



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bisho, 5605 REPUBLIC OF SOUTH AFRICA: Enquiries: **Ms F. Bikitsha**. Tel: **040 602 7039**. Email: funiwe.bikitsha@ecdode.gov.za
Website: www.ecdoe.gov.za

ASSESSMENT INSTRUCTION 32 OF 2021

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

DATE: 16 AUGUST 2021

ADVERTISEMENT OF POSTS OF PRIVATE PROVINCIAL MONITORS THAT WILL BE ADMINISTERING THE 2021/23 GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) AND SENIOR CERTIFICATE (SC) EXAMINATIONS

Read the Instructions on Application Forms.

NB: All applicants should submit application forms with a two-page CV on or before 4 September 2021.

Application forms to be handed in at the Provincial Office.

1. WHO QUALIFIES TO APPLY AS A PROVINCIAL MONITOR?

- Retired Principals of Grade 12 schools.
- Retired school-based educators who have experience in examination related activities.



2. REQUIREMENTS FOR PROVINCIAL MONITORS

APPLICANTS MUST:

- have extensive knowledge of policies and Regulations pertaining to the Conduct, Administration and Management of the National Senior Certificate examination.
- have at least a recognized 3 year post matric qualification.
- have experience in dealing with examination processes management.
- have excellent report writing skills.
- have excellent communication skills.
- be computer literate.
- 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 school, district level, etc.

3. WHO DOES NOT QUALIFY TO BE A PROVINCIAL MONITOR?

- Officials who are currently employed by the Eastern Cape Department of Education OR any other department.
- Office based educators who do not have experience in the administration of Grade 12 National Senior Certificate.
- Officials who were implicated in irregularities.

4. CRITERIA FOR REJECTION OF APPLICATIONS:

- Incomplete or illegible applications.
- Application forms received at the Provincial Office after **4 September 2021**.



Please Note:

- All the information given on an application forms will be **verified** with the **database** in the **Provincial Office**.
- Shortlisted applicants will be invited for virtual interviews that will take place in September 2021.


DEPUTY DIRECTOR GENERAL: CM&D
MR R. TYWAKADI

17/08/2021
DATE

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APPLICATION FORM: PROVINCIAL MONITORS

GRADE 12 NSC EXAMINATIONS: 2021/23

CLOSING DATE: 4 SEPTEMBER 2021

APPLICATION FORMS WILL NOT BE ACCEPTED AT THE PROVINCIAL OFFICE AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]

INSTRUCTIONS TO COMPLETE THIS FORM

1. Attach **certified copies** of qualifications and ID Document to this form.
2. Attach 2 ID size colour photos.
3. Attach a CV detailing highlights on your experience with examinations related activities.
4. Any person found to have given fraudulent information will not be considered for the position applying for

PERSONAL INFORMATION

PERSAL No.										ID No										
Surname										First Names										
Title						Initials					Postal Address									
Tel. No. (W)																				
Tel. No. (H)										Postal Code										
Cell Number																				
Previous Post																				
District Name/School Name																				

EXAMINATION RELATED EXPERIENCE

Year	POSITION
2018	
2019	
2020	

EXAMINATIONS RELATED ACTIVITIES



RESPONSIBILITIES OF A PROVINCIAL MONITOR

1. The specific responsibilities of the Provincial Monitors include the following:
 - Monitor the general management of the examination;
 - Monitor the invigilation process;
 - Monitor the condition of examination rooms;
 - Monitor the seating of candidates;
 - Monitor the handing out of examination question papers;
 - Monitor the candidates are given ten minutes reading time;
 - Monitor the collection of question papers;
 - Monitor the collection of examination answer scripts and
 - Security of examination material.
 - Submit daily reports to the Provincial Co-ordinator.
2. The Provincial Monitor is accountable for the smooth running of the examination centres and to ensure it operates effectively and efficiently.
3. The Provincial Monitor 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 Provincial Monitor and the Department.
3. The Provincial Office shall make sure that all monitors have been evaluated at the end of a writing session and this will influence future appointments.

Print Name (*Applicant*)

Signature

Date

SHORTLISTED

NOT SHORTLISTED

Comments:

Print Name: **CHAIRPERSON
OF THE PANEL**

Signature

Date

Provincial Office use only

APPOINTED

**NOT
APPOINTED**

Comments:

CHAIRPERSON OF THE PANEL

DATE