for Appointment as a Deputy Centre manager Irregularities in approved Marking Centre for the marking of Grade 12 and ABET L4 scripts
5. Application for Appointment as an Administrative Assistant in approved Marking Centre for the marking of Grade 12 and ABET L4 scripts

Read the Instructions on Application Forms.

NB: All officials are requested to check the Application Forms carefully in order to verify that only competent qualified Assessment and Examination officials are applying for these critically important positions.

Application forms to be handed in at **DISTRICT OFFICES to DCES: ASSESSMENT AND EXAMINATIONS.**
Verification to be done at District level by the CES Curriculum and DCES Assessment and Examinations.

1. **WHO QUALIFIES TO APPLY FOR MARKING CENTRE MANAGERS, DEPUTIES AND ADMIN ASSISTANTS?**
 - All **SENIOR** officials in the Assessment and Examination section at Provincial and District offices
All officials in the Assessment and Examination section at District and Provincial offices
 - Applicants in the employment of the Eastern Cape Department of Education, preferably under the employment of the Education Department
2. **REQUIREMENTS FOR CENTRE MANAGERS AND DEPUTY CENTRE MANAGERS**
ALL APPLICANTS MUST:
 - have at least a recognized 3 year post matric qualification
 - be in the employment of the Eastern Cape Department of Education
 - have experience in dealing with examination processes management
 - have the ability to investigate and gather evidence on cases identified in the marking centre - irregularities
 - have excellent report writing skills
 - have excellent communication skills

- be computer literate
- be able to supervise
- be a good organizer.
- be able to work long hours
- be able to handle pressure
- be able to accept authority
- have experience in examination related work: mark sheet control, script control, handling irregularities at District level, etc.
- have experience in running a Marking Centre

3. REQUIREMENTS FOR POSITION OF ADMINISTRATIVE ASSISTANT

The applicant should have:

- computer skills
- be able to work long hours
- administrative experience

4. CRITERIA FOR REJECTION OF APPLICATIONS:

- Incomplete or illegible applications will not be considered.
- Application forms received at the District Office after 31 October 2008 will not be considered.
- No application forms will be accepted at the Provincial Office which did not via the District Office

5. EVALUATION OF MANAGEMENT

- The Centre Manager shall be evaluated at the end of the Marking process / session and this will influence future Marking Centre manager's appointments.
- The Deputy Centre Managers: Irregularities, Control Room and Hospitality shall be evaluated at the end of a marking session and this will influence future Marking Centre management appointments.

6. A ONE PAGE CV MUST ACCOMPANY YOUR APPLICATION FORM

All the information in application forms will be **verified** with the **database** in the **Provincial Office**. The co-operation of all education stakeholders in this important process is both anticipated and appreciated.

7. APPLICATION FORMS

CENTRE MANAGER	– ANNEXURE 1
DEPUTY CENTRE MANAGER HOSPITALITY	– ANNEXURE 2
DEPUTY CENTRE MANAGER CONTROL ROOM	– ANNEXURE 3
DEPUTY CENTRE MANAGER IRREGULARITIES	– ANNEXURE 4
ADMINISTRATIVE ASSISTANT	– ANNEXURE 5

MR. S.P. GOVENDER
CHIEF DIRECTOR – CURRICULUM MANAGEMENT



Assessment & Examinations, Old Bundy Building, Schornville, KWT, * Private Bag 4571* KWT * 5600 *
 REPUBLIC OF SOUTH AFRICA *
 Enquiries: Mr. L. du Plessis Tel: +27 (0)43 604 7730
 Fax: 043 604 7749* e-mail Lodie.Du Plessis@ecprov.gov.za* Website: ecprov.gov.za *

APPLICATION: CENTRE MANAGEMENT GRADE 12 & ABET L4 4 EXAMINATIONS: 2008

CLOSING DATE: 31 OCTOBER 2008

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]

