



**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT**

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**ASSESSMENT INSTRUCTION NO 15 OF 2021**

**TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
CIRCUIT MANAGERS  
DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADES 10 – 12)  
TEACHER UNIONS/TEACHER ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 25 MARCH 2021**

**APPLICATION FOR APPOINTMENT AS INVIGILATORS FOR 2021/22 GRADE 12  
NATIONAL SENIOR CERTIFICATE EXAMINATIONS (NSC)/ SENIOR CERTIFICATE (SC)  
AND PART TIME CENTRES**

1. Applications are invited from qualifying unemployed applicants for appointment as **INVIGILATORS** for National Senior Certificate Examination (NSC) and Amended Senior Certificate Examination (SC) Part – time centres for 2021/22 is attached as **ANNEXURE A**.
2. A form for declaration by officials involved in examination activities to the Department of Education concerning relatives/close friends writing the National Senior Certificate (NSC)/ Senior Certificate (SC) is attached as **ANNEXURE B**.
3. Application forms to be handed in at District Offices Examinations and Assessment Office for applicants who qualify and wish to be appointed as **INVIGILATORS** for Grade 12 NSC/SC Part time centres examinations.

## 4. BACKGROUND

It is the responsibility of the Assessment Body to protect the integrity of the external examinations as contemplated in Regulations pertaining to Conduct, Administration and Management of the National Senior Certificate Examination as amended, paragraph 4 of Annexure I. At private centres, invigilators are to be appointed in accordance with the instruction of the Head of the assessment Body.

## 5. DUTIES OF INVIGILATORS

Duties of invigilator include:

- Admission of registered candidates to the examination room.
- Monitor the process of the writing examination, from the start until the end of examinations.
- Safeguard the security of examination venues and material.
- Submit daily reports to the district office.
- Protect the integrity and creditability of examination processes.

## 6. TRAINING OF INVIGILATORS

Invigilators must have a thorough knowledge of the procedures, rules and regulations pertaining to the administration of examinations. Appointed invigilators will be trained before the commencement of examinations.

## 7. WHO QUALIFIES TO BE AN INVIGILATOR?

- 7.1 Applicants should be unemployed South Africa citizens above 25 years but below 60 years.
- 7.2 Applicants must have a minimum of Grade 12 qualification.
- 7.3 Foreign Nationals who have a passport and work permit which is valid for more than six (6) months, SAQA and DHET evaluation Certificate.
- 7.4 Unemployed and retired educators.

## 8. WHO DOES NOT QUALIFY TO BE AN INVIGILATORS

- 8.1 Applicants who do not meet the criteria in 7 above.
- 8.2 Officials who were involved in examination irregularities.
- 8.4 Applicants who are employed full time/part time.

## 9. CONDITIONS OF APPOINTMENT

- 9.1 Applications must be completely filled in.
- 9.2 All required documents, ID and recent photos must be attached to the application form.
- 9.3 Documents **must be certified by SAPS only** and must be valid for 3 months from the date of application.
- 9.4 Applicants with relatives/close friends registered to write NSC/SC/ cannot be appointed in the centres where these candidates are registered.
- 9.5 The Department of Education reserves the right to disqualify any appointment if there is evidence that the applicant misrepresented him/herself by providing fraudulent or inaccurate information, both work and academic record.
- 9.6 Appointed applicants will be expected to sign a binding 1 year contract with the Department.

## **10. REMUNERATION OF INVIGILATORS**

- 10.1 Appointed invigilators will be remunerated in accordance with Personnel Administration Measurement (PAM) as per amended.
- 10.2 Invigilators will be paid per session as per rate.
- 10.3 No transport costs will be paid to invigilators.

