



CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT

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ASSESSMENT INSTRUCTION 26 OF 2023

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: 19 MAY 2023

2023 ADVERTISEMENT OF TEMPORARY POSTS OF EXAMINATION ASSISTANTS (EAs) FOR THE:

- NOV/DEC 2023 NATIONAL SENIOR CERTIFICATE (NSC) AND RE-MARKINGS
- CAPTURING CENTRES
- HEAD OFFICE EXAMINATIONS DEPOT
- 2024 MAY/JUNE NATIONAL SENIOR CERTIFICATE (NSC) & SENIOR CERTIFICATE (SC).

1. TEMPORAL EMPLOYMENT OPPORTUNITY

Online applications are invited from suitably qualified candidates for temporary positions as Examination Assistants (EAs) in the Nov/Dec 2023 National Senior Certificate (NSC) and May/June 2024 Senior Certificate (SC) Examinations at Marking Centres, Capturing Centres and Head Office Examination Depot.

A **Link for the Online Application Form** is attached together with guidelines on how to complete and submit online as **Annexure A**.

Applicants are required to carefully read all instructions contained in this form before filling in the online form.





2. DEFINITION OF AN EXAMINATION ASSISTANT

An Examination Assistant is a person who works for the Department of Education on a temporary capacity at Marking Centres, Capturing Centres and Head Office 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. Second Year Full-time students at Tertiary Institutions including TVET colleges and **must have passed Maths at level 3 or Maths Literacy at level 4 and above.**

3.1.2. Unemployed graduates in possession of **university degree or diploma may apply** and are exempted from **Maths or Maths Literacy as a requirement.**

3.1.3. Unemployed youth (holding a Matric Certificate) passed in **2021 and below and must have passed Maths at level 3 or Maths Literacy at level 4 and above.**

3.1.4. Applicants must be South African citizens and in possession of a green bar-coded identity document/smart card.

3.1.6. Applicants must be between **18 – 35 years of age.**

3.2. THE FOLLOWING MUST BE NOTED

- 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. If you happen **to be employed at the time of the commencement of the examination duties, kindly inform the Chief Directorate: Examinations and Assessment in writing, so that you are not considered for this temporary job.**
- An applicant must not be an educator or AET lecturer/tutor.
- Applicants **must not have worked as Examination Assistants in 2019 to 2021.**
- Applicants must be willing to perform reasonable manual tasks requested of them, such as **carrying boxes/bins and tidying working areas, etc.**
- Applicants must select **only one marking centre.**



- Applicants must have completed their examinations at tertiary institutions before the period of employment as an Examination Assistant commences.
- All the applicants will apply **online using the link and clear guidelines provided**.
- Applicants are expected to read carefully all the instructions given and follow them until the application forms have been submitted.
- All applicants must make sure that all certified **PDF** copies of the relevant documents needed are available and ready as they must be uploaded into the online system.
- Completed application must be submitted online with certified documents attached. **Certification must be done at SAPS only.**
- **Please ensure that the provided contact numbers and emails are correct and up to date. The Department shall not take responsibility for the applicant's unavailability if the contact numbers and email address provided are incorrect and or have subsequently changed or whatsoever.**
- Fraudulent information supplied on application form will lead to the applicant being disqualified.

4. APPOINTMENT PROCESS

- 4.1. Applicants who meet the requirements set out in the advertisement will be shortlisted.
- 4.2. Shortlisted applicants will be invited to undergo an online Competency Test in a specified date and time. **Test will be administered online and will be opened and closed for a specific writing period only.**
- 4.3. Shortlisted candidates who will participate in the Online Competency Tests shall be **telephonically contacted / SMSs/ EMAIL will be sent through the cell phone numbers and email provided.** Please ensure that the correct cell phone numbers and emails are provided. The **Department will not be liable/ not accommodate inconveniences caused by the loss of cell phone or change of the phone numbers or email or any other cause.**
- 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