INSTRUCTIONS TO COMPLETE THIS FORM

1. Any person found to be giving fraudulent information will not be considered for the position applying for
2. Attach a **certified copy** of your ID Document to this form.
3. Attach a covering letter detailing highlights in your experience with examinations and centre management – from the date of appointment at Exams

PERSONAL INFORMATION

PERSAL No.		ID No	
Surname	First Names		
Title	Initials	Postal Address	
Tel. No. (W)			
Tel. No. (H)			
Cell Number			
Present Post	<input type="checkbox"/> DCES <input type="checkbox"/> SES <input type="checkbox"/> AD SAO <input type="checkbox"/> <input type="checkbox"/> OTHER		
Position applying for	<input type="checkbox"/> CENTRE MANAGER <input type="checkbox"/> DEP. CENTRE MANAGER <input type="checkbox"/> ADMIN. ASSISTANT		
District Name			

BANK PARTICULARS

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

MARKING CENTRE EXPERIENCE

Year	POSITION	NAME OF MARKING CENTRE
2006		
2007		
2008		

RESPONSIBILITIES OF CENTRE MANAGER

1. The specific responsibilities of the Centre Managers are to ensure:
 - (i) that the advance planning of the Marking Centre such as inspection of required physical facilities, menus, security, stationery and communication facilities are conducted,
 - (ii) to link with the principal of the institution in all matters related to the contract between the Department and the institution,
 - (iii) to meet regularly with examiners and moderators and communicate clearly what is expected of them,
 - (iv) to work closely with the three deputy centre managers,
 - (v) to submit a Marking Centre report to the Marking Section Coordinator at the Provincial Office within a week after the closing of the Marking Centre.

2. The Centre Manager is accountable for the smooth running of the Marking Centre and to ensure it operates effectively and efficiently.

3. The Centre Manager shall make every effort to perform him/her duties with diligence so that the terms of this agreement may be mutually rewarding to both the Centre Manager and the Department.

Print Name (*Applicant*)

Signature

Date

Recommended /Not recommended		
Comments:		
Print Name (<i>CES Curriculum</i>)	Signature	Date

Provincial Office use only

APPOINTED / NOT APPOINTED	
DIRECTOR – ASSESSMENT AND EXAMINATIONS	DATE



Assessment & Examinations, Old Bundy Building, Schornville, KWT, * Private Bag 4571* KWT * 5600 *
REPUBLIC OF SOUTH AFRICA *
Enquiries: Mr. L. du Plessis Tel: +27 (0)43 604 7730
Fax: 043 604 7749* e-mail Lodie.Du Plessis@ecprov.gov.za* Website: ecprov.gov.za *

**APPLICATION: DEPUTY CENTRE MANAGER - HOSPITALITY
GRADE 12 & ABET L4 4 EXAMINATIONS: 2008**

CLOSING DATE: 31 OCTOBER 2008

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]

INSTRUCTIONS TO COMPLETE THIS FORM

1. Any person found to be giving fraudulent information will not be considered for the position applying for
2. Attach a **certified copy** of your ID Document to this form.
3. Attach a covering letter detailing highlights in your experience with examinations and centre management – from the date of appointment at Exams

PERSONAL INFORMATION

PERSAL No.										ID No										
Surname										First Names										
Title				Initials						Postal Address										
Tel. No. (W)																				
Tel. No. (H)																				
Cell Number											Postal Code									
Present Post	<input type="checkbox"/> DCES		<input type="checkbox"/> SES			<input type="checkbox"/> AD			SAO <input type="checkbox"/>		<input type="checkbox"/> OTHER									
Position applying for	<input type="checkbox"/> CENTRE MANAGER			<input type="checkbox"/> DEP. CENTRE MANAGER					<input type="checkbox"/> ADMIN. ASSISTANT											
District Name																				

