



Province of the
EASTERN CAPE
EDUCATION

HOME OF EXAMINATIONS & ASSESSMENT

Zone 6, ZWELITSHA, 5608 Private Bag 4571, King Williams Town 5600 • Eastern Cape * REPUBLIC OF SOUTH AFRICA. Website:
www.ecdoe.gov.za Email: zuko.lolwana@ecdoe.gov.za

Ref. No: 13/P

Tel: 040 608 7067 / 083 742 1000

Enquiries: Mr Z. Lolwana

ASSESSMENT INSTRUCTION NO.23 OF 2018

**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: 24 APRIL 2018

**2018 ADVERTISEMENT OF POSTS OF EXAMINATION ASSISTANTS (EAs)
FOR THE:**

- **NOV/DEC NATIONAL SENIOR CERTIFICATE (NSC) AND AET L4**
- **2018 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 (EAs) in the Nov/Dec 2018 National Senior Certificate (NSC) and AET L4, May/June 2019 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 Institutions.

3.1.2. Unemployed graduates.

3.1.3. Unemployed youth (holding a Matric Certificate).

3.1.4. Applicants must be South African citizen and in possession of a green bar-coded identity document.

3.1.5. Applicants must be between the ages of 18 – 30.

3.1.6. Applicants must not be in any form of employment for remuneration at the time of applying, including stipend received when in a learnership program or as an intern.

3.1.7. An applicant must not be an AET lecturer.

3.1.8. Applicants must not have worked as Examination Assistants in four consecutive examination cycles, that is between 2014 – 2017.

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 changed.

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. At the Marking Centre

- 5.1.1. To control scripts that have been received by Marking Centres.
- 5.1.2. Control scripts that are issued to Chief Markers and are returned to the Control Room after marking.
- 5.1.3. To check scripts that have been marked by markers by counting the ticks for each question on the answer book.
- 5.1.4. To check that marks are correctly transferred from the marked pages of the script to the outside cover of the marked answer script.
- 5.1.5. To check that the marks on the outside of the answer script are correctly tabulated and added.
- 5.1.6. To check that the marks on the outside of the answer script are correctly transferred onto the accompanying mark sheet.
- 5.1.7. To sign on the script to indicate that this work has been completed accurately.
- 5.1.8. To sign the accompanying mark sheet in the appropriate place, after it has been signed by one of the markers.
- 5.1.9. To receive mark sheets from capturers; to sort them according to districts and centres; and to file them in subject boxes.
- 5.1.10. 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.

5.2. At the Provincial Depot

- 5.2.1. Load and offload trucks with scripts from districts or from Marking Centres.
- 5.2.2. Control scripts from districts into marking centre bins.
- 5.2.3. Preparing marking centre control files.
- 5.2.4. Clean and prepare the white bins for districts and marking centres.
- 5.2.5. Retrieving scripts for remarking/rechecking.

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 Examination Assistants 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 2018/19 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. ESSENTIAL INFORMATION

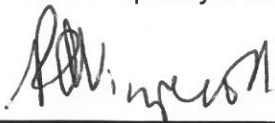
- 7.1. Application forms must be forwarded to the nearest Education District Office, Human Resource Unit, in the Eastern Cape. There are 12 of these District Offices across the Province.
- 7.2. Applicants are required to select one Marking Centre per application form and any deviation from this shall render the application form invalid.
- 7.3. No faxed or emailed applications will be accepted.
- 7.4. CLOSING DATE: **18 MAY 2018 AT 16H00.**
- 7.5. A Competency Test will be written by shortlisted candidates on **02 July 2018.**
- 7.6 **Successful applicants must bring a SARS Certificate when they report for duty at the Marking Centre.**

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 (Amended) and AET L4 Examinations. The Eastern Cape Department of Education has acquired a positive reputation in this regard and 2018 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.

Yours in quality education



MS P. VINJEVOLD
DEPUTY DIRECTOR GENERAL: EPEM

2018-04-24

DATE

EXAMINATION ASSISTANT
ASSESSMENT INSTRUCTION NO 23 OF 2018

For office use:
Sequence no.



Province of the
EASTERN CAPE
EDUCATION

Place
ID Photo

ANNEXURE A
CLOSING DATE: 18 MAY 2018

[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 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	M	D	D
Surname											First Names								
Title											Initials								
Telephone No.(W)											Email Address								
Telephone No. (H)											Physical Address								
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.

<p>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.</p> <p>Select ONE marking centre ONLY.</p> <p>Selecting more than one marking centre will disqualify your application.</p> <p>(QUALIFYING APPLICANTS WILL BE SHORTLISTED AND INVITED TO WRITE A COMPETENCY TEST ON 02 JULY 2018 IN DISTRICTS WHERE MAIN CENTRES ARE LOCATED.)</p>	<p>2018 MARKING CENTRES AND EXAMS DEPOT</p>	
	<p><input type="checkbox"/> Adelaide Gymnasium</p> <p><input type="checkbox"/> Aliwal North High</p> <p><input type="checkbox"/> Ndamase SSS</p> <p><input type="checkbox"/> Byletts Combined School</p> <p><input type="checkbox"/> Collegiate HS</p> <p><input type="checkbox"/> Cradock High</p> <p><input type="checkbox"/> Daniel Pienaar HS</p> <p><input type="checkbox"/> Gill College HS</p> <p><input type="checkbox"/> Mvenyane SSS</p> <p><input type="checkbox"/> Graeme College</p> <p><input type="checkbox"/> Grens HS</p>	<p><input type="checkbox"/> Kirkwood SSS</p> <p><input type="checkbox"/> Nico Malan</p> <p><input type="checkbox"/> Phandulwazi Agr. HS</p> <p><input type="checkbox"/> Queenstown Girls</p> <p><input type="checkbox"/> St Johns SSS</p> <p><input type="checkbox"/> Strelizia HS</p> <p><input type="checkbox"/> Stutterheim High</p> <p><input type="checkbox"/> Union HS</p> <p><input type="checkbox"/> Khanyisa</p> <p><input type="checkbox"/> Exams Depot</p>

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.			

TERTIARY LEVEL QUALIFICATIONS	
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
Other (Specify)	

PREVIOUS EXPERIENCE AS AN EXAMINATION ASSISTANT

YEAR	MARKING CENTRE	OFFICE / MARKING VENUE
2014		
2015		
2016		
2017		

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 is needed but it is not a requirement.
5. Late applications will NOT be considered.
6. Faxed and e-mailed applications will NOT be considered.
7. Applicants may not be in other employment for remuneration or receiving a stipend.
8. Applicant must not be an AET Tutor.
9. Applicants must not have worked as Examination Assistants in three examination cycles, between 2014 – 2017.
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.
14. Examination Assistants who were involved in irregularities will not be appointed during the 2018/19 marking cycle.
15. 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 AND INITIALS

SIGNATURE

DATE**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.

SURNAME AND INITIALS

SIGNATURE

DATE

UNIVERSITY/DISTRICT
STAMP

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

SHORTLISTED		NOT SHORTLISTED	
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REASONS FOR NOT SHORTLISTING:

SURNAME AND INITIALS

SIGNATURE

DATE

ISSUED BY MARKING PROCESSES IN ZWELITSHA