- To control scripts that have been received by Marking Centres.
- Control scripts that are issued to Chief Markers and are returned to the Control Room after marking.
- To carry bins from control room to chief marker control room also to centralized control room and marking venues.
- To check scripts that have been completely marked by markers by counting the ticks for each question on the answer book.
- To check that marks are correctly transferred from the marked pages of the script to the outside cover of the marked answer script.
- To check that the marks on the outside of the answer script are correctly tabulated and added.
- To check that the marks on the outside of the answer script are correctly transferred into the accompanying mark sheet.
- To sign on the script to indicate that the work has been completed accurately.
- To sign the accompanying mark sheet in the appropriate place, after it has been signed by one of the markers.
- To receive mark sheets from capturers; to sort them according to districts and centres; and to file them in subject boxes/files.
- 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

- Examination Assistants at the Marking Centre will be managed by the Script Control Room Officer.
- Examination Assistants at the Marking Venues will be supervised by Chief Marker, DCM and Senior Markers.
- Examination Assistants at the Capturing Centre will be supervised by the Lead Capturer.
- **No accommodation will be provided to Examination Assistants employed at any workstation.**



- Examination Assistants employed at the Grade 12 NSC/SC; Marking Centres will be provided with morning and afternoon tea, lunch, and supper only. No breakfast will be provided.
- Working hours will be from **08h00 to 20h00** daily, from Monday to Sunday, including public holidays, unless the flow of work dictates otherwise.
- Payment is based on the hourly tariff as set out in the Personnel Administration Measures (PAM) document as amended.
- No overtime will be paid to Examination Assistants.
- No leave will be granted to any Examination Assistant during the course of the working session.
- No transport will be provided for Examination Assistants to and from their Marking Centres.
- Examination Assistants are to provide their own black pens, lead pencils, erasers, calculators, etc when they arrive at the Marking Centre workstation.
- Examination Assistants must be able to work under pressure and must be physically fit.
- Examination Assistants who were involved in irregularities will not be appointed during the 2023/24 marking cycle.

7. ESSENTIAL INFORMATION

- Applicants will apply online.
- Applicants are required **to select one Marking Centre per application form** as expected and the system is programmed like that.
- No applications will be hand submitted/ courier/ or emailed to the district offices or head office. All processes will be done through the online system.



- **CLOSING DATE: FRIDAY 30 JUNE 2023 AT 16H00.**
- A Competency Test will be written by shortlisted candidates only on the date to be communicated specifically to the shortlisted candidates.
- No sharing of competency test link by shortlisted candidates to unqualified candidates.
- **Successful applicants must bring a Completed bank form when they report for duty at the Marking Centre. The form will be emailed to applicants before the reporting date.** Failure to do so may delay the appointment and remuneration process.

8. 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 (SC) Examinations. The Eastern Cape Department of Education has acquired a positive reputation in this regard and 2023 will not be an exception.