BANK PARTICULARS

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

MARKING CENTRE EXPERIENCE

Year	POSITION	NAME OF MARKING CENTRE
2006		
2007		
2008		

RESPONSIBILITIES OF DEPUTY CENTRE MANAGER HOSPITALITY AND CLAIMS

1. The specific responsibilities of the Deputy Centre Managers for Hospitality and Claims are
To ensure:
 - a. registering of all personnel for accommodation and the issuing of identity cards,
 - b. allocation of rooms in the hostels and attending to problems with accommodation,
 - c. coordinate all aspects of catering such as determination of meal times, monitoring the quality and quantity of meals and the issuing and control of meal tickets,
 - d. ensure that no marker or administration person is allowed into the Marking Centre without a release letter from his/her work station,
 - e. make sure that only authorized persons sleep or eat at the Marking Centre,
 - f. ensures that every person who performed exam related work at the Marking Centre completes the appropriate forms to be used in the claiming process,
 - g. submit a report to the centre manager about the work done in the section before the closing of the Marking Centre.

- 2 The Deputy Centre Manager Hospitality and Claims is accountable for the smooth running of accommodation and catering at the Marking Centre and to ensure that the claims process is done efficiently for every claimant.

4. The Deputy Centre Manager: Hospitality shall make every effort to perform their duties with diligence so that the terms of this agreement may be mutually rewarding to both the Deputy Centre Manager: Hospitality and the Department.

5. The Deputy Centre Manager: Hospitality shall be evaluated at the end of a marking session and this will influence future Marking Centre manager appointments.

Print Name (*Applicant*)

Signature

Date

Recommended /Not recommended		
Comments:		
Print Name (<i>CES Curriculum</i>)	Signature	Date

Provincial Office use only

APPOINTED / NOT APPOINTED	
DIRECTOR – ASSESSMENT AND EXAMINATIONS	DATE



Assessment & Examinations, Old Bundy Building, Schornville, KWT, * Private Bag 4571* KWT * 5600 *
 REPUBLIC OF SOUTH AFRICA *
 Enquiries: Mr. L. du Plessis Tel: +27 (0)43 604 7730
 Fax: 043 604 7749* e-mail Lodie.Du Plessis@ecprov.gov.za* Website: ecprov.gov.za *

**APPLICATION: DEPUTY CENTRE MANAGER CONTROL ROOM
 GRADE 12 & ABET L4 4 EXAMINATIONS: 2008**

CLOSING DATE: 31 OCTOBER 2008

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]

INSTRUCTIONS TO COMPLETE THIS FORM

1. Any person found to be giving fraudulent information will not be considered for the position applying for
2. Attach a **certified copy** of your ID Document to this form.
3. Attach a covering letter detailing highlights in your experience with examinations and centre management – from the date of appointment at Exams

PERSONAL INFORMATION

PERSAL No.								ID No													
Surname								First Names													
Title			Initials					Postal Address													
Tel. No. (W)																					
Tel. No. (H)																					
Cell Number																		Postal Code			
Present Post	<input type="checkbox"/> DCES	<input type="checkbox"/> SES	<input type="checkbox"/> AD	<input type="checkbox"/> SAO	<input type="checkbox"/> OTHER																
Position applying for	<input type="checkbox"/> CENTRE MANAGER			<input type="checkbox"/> DEP. CENTRE MANAGER							<input type="checkbox"/> ADMIN. ASSISTANT										
District Name																					

BANK PARTICULARS

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

MARKING CENTRE EXPERIENCE

Year	POSITION	NAME OF MARKING CENTRE
2006		
2007		
2008		

RESPONSIBILITIES OF DEPUTY CENTRE MANAGER CONTROL ROOM

1. The specific responsibilities of the Deputy Centre Managers: Control Room is to ensure:
 - (i) account for every mark sheet on the control list that is dispatched out of the control room to the marking venues and received back again,
 - (ii) reconcile the number of scripts in the batch with the total on the mark sheet when scripts are returned from the marking venues,
 - (iii) ensure that a Form B register is kept,
 - (iv) make two copies of every mark sheet, one to be packed with the scripts and the other one for the Depot,
 - (v) control packing of white bins for storage at the Depot by ensuring that the information on the labels is correct
 - (vi) keep record of every white bin that is leaving the control room for the Depot.

