



Province of the
EASTERN CAPE
EDUCATION

ASSESSMENT & EXAMINATIONS DIRECTORATE

Bundy Park Building, Schornville, King Williams Town, Private Bag 4571, King Williams Town 5600• Eastern Cape *
REPUBLIC OF SOUTH AFRICA• Website: www.ecdoe.gov.za
Email: lodie.funiwe.bikitsha@edu.ecprov.gov.za

Ref. No: 13/P
Enquiries: Mrs F. Bikitsha

Tel: 043 604 7742/072 378 2817
Fax: 043 604 7749/086 7424338

ASSESSMENT INSTRUCTION NO. 15 OF 2017

**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 (GRADES 10 – 12)
TEACHER UNIONS/TEACHER ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 8 FEBRUARY 2017

ADVERTISEMENT OF POSTS OF EXAMINATION ASSISTANTS (EAs) FOR THE:

- 2017 NOV/DEC NATIONAL SENIOR CERTIFICATE (NSC) AND AET L4
- SUPPLEMENTARY EXAMINATIONS
- MAY/JUNE SENIOR CERTIFICATE AND AET L4 EXAMINATIONS
- CAPTURING CENTRES AND THE PROVINCIAL DEPOT

1. EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified candidates for temporary positions as Examination Assistants in the 2017 National Senior Certificate (NSC) and AET L4, 2018 May/June Senior Certificate (Amended) and AET L4 June examinations at Marking Centres, Capturing Centres and the Provincial Script 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. Applicant must be a South African citizen and in possession of a green bar-coded identity document.

3.1.5. Applicants will have to complete an application form, obtained from one 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 any form of employment for remuneration at the time of applying.

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.

3.2 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-mail applications will NOT be considered.
- 3.5 Fraudulent information supplied on applications will lead to the applicant being disqualified.

4. APPOINTMENT PROCESSES

- 4.1 Applicants who meet the requirements set out in the advertisement will be shortlisted.
- 4.2 Shortlisted applicants will be invited to undergo a Competency Test in districts where marking centres are located.
- 4.3 Shortlisted candidates who will participate in the Competency Tests 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 OF AN EXAMINATION ASSISTANT

- 5.1 To control scripts that have been received by Marking Centres.
- 5.2 Control scripts that are issued 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 the marks on the outside of the answer script are correctly captured on the accompanying mark sheet.
- 5.7 To sign on the script to indicate that this work has been completed accurately.
- 5.8 To sign the accompanying mark sheet in the appropriate place provided.
- 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 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 Markers.
- 6.3 Examination Assistants at the Capturing Centre will be under the control of the Lead Capturer.
- 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, SC (A), AET L4, 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.
- 6.14 Examination Assistants who were involved in Irregularities will not be appointed during the 2016/17 marking cycle.
- 6.15 Examination Assistants who disobey the rules at the marking centres will be dismissed immediately from the marking centres, Depot and Capturing Centres.

7. IMPORTANT INFORMATION

- 7.1 Application forms must be forwarded to the nearest Education District Office, Human Resource 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 faxes or emailed applications will be accepted.
- 7.4 **CLOSING DATE: 28 APRIL 2017 AT 16H00.**
- 7.5 **A Competency Test will be written by shortlisted candidates on 10 July 2017.**

CONCLUSION

The work done by Examination Assistants is extremely important for the delivery of accurate and credible results for the National Senior Certificate, Senior Certificate (A) and AET L4. The Eastern Cape Department of Education has acquired a positive reputation in this regard and 2017 will not be an exception.

All Education stakeholders are, therefore, kindly requested to disseminate this information widely for those who meet the criteria for these important positions.



.....
MS P. VINJEVOLD
(A) DEPUTY DIRECTOR GENERAL: EPEM

ASSESSMENT INSTRUCTION NO 15 OF 2017

**ADVERTISEMENT OF POSTS OF EXAMINATION ASSISTANTS (EAs) FOR
2017/18 EXAMINATION CYCLES**

SUPPORTED/ NOT SUPPORTED

.....

.....

.....
ACTING DIRECTOR: ASSESSMENT AND EXAMINATIONS

.....
DATE

RECOMMENDED/ NOT RECOMMENDED

.....

.....

.....
MR E. M. MABONA
ACTING CHIEF DIRECTOR: CURRICULUM MANAGEMENT

.....
DATE

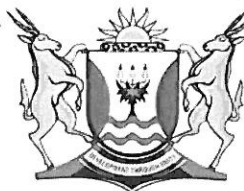
APPROVED/ NOT APPROVED

.....