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

Yours in Quality Education


DEPUTY DIRECTOR GENERAL: CM&D
MR R TYWAKADI

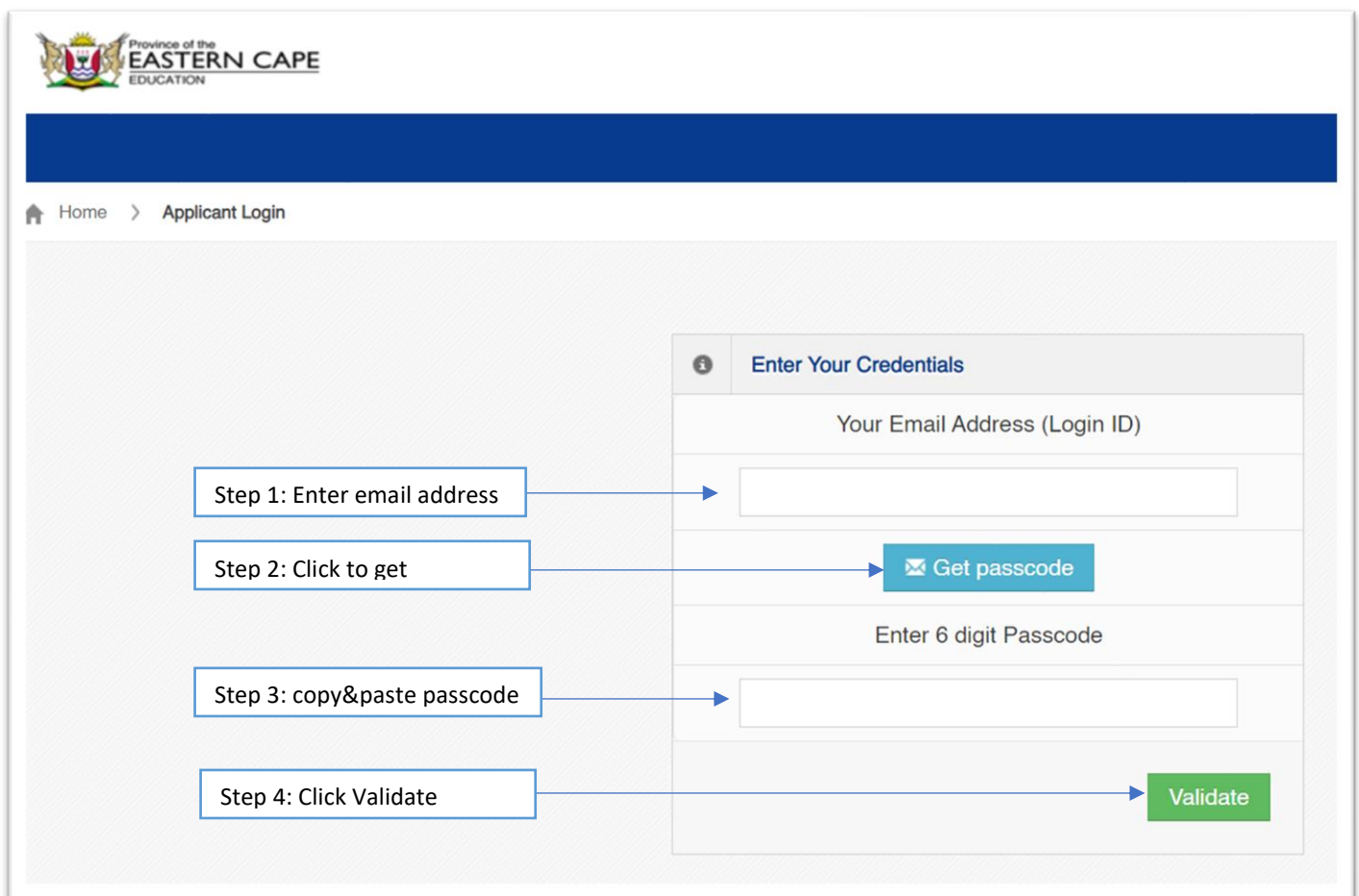
2023-05-25
DATE

LINK AND EA (EXAM ASSISTANT) ONLINE PORTAL GUIDELINES

LINK IS AS FOLLOWS:

Step 1: Go to your browser e.g., Google Chrome, Mozilla Firefox, Microsoft Edge and so on, type www.constantlink.co.za in the address bar to access the online portal.

Step 2: Type your email address and click **Get Passcode**, to get your unique passcode in the browser itself, copy and paste in the below box then click **Validate** to Login.



The screenshot shows the 'Enter Your Credentials' login form on the Eastern Cape Education website. The form includes a header with the logo, a breadcrumb trail 'Home > Applicant Login', and a main form area with the following fields and buttons:

- Field 1:** 'Your Email Address (Login ID)' with an input box. An arrow points from 'Step 1: Enter email address' to this field.
- Field 2:** A blue button labeled 'Get passcode' with an envelope icon. An arrow points from 'Step 2: Click to get' to this button.
- Field 3:** 'Enter 6 digit Passcode' with an input box. An arrow points from 'Step 3: copy&paste passcode' to this field.
- Field 4:** A green button labeled 'Validate'. An arrow points from 'Step 4: Click Validate' to this button.



