



Province of the
EASTERN CAPE
EDUCATION

EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE

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MEMORANDUM

**TO : DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS: CURRICULUM MANAGEMENT
CIRCUIT MANAGERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
TEACHER UNIONS / ORGANISATIONS**

**FROM : DIRECTOR: EXAMINATIONS AND ASSESSMENT
MR V.A JOSEPH**

DATE : 23 AUGUST 2019

**PROCEDURE FOR THE APPOINTMENT OF INVIGILATORS THAT WILL BE
CONDUCTING THE WRITING OF 2019 GRADE 12 NATIONAL SENIOR CERTIFICATE IN
PART-TIME CENTRES AND ADULT EDUCATION AND TRAINING (AET) LEVEL 4**

**The memo dated 12 August 2019 has reference – APPLICATION AS INVIGILATORS
FOR 2019/20**

1. Districts are requested to compile master list for all applicants (recommended and not recommended).
2. District Examination offices are requested to form panels that will be responsible for shortlisting and recommendation of applicants.
 - 2.1 Panels should be constituted as follows:
 - Chief Education Specialist : Curriculum Management
Deputy Chief Education Specialist and two Senior Education Specialists from Examinations and Assessment.

- One Deputy Chief Education Specialist from Institutional Development, Support and Governance.
- Official from Human Resource Management as secretariat
- Recognised Labour Unions as observers.

3.1 WHO QUALIFIES TO BE AN INVIGILATOR

- 3.1.1 Applicants should be unemployed South African citizens above 25 and below 65 years.
- 3.1.2 Applicants must have a minimum of Grade 12 qualification.
- 3.1.3 Foreign Nationals who have a passport and work permit which is valid for more than six (6) months, SAQA, and DHET evaluation Certificate.
- 3.1.4 Unemployed educators and retired educators.

3.2 WHO DOES NOT QUALIFY TO BE AN INVIGILATOR

- 3.2.1 Applicants who do not meet the above criteria under 2.
- 3.2.2 Applicants who do not meet a minimum requirement of Grade 12.
- 3.2.3 Officials who were involved in examination irregularities.
- 3.3.4 Applicants who are employed full time/part time.

4. CONDITIONS OF APPOINTMENT

- 4.1 Applications must be completely filled in.
- 4.2 All required documents, ID and recent photos must be attached to the application form.
- 4.3 Documents must be certified by SAPS only and must be valid for 3 months from the date Certification.
- 4.4 Applicants with relatives/ close friends registered to write NSC /SC/AET L4 cannot be appointed in the centres where the candidates are registered.
- 4.5 The applicant must not have been implicated in any form of examination irregularities.

5. FURTHER INFORMATION TO BE CONSIDERED BY DISTRICT PANELS

- 5.1 Recommended Chief Invigilators should have a minimum of two years' experience in examination related work.
- 5.2 Appointment should be done per centre considering the number of invigilators versus the number of candidates. For every 30 candidates one invigilator must be appointed.
- 5.3 Provision of relief invigilators per centre and per session should be considered.
- 5.4 Representation of both genders (female and male) per centre and per session should be considered.

- 5.5 Physical addresses of applicants should inform their recommendation to the nearest examination centre.
- 5.6 All panel members should sign Confidentiality and Declaration of relatives of agreement.
6. District should utilize the provided spread sheet to compile the list of recommended invigilators. Attendance register and minutes of the selection of invigilators should be submitted with the applications and list of selected invigilators.
- 6.1 The spreadsheet should be submitted on the day of the meeting for appointment as a soft copy. This will assist during the generation of appointment letters.
- 6.2 Districts are requested to submit all applications including those that are not recommended. Please Note that reasons should be provided for not recommended on the application.
7. The list of recommended applicants should be attached to a batch of that particular centre. This means, if a district has six (6) part time centres; the district Head of Examinations will submit six batches of recommended applicants.
- 7.1 In each centre there should be an indication of Chief Invigilator, Assistant Invigilator (including relief invigilator) and reserve invigilators.

8. MANAGEMENT PLAN FOR APPOINTMENT OF INVIGILATORS

DATE	ACTIVITY	RESPONSIBILITY
30 AUGUST 2019	CLOSING DATE FOR SUBMISSION OF APPLICATION	APPLICANTS
28 AUGUST – 4 SEPTEMBER 2019	CAPTURING OF APPLICATION FORMS	DISTRICTS
4 – 6 SEPTEMBER 2019	RECOMMENDATION OF QUALIFYING APPLICANTS	DISTRICTS
APPOINTMENTS BY PED PANEL (<i>submission of lists, applications, minutes by district head of exams</i>)		
11 SEPTEMBER 2019	AMATHOLE WEST	HEAD OFFICE
	ALFRED NZO WEST	
	SARAH BAARTMAN	
	BUFFALO CITY METRO	
12 SEPTEMBER 2019	OR TAMBO INLAND	HEAD OFFICE
	OR TAMBO COASTAL	
	CHRIS HANI EAST	
	JOE GQABI	
13 SEPTEMBER 2019	ALFRED NZO EAST	HEAD OFFICE
	AMATHOLE EAST	
	CHRIS HANI WEST	
	NELSON MANDELA	

DATE	ACTIVITY	RESPONSIBILITY
17 SEPTEMBER 2019	SUBMISSION FOR APPROVAL OF APPOINTMENT AND PAYMENT OF INVIGILATORS	HEAD OFFICE
25 -27 SEPTEMBER 2019	DISTRIBUTION OF APPOINTMENT LETTERS	HEAD OFFICE

9. FINAL APPOINTMENT BY HEAD OFFICE

9.1 Appointment by Head Office will be done by panel constituted as follows:

- Chief Education Specialist: Policy Compliance Unit as the chairperson of the panel
- Officials from Policy Compliance Unit
- District Heads of Examinations
- Official from Human Resource Management
- Labour Unions : observer status.

Districts are requested to adhere to timeframes as appointed invigilators must form part of both Provincial and District invigilation training. It is a prerogative of District Heads of Examinations to submit the lists as they also constitute panel for appointment of invigilators.

Co-operation in this regard will be greatly appreciated.



DIRECTOR: EXAMINATIONS AND ASSESSMENT
MR V.A JOSEPH

23/08/2019
DATE

NAME OF DISTRICT:.....

NAME OF EXAMINATION (NSC/SC OR AET L4):.....

CHECK LIST FOR THE PROCESS OF APPOINTMENT INVIGILATORS

	ITEM	YES (√)	NO (√)	Comments
1.	Name of Centre			
2.	Number candidates			
3.	Chief Invigilator			
4.	Assistant Invigilators			
5.	Relief Invigilators			
6.	Minutes of the district panel			
7.	Application forms			
8.	Spread Sheet with list of recommended applicants			
9.	Confidentiality and Declaration of relatives			

I **(Chairperson of the panel)** confirms that all the requirements as indicated, have been met.

.....
SIGNATURE

.....
DATE



NAME OF DISTRICT:.....

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