.....


.....
MS P. VINJEVOLD
(A) DEPUTY DIRECTOR GENERAL: EPEM

2017-02-15
.....
DATE

**EXAMINATION ASSISTANT****Province of the
EASTERN CAPE
EDUCATION**

For office use:

Sequence No:.....

Place
ID Photo
Here**CLOSING DATE: 28 APRIL 2017****[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL/DISTRICT OFFICE AFTER THE CLOSING DATE]****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 copy of matric certificate
 - Certified copies of Academic Qualifications
 - Certified copy of ID Document
 - An ID Photo of yourself. [NB: Write your name on back of photo and attach to top right corner of form]
 - SARS registration certificate
 - 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 No:											Date of Birth	1	9	Y	Y	M	M	D	D
Surname											First Names								
Title	Initials				Postal Address														
Telephone No.(W)											Physical Address								
Telephone No. (H)													Code						
Cell phone No.																			
Marital Status	Single <input type="checkbox"/>		Married <input type="checkbox"/>						Code										
SARS Tax Number:											Do you have an active bank account? (Indicate with X)				YES	NO			

Indicate your choice of employment site by selecting ONE option below

These are possible marking centres that will be used to mark Grade 12 National Senior Certificate (NSC) and Adult Education and Training (AET) L4 examination scripts.

Select ONE marking centre ONLY.

Selecting more than one marking centres will disqualify your application.

(QUALIFYING APPLICANTS WILL BE SHORTLISTED AND INVITED TO WRITE A COMPETENCY TEST ON 10 JULY 2017 IN DISTRICTS WHERE MARKING CENTRES ARE LOCATED)

2017 MARKING CENTRES AND EXAMS DEPOT

- ☐ Adelaide Gymnasium
- ☐ Aliwal North
- ☐ Burgersdorp
- ☐ Byletts Combined
- ☐ Collegiate
- ☐ Cradock
- ☐ Daniel Pienaar
- ☐ Exams Depot
- ☐ Gill College
- ☐ Graeme College

- ☐ Grens
- ☐ Kirkwood
- ☐ Nico Malan
- ☐ Paul Sauer
- ☐ Phandulwazi
- ☐ Queenstown Girls
- ☐ St Johns
- ☐ Strelitzia
- ☐ Stutterheim
- ☐ Union



QUALIFICATIONS

Highest Level Achieved	<input type="checkbox"/> Grade 12
Year Passed this Level	
Institution Name	
Institution Address	
Institution Tel. No.	
TERTIARY LEVEL QUALIFICATIONS	
<input type="checkbox"/> Full-Time Tertiary Student <input type="checkbox"/> Tertiary Qualified	
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

PREVIOUS EXPERIENCE AS AN EXAMINATION ASSISTANT

YEAR	MARKING CENTRE	OFFICE/MARKING VENUE
2014		
2015		
2016		

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. Applicants must be registered with SARS and have proof that must be attached to this application form.
5. Previous experience will be considered but it is not a requirement.
6. Late applications will NOT be considered.
7. Faxed and e-mailed applications will NOT be considered.
8. Applications through a third party will NOT be considered.
9. Persons who have a relative writing the relevant examination in the period applying for, will not be considered.
10. Applicants must not be in other employment for remuneration.
11. Applicant must not be an AET Tutor.
12. Applicants must be willing to perform reasonable manual tasks requested of them, such as carrying boxes and sweeping working areas.
13. Applicants must have completed their examinations at the Tertiary Institution where they are studying before the period of employment as an Examination Assistant commences.
14. Fraudulent and incomplete applications will be disqualified.
15. Only successful applicants will be contacted and informed of final employment venues and dates
15. Examination Assistants who were involved in Irregularities will not be appointed during 2017/18 marking cycle.
16. Examination Assistants who disobey the rules at the marking centres will be dismissed immediately from the marking centres, Depot and Capturing Centres.

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.

.....
SURNAME & INITIALS

.....
SIGNATURE

.....
DATE

TO BE SIGNED BY THE /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

.....
SURNAME & INITIALS

.....
SIGNATURE

.....
DATE

UNIVERSITY/DISTRICT STAMP

TO BE SIGNED BY THE CHAIRPERSON OF THE PANEL (Mark with X)

SHORTLISTED		NOT SHORTLISTED	
--------------------	--	------------------------	--

REASONS FOR NOT SHORTLISTING:

.....
.....
.....

.....
CHAIRPERSON OF THE PANEL

.....
SIGNATURE

.....
DATE

ISSUED BY MARKING PROCESSES IN KING WILLIAMS TOWN