2. The Deputy Centre Manager: Control Room is accountable for an efficient document flow and paper trail at the Marking Centre where he/she is in charge of the control room.

3. The Deputy Centre Managers: Control Room shall make every effort to perform his/her duties with diligence so that the terms of this agreement may be mutually rewarding to both the Deputy Centre Manager and the Department.

4. The Deputy Centre Manager shall be evaluated at the end of a Marking Centre and this will influence future deputy Marking Centre manager appointments.

Print Name (*Applicant*)

Signature

Date

Recommended /Not recommended		
Comments:		
Print Name (<i>CES Curriculum</i>)	Signature	Date

Provincial Office use only

APPOINTED / NOT APPOINTED	
DIRECTOR – ASSESSMENT AND EXAMINATIONS	DATE



Assessment & Examinations, Old Bundy Building, Schornville, KWT, * Private Bag 4571* KWT * 5600 *
REPUBLIC OF SOUTH AFRICA *
Enquiries: Mr. L. du Plessis Tel: +27 (0)43 604 7730
Fax: 043 604 7749* e-mail Lodie.Du Plessis@ecprov.gov.za* Website: ecprov.gov.za *

APPLICATION: DEPUTY CENTRE MANAGER - IRREGULARITIES GRADE 12 & ABET L4 4 EXAMINATIONS: 2008

CLOSING DATE: 31 OCTOBER 2008

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]

INSTRUCTIONS TO COMPLETE THIS FORM

1. Any person found to be giving fraudulent information will not be considered for the position applying for
2. Attach a **certified copy** of your ID Document to this form.
3. Attach a covering letter detailing highlights in your experience with examinations and centre management – from the date of appointment at Exams

PERSONAL INFORMATION

PERSAL No.											ID No														
Surname											First Names														
Title						Initials						Postal Address													
Tel. No. (W)																									
Tel. No. (H)																									
Cell Number											Postal Code														
Present Post	<input type="checkbox"/> DCES					<input type="checkbox"/> SES																			
Position applying for	<input type="checkbox"/> DEPUTY CENTRE MANAGER IRREGULARITIES										<input type="checkbox"/> ASSISTANT IRREGULARITIES OFFICER														
District Name																									

BANK PARTICULARS

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

MARKING CENTRE EXPERIENCE

Year	POSITION	NAME OF MARKING CENTRE
2006		
2007		
2008		

RESPONSIBILITIES OF DEPUTY CENTRE MANAGER IRREGULARITIES

The specific responsibilities of the Deputy Centre Managers for Irregularities are to ensure:

- (i) investigate all irregularities committed by both officials and learners referred to them ,
- (ii) sort out all administrative irregularities immediately,
- (iii) investigate other cases at the Marking Centre and try to resolve them speedily by liaising with the Provincial and District Offices and even principals to get more clarity on such cases,
- (iv) complete a comprehensive report of all the irregularities identified in the Marking Centre and the action recommended thereof,
- (v) the above report should be submitted to the Provincial Irregularities Coordinator by 13 December 2008.

1. The Deputy Centre Manager: Irregularities is accountable for the coordination of all activities around the identification of irregularities committed by both officials and learners during the writing of the examinations, the marking process and during the capturing of marks and after thorough investigation recommend a course of action to be taken.
2. The Deputy Centre Manager: Irregularities shall make every effort to perform their duties with diligence so that the terms of this agreement may be mutually rewarding to both the Deputy Centre Manager Hospitality and the Department.