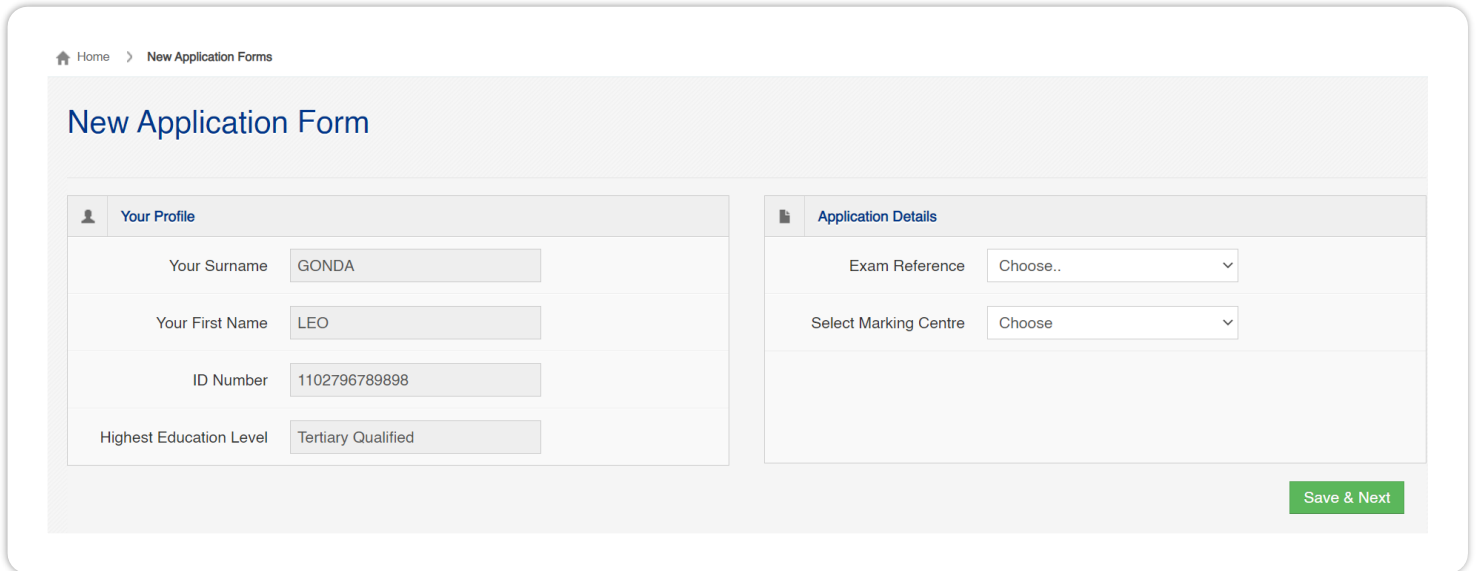
Step 3: Create your profile by providing basic information about yourself and save profile to proceed further.

The screenshot shows a web page titled "Applicant Registration" with a breadcrumb "Home > Applicant Registration". The main heading is "Applicant Registration". Below it is a section titled "Provide basic information about yourself" with a person icon. The form contains four fields: "Your Surname *" with a text input box, "Your First Name *" with a text input box, "Your ID Number *" with a text input box, and "Highest Education Level *" with a dropdown menu showing "Choose...".

Step 4: Once registration is completed, you can apply by clicking Create New Application to proceed further.

The screenshot shows a web page titled "Applicant Dashboard" with a breadcrumb "Home > Dashboard". The page header includes the Eastern Cape Education logo and navigation links for "Profile" and "Sign Out". Below the heading is a section titled "Application(s) List" with a hamburger menu icon. A green message box states "Your registration details have been successfully updated." Below this, a date "Date: 21-Apr-2023" is shown, followed by a message "There are no historic applications to display" with a person icon. At the bottom, there is a blue button labeled "Create New Application".

Step 5: New Application Form page will appear, Application details must be filled in e.g., Exam Reference which will be only one by default and Select Marking Centre for which you were applying.



