



Province of the
EASTERN CAPE
EDUCATION

ASSESSMENT AND EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION 24 OF 2013

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF EDUCATION SPECIALISTS
SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS
TEACHER UNIONS/ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 17 MARCH 2013

**ADVERTISEMENT OF TEMPORARY POSITIONS AS EXAMINATION ASSISTANTS (EA's)
FOR THE:**

- **2013 NOV/DEC NATIONAL SENIOR CERTIFICATE (NSC) AND AET L4 EXAMINATION**
- **2014 MAY/JUNE SENIOR CERTIFICATE AND AET L4 EXAMINATIONS**
- **MARKS CAPTURING CENTRES**
- **PROVINCIAL SCRIPTS DEPOT**

1. EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified candidates to apply for temporary positions as Examination Assistants at 2013 National Senior Certificate (NSC) 2014 May/June Senior Certificate (NATED 550) and AET L4 examinations at Marking Centres, Marks Capturing Centres and the Provincial Scripts Depot in the Department of Education Head Office.

The attached application form is to be used. **(ANNEXURE A)**

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 Script Depot where examination related work is performed.

3. CRITERIA FOR EMPLOYMENT AS AN EXAMINATION ASSISTANT

Persons eligible to be employed as Examination Assistants will be:

- 3.1. Full-time students at a Tertiary Institution.
 - 3.1.1 Unemployed graduates.
 - 3.1.2 Unemployed youth (holding a Matric Certificate and currently unemployed and out of school for 2 years and more).
 - 3.1.3 Applicants must be South African citizens and in possession of a Green bar-coded identity document.
 - 3.1.4 Applicants will have to complete an application form, obtainable from each of the 23 Local Education District Offices or download from curriculum website: www.ecprov.co.za
 - 3.1.5 Persons who have a relative writing the examination are not eligible to apply.
 - 3.1.6 Applicants must not be in the employment for remuneration at the time of applying until offered this position and completed the work.
 - 3.1.7 Applicants must not be an AET tutor.
 - 3.1.8 Applicants must be willing to perform reasonable manual tasks requested of them, such as carrying boxes/bins and sweeping working areas.
 - 3.1.9 Applicants must select only one Marking Centre per application form.
 - 3.1.10 Applicants must have completed their examinations at the Tertiary Institution before the period of employment as an Examinations Assistant commences.
 - 3.1.11 Applicants must be residing within close proximity of the marking centre because accommodation is not provided by the Department of Education and lateness due to transport problems is not allowed.
- 3.2 All the completed application forms must be submitted with certified documents attached.
- 3.3 Please ensure that the provided contact numbers are up to date. The Department shall not take responsibility for the applicant's unavailability if the contact numbers provided are incorrect or subsequently change.
- 3.4 Faxed and e-mailed applications will not be considered.
- 3.5 Fraudulent information supplied by applicants will disqualify the applicants.

4. APPOINTMENT PROCESSES

- 4.1. Applicants who meet the requirements as set out in the advertisement will be shortlisted.
- 4.2. Shortlisted applicants will be invited to undergo a Competency Test in the venues and dates to be decided by the Department of Education.
- 4.3. Shortlisted candidates who must participate in the Competency Test shall be telephonically contacted through the cell phone numbers provided. Please ensure that the correct cell phone numbers are provided
- 4.4. Only successful applicants will be contacted and informed of their final appointments.

5. SCOPE OF WORK AS AN EXAMINATION ASSISTANT

Examination Assistants at marking centres will have to perform the following duties:

- 5.1. To control scripts that have been received by Marking Centres.
- 5.2. Control scripts that are issued out to Chief Markers and are returned to the Control Room after marking.
- 5.3. To check scripts that have been marked by a marker by counting the ticks for each question on the answer sheets.
- 5.4. To check that marks are correctly transferred from the marked pages of the script to the outside cover of the marked answer script.
- 5.5. To check that the marks on the outside of the answer script are correctly tabulated and added.
- 5.6. To check that marks on the outside cover of a marked answer script are correctly captured on the accompanying mark sheet.
- 5.7. To sign on the script to indicate that this work has been completely and accurately done.
- 5.8. To sign the accompanying mark sheet in the appropriate place provided therefore.
- 5.9. To receive mark sheets from capturers and file them in subject boxes.
- 5.10. To perform any other reasonable task as may be required by the management team/officials at a marking centre.