Print Name (*Applicant*)

Signature

Date

Recommended /Not recommended		
Comments:		
Print Name (<i>CES Curriculum</i>)	Signature	Date

Provincial Office use only

APPOINTED / NOT APPOINTED	
DIRECTOR – ASSESSMENT AND EXAMINATIONS	DATE



Assessment & Examinations, Old Bundy Building, Schornville, KWT, * Private Bag 4571* KWT * 5600 *
REPUBLIC OF SOUTH AFRICA *
Enquiries: Mr. L. du Plessis Tel: +27 (0)43 604 7730
Fax: 043 604 7749* e-mail Lodie.Du Plessis@ecprov.gov.za* Website: ecprov.gov.za *

APPLICATION: CENTRE MANAGEMENT – ADMIN ASSISTANT GRADE 12 & ABET L4 4 EXAMINATIONS: 2008

CLOSING DATE: 31 OCTOBER 2008
--

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]

INSTRUCTIONS TO COMPLETE THIS FORM

1. Any person found to be giving fraudulent information will not be considered for the position applying for
2. Attach a **certified copy** of your ID Document to this form.
3. Attach a covering letter detailing highlights in your experience with examinations and centre management – from the date of appointment at Exams

PERSONAL INFORMATION

PERSAL No.		ID No	
Surname	First Names		
Title	Initials	Postal Address	
Tel. No. (W)			
Tel. No. (H)			
Cell Number			Postal Code
Present Post	<input type="checkbox"/> DCES <input type="checkbox"/> SES <input type="checkbox"/> AD <input type="checkbox"/> SAO <input type="checkbox"/> OTHER		
Position applying for	<input type="checkbox"/> CENTRE MANAGER <input type="checkbox"/> DEP. CENTRE MANAGER <input type="checkbox"/> ADMIN. ASSISTANT		
District Name			

BANK PARTICULARS

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

MARKING CENTRE EXPERIENCE

Year	POSITION	NAME OF MARKING CENTRE
2006		
2007		
2008		

RESPONSIBILITIES OF ADMIN ASSISTANT IRREGULARITIES

Specific responsibilities of the Admin Assistant for Irregularities are to ensure:

- (i) to investigate all irregularities committed by both officials and learners referred to them
- (ii) to sort out all administrative irregularities immediately,
- (iii) to investigate other cases at the Marking Centre and try to resolve them speedily by liaising with the Provincial and District Offices and even principals to get more clarity on such cases,
- (iv) to complete a comprehensive report of all the irregularities identified in the Marking Centre and the action recommended thereof,

RESPONSIBILITIES OF ADMIN ASSISTANT CONTROL ROOM

- 1. The specific responsibilities of the Admin Assistant Control Room are to ensure:
 - (i) to account for every mark sheet on the control list that is dispatched out of the control room to the marking venues and received back again
 - (ii) to reconcile the number of scripts in the batch with the total on the mark sheet when scripts are returned from the marking venues,
 - (iii) to ensure that a Form B register is kept,
 - (iv) to make two copies of every mark sheet, one to be packed with the scripts and the other one for the Depot,
 - (v) to control packing of white bins for storage at the Depot by ensuring that the information on the labels is correct
 - (vi) to keep record of every white bin that is leaving the control room for the Depot.

RESPONSIBILITIES OF ADMIN ASSISTANT HOSPITALITY AND CLAIMS

- 1. The specific responsibilities of the Admin Assistant for Hospitality and Claims are to ensure:
 - a. registering of all personnel for accommodation and the issuing of identity cards,
 - b. allocation of rooms in the hostels and attending to problems with accommodation,
 - c. coordinate all aspects of catering such as determination of meal times, monitoring the quality and quantity of meals and the issuing and control of meal tickets,
 - d. ensure that no marker or administration person is allowed into the Marking Centre without a release letter from his/her work station,
 - e. make sure that only authorized persons sleep or eat at the Marking Centre,
 - f. ensures that every person who performed exam related work at the Marking Centre completes the appropriate forms to be used in the claiming process,
 - g. submit a report to the centre manager about the work done in the section before the closing of the Marking Centre

Print Name (*Applicant*)

Signature

Date

Recommended /Not recommended
Comments:
Print Name (CES Curriculum)
Signature
Date

Provincial Office use only

APPOINTED / NOT APPOINTED	
DIRECTOR – ASSESSMENT AND EXAMINATIONS	DATE