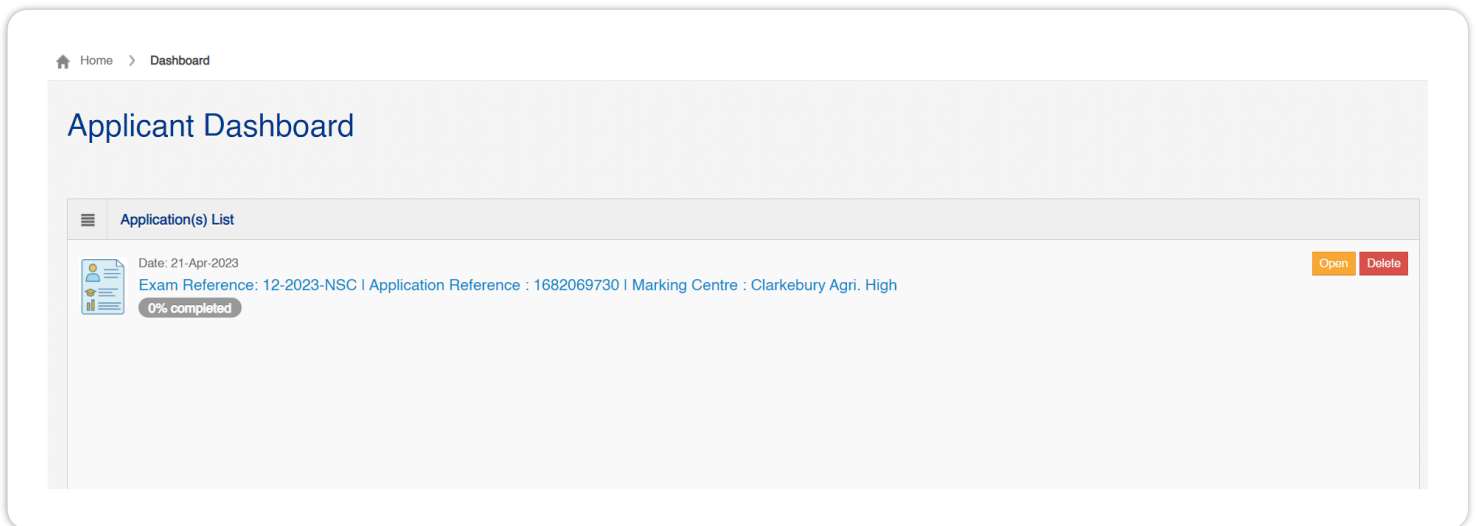
Home > New Application Forms

New Application Form

Your Profile	Application Details
Your Surname: GONDA	Exam Reference: Choose..
Your First Name: LEO	Select Marking Centre: Choose
ID Number: 1102796789898	
Highest Education Level: Tertiary Qualified	

[Save & Next](#)


Once selection made, click **Save & Next**. The Application will be created and displayed in your dashboard as shown below:



Home > Dashboard

Applicant Dashboard

Application(s) List

 <p>Date: 21-Apr-2023 Exam Reference: 12-2023-NSC Application Reference : 1682069730 Marking Centre : Clarkebury Agri. High 0% completed</p>	Open Delete
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Step 6: Click **open** to proceed to your application form personal details page.

Fill all the mandatory fields mentioned, click **Save & Next [Qualification]** button to Qualification page.



Personal Details

Please provide the following personal details

ID Number *	<input type="text" value="1102796789898"/>	First Name *	<input type="text" value="LEO"/>	Surname *	<input type="text" value="GONDA"/>
Email Address *	<input type="text" value="test123@gmail.com"/>		Date of Birth *	<input type="text"/>	
Cellphone No 1. *	<input type="text"/>	Cellphone No 2.	<input type="text"/>	Marital Status *	<input type="text" value="Choose..."/>
Address 1 *	<input type="text"/>				
Address 2	<input type="text"/>	SARS Tax No. *	<input type="text"/>		

Save & Next [Qualification]

Application Status	
Personal Details	!
Qualification	!
Experience	!
Documents	!

Note: Application status dashboard has been introduced towards your right-hand side, purpose is to verify whether you have completed each section successfully or not, as you finish each section successfully, it will turn from red to green. Once all the sections are green, you will be proceeded to submit your application.