## **11. RECOMMENDATIONS BY DISTRICT OFFICES**

- 11.1 The membership of the District Committee that recommends qualifying applicants is constituted as follows:
  - 11.1.1 Chief Education Specialist: Curriculum (Chairperson)
  - 11.1.2 District Head of Examinations and Senior examinations officials.
  - 11.1.3 Three members of District Assessment Irregularities Committee (DAIC)
  - 11.1.4 HRA secretariat.
  - 11.1.5 Union Members as observers.
- 11.2 The District Committee is expected to:
  - 11.2.1 Recommend qualifying applicants and place them in centres that are nearer to their residential addresses. Submit application forms and lists to Head Office for final appointments.
  - 11.2.2 Submit minutes, attendance register for the selection panel.
  - 11.2.3 Make provision of reserve lists to cater for those who will not be able to accept the appointment.
- 11.3 All qualifying applicants that are not placed must be batched per centre and be submitted to the Head Office.
- 11.4 All the non-recommended application forms should also be submitted to the Head Office.

## 12. APPOINTMENT BY HEAD OFFICE

11.1 Final appointments will be done by Head Office.

11.2 A submission for approval appointment and payment of invigilators and payment of invigilators.

11.3 Appointment letters will be printed and distributed to Districts.

11.4 Appointed Invigilators will be trained before the start of examinations.

## 13. CLOSING DATES:

Closing date for receiving application forms at the District Office	23 APRIL 2021
Closing date for receiving application forms at the District Office	28 MAY 2021


Kindly note that all information in application form will be verified and applicants are therefore reminded that provision of inaccurate information constitutes grounds for immediate disqualification and disciplinary action.

The co-operation of all education stakeholders in this important process is both anticipated and appreciated.

  
DEPUTY DIRECTOR – GENERAL: CURRICULUM MANAGEMENT  
AND DELIVERY  
MR R. TYWAKADI

28/03/2021  
DATE

# ANNEXURE 1 ASSESSMENT INSTRUCTION 15 OF 2021

	Province of the <b>EASTERN CAPE</b> EDUCATION	INDICATE CENTRES IN THE ORDER OF PREFERENCE		Place Two ID Photos  Here
		PREFERENCE	CENTRE	
		1		
		2		
		3		

## APPLICATION FORM: INVIGILATOR GRADE 12 NSC EXAMINATION: 2021-2022

DISTRICT

(tick appropriate block)

**CLOSING DATE 23 APRIL 2021: DISTRICT OFFICE**  
**CLOSING DATE 28 MAY 2021: PROVINCIAL OFFICE**

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

### INSTRUCTIONS TO COMPLETE THIS FORM

1. Educator/s with foreign qualifications must attach SAQA & DHET Certificate as well as valid work permit.
2. Certified copies of Matric and academic qualifications MUST accompany every application.
3. Attach a **certified copy** of your ID Document to this form.
4. Attach TWO recent ID Photos to the top right corner of this form.
5. Attach a certified copy of SACE certificate (Applicable to applicants who are educators)
6. A two pages curriculum vitae should be attached.
7. Any person found to have given fraudulent information will be disqualified.
8. Copies must be certified by SAPS only and must be valid for 3 months from the date of application.

### A. PERSONAL INFORMATION

ID No																			Date of Birth	1	9	Y	Y	M	M	D	E			
Surname											First Names																			
Title											Initials																			
Tel. No. (W)											Physical Address																			
Tel. No. (H)																														
Cell Number																														
Next of Kin	Surname & Initials:										Relationship:										Contact Number/s:									

A. EXPERIENCE IN EXAM RELATED ACTIVITIES			
YEAR	CENTRE	DUTIES PERFORMED	POSITION HELD

DECLARATION BY APPLICANT		
I understand that incomplete information, 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.		
----- <div style="text-align: center;">Print Name</div>	----- <div style="text-align: center;">Signature: Applicant</div>	----- <div style="text-align: center;">Date</div>

### RECOMMENDATION BY DISTRICT OFFICE

NAME OF CENTRE	
RECOMMENDED	NOT RECOMMENDED
If not recommended provide reasons:	
CHAIRPERSON OF THE SELECTION COMMITTEE:	SIGNATURE DATE:

### APPOINTMENT BY PROVINCIAL OFFICE

NAME OF CENTRE	
APPOINTED	NOT APPOINTED
If not appointed provide reasons:	
CHAIRPERSON OF THE SELECTION COMMITTEE:	DATE: