



ASSESSMENT AND EXAMINATIONS DIRECTORATE
P. O Box 4571 King William's Town * 5600 *
REPUBLIC OF SOUTH AFRICA * REFERENCE: 13/P
Enquiries: Mr. A. Ndzause Tel: +27 (0)43 604 7713
Email: andile.ndzause@edu.ecprov.gov.za Website: ecprov.gov.za *

ASSESSMENT INSTRUCTION 43 of 2010

**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
(GRADE 12)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 9 SEPTEMBER 2010

**ADVERTISEMENT OF POSTS OF EXAMINATION ASSISTANTS (EAs) FOR THE
2010 NATIONAL SENIOR CERTIFICATE (NSC), SENIOR CERTIFICATE (NATED
550) & ABET L4 EXAMINATIONS AT MARKING CENTRES, CAPTURING
CENTRES AND THE DEPOT**

1. EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified candidates to apply for temporary positions as Examination Assistants at 2010 National Senior Certificate (NSC), Senior Certificate (NATED 550) & ABET L4 examinations at marking centres, capturing centres and the depot in the Province of the Eastern Cape. The attached application form is to be used.

2. DEFINITION OF 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 Depot in the Province of the Eastern Cape, where examination related work is processed.

3. CRITERIA FOR EMPLOYMENT AS AN EXAMINATION ASSISTANT

Persons eligible to be employed as examination assistants will be:

- 2nd year full-time students at a tertiary institution.
- Unemployed graduates
- Unemployed youth (holding a Matric Certificate and unemployed for 2 yrs or more).
- Applicants must be a South African citizen and in possession of a green bar-coded identity document.

- Applicants will have to complete an application form, obtainable from each of the 23 Education District Offices, and attach all certified documents required in order to be considered for selection.
- Persons who had a relative writing the relevant examination in the period applied for will not be considered as an examination assistant.
- Faxed and e-mail applications will not be considered.
- Applicants may not be in other employment for remuneration.
- Applicants may not be an ABET tutor.
- Applicants must be willing to perform reasonable manual tasks requested of them, such as carrying boxes/bins and sweeping working areas.
- Applicants must select **only one marking centre** per application form.
- Applicants must have completed their examinations at the tertiary institution before the period of employment as an Examinations Assistant commences.
- Fraudulent information supplied on applications will lead to the incumbent being disqualified.
- Only successful applicants will be contacted and informed of final employment.

4. SCOPE OF WORK AS AN EXAMINATION ASSISTANT

Examination assistants at marking centres will have to do the following:

- To check scripts that have been marked by a marker by counting the ticks for each question on the answer sheets.
- 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 marks on the outside cover of a marked answer script are correctly captured on the accompanying mark sheet.
- To sign on the script to indicate that this work has been completely and accurately done.
- To sign the accompanying mark sheet in the appropriate place provided therefore.
- To receipt mark sheets from capturers and file it in subject boxes.
- To perform any other reasonable task as may be required by the management team/officials at a marking centre.

5. CONDITIONS OF EMPLOYMENT AS AN EXAMINATION ASSISTANT

- Examination assistants at the Marking Centre will be under the control of the Deputy Manager - Control Room.
- Examination assistants at the Capturing Centre will be under the control of the Team Leader of the capturing process.
- Examination assistants at the Depot will be under the control of the Depot Manager.
- No accommodation will be provided to examination assistants employed at any work station.
- Examination assistants employed at the Grade 12 NSC, NATED 550 and ABET L4 Marking Centres will be given 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.
- 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 an examination assistant to or from their work stations.
- Examination assistants are to provide their own pens, lead pencils, erasers, calculators etc when they arrive at the marking centre/work station.
- Examination Assistants must be able to work under pressure and must be physically fit.

IMPORTANT INFORMATION:

**Application forms must be forwarded to the nearest Education District Office, Human Resources Unit, in the Eastern Cape. There are 23 of these District Offices.
One application form per marking centre.
No faxed or emailed applications will be accepted
Closing date: 08 October 2010 at 16h30**

CONCLUSION

The work done by an Examination Assistant is extremely important in the delivery of accurate and credible results for the National Senior Certificate. The Eastern Cape Department of Education has built up an excellent record in this regard and 2010 will not be an exception. All education stakeholders are therefore requested to disseminate this information widely to those who meet the stringent criteria to apply for these important positions. Your co-operation is appreciated.



**S.P. GOVENDER
CHIEF DIRECTOR: CURRICULUM MANAGEMENT**



**EASTERN CAPE PROVINCE
DEPARTMENT OF EDUCATION**

**APPLICATION: EXAMINATION ASSISTANT
2010 NSC/ABET L4 & 2011 SENIOR
CERTIFICATE (NATED 550) EXAMINATIONS:
CLOSING DATE: 8 OCTOBER 2010**

Place
ID Photos
Here

[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 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]
 - Document from Tertiary Institution confirming 2nd year status.
 - Document from Banking institution confirming banking details provided.
3. No Faxed applications will be accepted.

PERSONAL INFORMATION

ID Number																					Date of Birth	1	9	Y	Y	M	M	D	D
Surname																	First Names												
Title					Initials					Postal Address																			
Telephone No.(W)																	Physical Address												
Telephone No. (H)																	Code												
Cell phone No.																	Code												
Marital Status	Single <input type="checkbox"/>				Married <input type="checkbox"/>				(To be verified)																				

Indicate your choice of employment site by selecting ONE option below

These are the 12 Grade 12 Marking Centres and 1 ABET Level 4 Marking Centre. Please select only ONE centre. (Selecting more than one option will disqualify your application)	Grade 12	<input type="checkbox"/> East London	<input type="checkbox"/> Queenstown	ABET Level 4	Should you prefer to work at the Provincial Office in KWT, select one of the following:
	<input type="checkbox"/> Aliwal North	<input type="checkbox"/> Uitenhage	<input type="checkbox"/> Mthatha		
<input type="checkbox"/> Cradock	<input type="checkbox"/> Adelaide				
<input type="checkbox"/> Somerset East	<input type="checkbox"/> Graaff-Reinet				
<input type="checkbox"/> Burgersdorp	<input type="checkbox"/> Grahamstown				
<input type="checkbox"/> Mthatha	<input type="checkbox"/> Alice				

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.			

For Tertiary Level Applicants Only

Course you are studying/studied

Current Academic Year of Study

1st Year 2nd Year 3rd Year Other (Specify) _____

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

Print Name

Signature

Date

PREVIOUS WORKING EXPERIENCE AS AN EXAMINATION ASSISTANT

Year	Marking Centre	Duties	Skills

REQUIREMENTS TO QUALIFY AS AN EXAMINATION ASSISTANT

1. Applicant must be a South African Citizen with a valid 13-digit identity number.
2. Applicants will have to complete an Application Form and attach all certified documents required in order to be considered for selection.
3. Previous experience will be considered but is not a requirement.
4. Late applications will not be considered.
5. Faxed and e-mailed applications will not be considered.
6. Applications through a third party will not be considered.
7. Persons who have a relative writing the relevant examination in the period applied for, will not be considered.
8. Applicants may not be in other employment for remuneration.
9. Applicant may not be an ABET Tutor.
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.

BANK PARTICULARS

Name of Bank		Branch Name	
Account Number		Branch Code	
Type of Account	Savings Account <input type="checkbox"/>	Current Account <input type="checkbox"/>	Transmission Account <input type="checkbox"/>

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.

Signature: Applicant

Date