Step 7: As per your highest-level education selection while creating profile, you need to fill the following:

A. For Grade 12 selection

Qualification

[Back to Personal Details](#)

Add Your Qualification

Highest Education Level *	<input type="text" value="Grade 12"/>
Year of Passing *	<input type="text"/>
Institution Name *	<input type="text"/>
Institution Address *	<input type="text"/>
Institution Tel No. *	<input type="text"/>

Save & Next [Experience]



B. For Full-Time Tertiary Student selection

Qualification

[Back to Personal Details](#)

Add Your Qualification

Highest Education Level *	Full-Time Tertiary Student
Year of Passing *	<input type="text"/>
Institution Name *	<input type="text"/>
Institution Address *	<input type="text"/>
Institution Tel No. *	<input type="text"/>
Full-Time Tertiary Student	
Course you are studying *	<input type="text"/>
Academic Year *	Choose... <input type="text"/>
Others (Please Specify)	<input type="text"/>

[Save & Next \[Experience\]](#)

Note: Top section is your Grade 12 information only, bottom section is your current Tertiary information.

C. For Tertiary Qualified Selection

Qualification

[Back to Personal Details](#)

Add Your Qualification

Highest Education Level *	Tertiary Qualified
Year of Passing *	<input type="text"/>
Institution Name *	<input type="text"/>
Institution Address *	<input type="text"/>
Institution Tel No. *	<input type="text"/>

[Save & Next \[Experience\]](#)

Once you have filled the qualification section, Click **Save & Next [Experience]** to proceed to Experience Section.

Step 8: This section is to fill your previous experience, first you can choose whether you have previous experience or not, if you choose 'NO', then you can click **Save as 'No Previous Experience'** button and click **Next [Documents]** button as shown below.

Previous Experience

Back to Qualification Step 3 → Next [Documents]

Add New Experience

Do you have previous marking experience? ← Step 1

Year

Marking Centre

Marking Venue

Step 2 → Save as 'No Previous Experience'

Updated Experience(s)

Year	Marking Centre	Marking Venue	Options

Step 9: If you say 'YES', then you have to fill the year experience, Marking Centre worked and Marking Venue and Click **Save Experience** button, once all your experience has been captured click **Next [Documents]** button.



Previous Experience

Success! Marking Experience has been recorded successfully



[Back to Qualification](#)

[Next \[Documents\]](#)

Add New Experience

Do you have previous marking experience?

Year

Marking Centre

Marking Venue

[Save Experience](#)

Updated Experience(s)

Year	Marking Centre	Marking Venue	Options
2022	Adelaide Gymnasium	Centralised EAs	✘
2021	Adelaide Gymnasium	Centre Manager Office	✘
2020	Adelaide Gymnasium	Capturing Point	✘

Please Note: We have mentioned last three years under years, but it is not mandatory of all three years to be completed, it depends on how many years of experience you have.

Step 10: This is document section which is the last section, as per your selection while creating profile. you will be indicated to submit relevant documents.



Upload Documents

[Back to Experience](#)

[Next \[Submit Application\]](#)

Upload Documents

Information! Documents certified by SAPS should only be uploaded or else your application will be rejected. Maximum permitted file size is 1 MB (or) 1024 KB

Document Title

Select File

Existing Documents

Document Title	Document Name	Uploaded At	Options
No documents uploaded so far			

A. For Grade 12 Selection

- ID
- Matric Certificate
- Passport size photo
- SARS Tax Certificate

B. For Full-Time Tertiary Student Selection

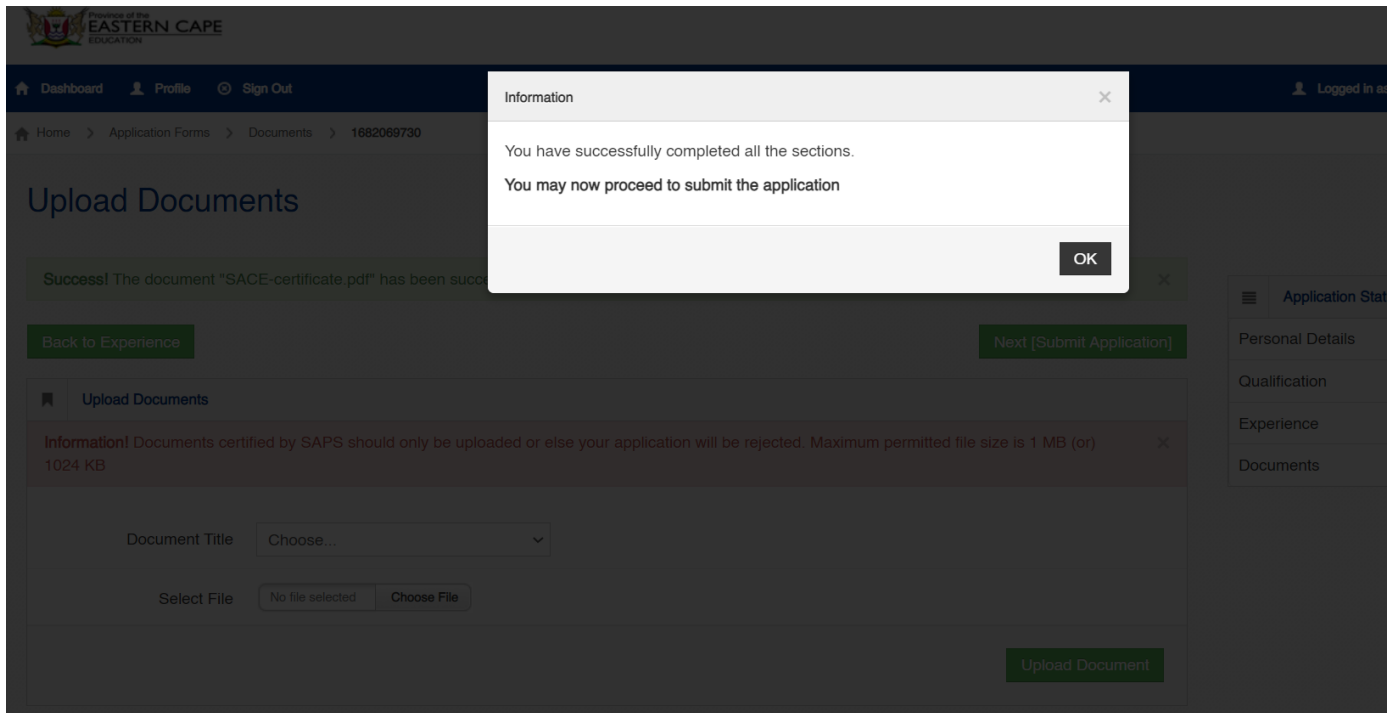
- ID
- Matric Certificate
- Passport size photo
- SARS Tax Certificate
- Proof of registration – Statement of results

C. For Tertiary Qualified Selection

- ID
- Matric Certificate
- Academic Qualification
- Passport size photo
- SARS Tax Certificate

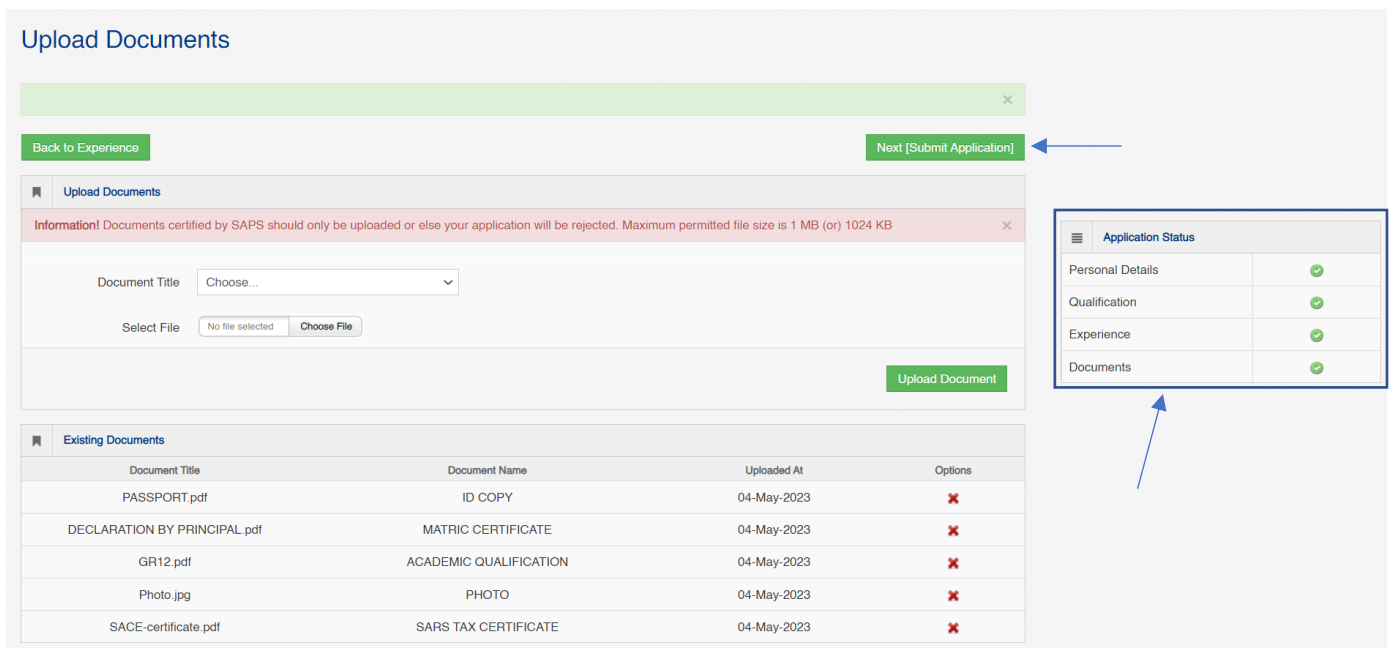
Please Note: All Documents must be certified by SAPS only; file size must not exceed 1MB or 1024 KB. All documents besides photo must be in PDF format and Photo must be in JPG format only.

Step 11: Once all documents uploaded successfully, you will proceed to the below screen:



The screenshot shows the 'Upload Documents' interface. A white dialog box with the title 'Information' is centered on the screen, containing the text: 'You have successfully completed all the sections. You may now proceed to submit the application'. An 'OK' button is located at the bottom right of the dialog. In the background, the 'Upload Documents' page is visible, showing a green 'Next [Submit Application]' button and a sidebar menu with 'Application Status' selected.

Click OK, then you will see your Application Status dashboard will show green tick in all the sections as shown below, that means all the sections are completed successfully, now you can click **Next [Submit Application]** button to proceed further.



The screenshot shows the 'Upload Documents' page with the 'Application Status' dashboard highlighted. The dashboard is a table with four rows: 'Personal Details', 'Qualification', 'Experience', and 'Documents'. Each row has a green checkmark in the right column, indicating that all sections are completed. A blue arrow points to the 'Next [Submit Application]' button, and another blue arrow points to the 'Application Status' dashboard.

Application Status	
Personal Details	✓
Qualification	✓
Experience	✓
Documents	✓



Step 12: Click the checkbox which is your declaration and proceed to submit application button. Before clicking the button, you can double check your inputs by scrolling down.

Submit Application

Declaration by the 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

I confirm that I have read and understood the above declaration and I'm aware that I won't be able to make any changes to the application once it is submitted.

[Submit Application](#)

Application Form

Basic Details

Exam Reference	12-2023-NSC	Application Marking Centre	Clarkebury Agri. High
Application Reference	1682069730	Applicant's Email	[REDACTED]

Applicant Details [Go To Personal Details](#)

Surname	GONDA	First Name	LEO	Date of Birth	12-Jun-2000
ID Number	1102796789898	Highest Education Level	Tertiary Qualified		
Address 1	14 KIMBERLEY ROAD				
Address 2	NORTH END	Marital Status	Single		

Step 13: Once you have submitted your application, system will take you to your dashboard, where it shows your application has been 100% completed and it went for further processing as shown below:

Province of the
EASTERN CAPE
EDUCATION

[Profile](#) [Sign Out](#) Logged In as : [REDACTED]

[Home](#) > [Dashboard](#)

Applicant Dashboard

Application(s) List

Date: 22-Apr-2023 [View Application / Comments](#)

Exam Reference: 12-2023-NSC | Application Reference : 1682155334 | Marking Centre : Sive Special School

100% Completed - Application passed on for further processing

Now you can safely sign-out from the system.