6. CONDITIONS OF EMPLOYMENT AS AN EXAMINATION ASSISTANT

- 6.1 Examination Assistants at the Marking Centre will be under the supervision of the Control Room Officer.
- 6.2 Examination Assistants at the Marking Venues will be under the supervision of the Senior Marker.
- 6.3 Examination Assistants at the Capturing Centre will be under the supervision of the Team Leader of the capturing process.
- 6.4 Examination Assistants at the Provincial Office will be under the supervision of the Senior Education Specialist in charge of the Depot.
- 6.5 No accommodation will be provided to Examination Assistants employed at any work station.
- 6.6 Examination Assistants employed at the Grade 12 NSC, SC and AET L4 Marking Centres will be given morning and afternoon tea, lunch and supper only. No breakfast will be provided.
- 6.7 Working hours will be from 08h00 to 20h00 daily, from Monday to Sunday, including public holidays, unless the flow of work dictates otherwise.
- 6.8 Payment is based on the hourly tariff as set out in the Personnel Administration Measures (PAM) document (as amended).
- 6.9 No overtime will be paid to Examination Assistants.
- 6.10 No leave will be granted to any Examination Assistant during the course of the working session.
- 6.11 No transport will be provided for an Examination Assistant to or from their work stations.
- 6.12 Examination Assistants are to provide their own pens, lead pencils, erasers, calculators, etc. when they arrive at the marking centre/work station.
- 6.13 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.
- NB: All officials are requested to check the Application Forms carefully in order to verify that only Examination Assistants are appointed to these critically important positions.
- One application form per Marking Centre. No faxed or emailed applications will be accepted.
- Pre-screening process will be conducted at Local Education District Offices
- CLOSING DATE: 3 MAY 2013 at 16h30.
- NB: A competency test will be written by short listed candidates during June 2013.

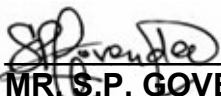
Tentative roster for Competency Tests

Venues	Date	Examination
Different marking centres	22 June 2013	NSC Nov/Dec
East London	22 June 2013	Nated 550 June
East London	22 June 2013	AET June

CONCLUSION

The work done by Examination Assistants is extremely important for the delivery of accurate and credible results for the National Senior Certificate, AET L4 and Senior Certificate Examinations. The Eastern Cape Department of Education has acquired a positive reputation in this regard and 2013 will not be an exception. All education stakeholders are therefore kindly requested to disseminate this information widely to those who meet the criteria to apply for these important positions.

Yours in Education.



MR. S.P. GOVENDER
ACTING DEPUTY DIRECTOR-GENERAL:
TEACHING AND LEARNING SERVICES



APPLICATION FORM EXAMINATION ASSISTANT

Place
ID Photo
Here

CLOSING DATE: 03 MAY 2013

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL/DISTRICT OFFICE AFTER THE CLOSING DATE]
AN APTITUDE TEST WILL BE WRITTEN DURING THE 2013 JUNE SCHOOL HOLIDAYS

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 the back of the photo and attach to top right corner of form]
 - Documents from Tertiary Institution confirming proof of registration for the current year.
 - Any other supporting documents
3. No Faxed applications will be accepted.
4. Select ONE employment site per application form. Deviation from this requirement shall disqualify your application form.

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							
Cellphone No.								ss(To be verified)									
Marital Status	Single <input type="checkbox"/>		Married <input type="checkbox"/>						Code								

Indicate your choice of employment site by selecting ONE option below

These are the 16 NSC and AET Level 4 Marking Centres. Please select only ONE centre. (Selecting more than one option will disqualify your application)	<u>NSC/ABET L4</u> <input type="checkbox"/> Grens <input type="checkbox"/> Queenstown Girls <input type="checkbox"/> Byletts <input type="checkbox"/> Strelitzia <input type="checkbox"/> St Johns <input type="checkbox"/> Adelaide Gymnasium <input type="checkbox"/> Trinset <input type="checkbox"/> Union and Volksskool <input type="checkbox"/> Aliwal North <input type="checkbox"/> Grahamstown <input type="checkbox"/> Cradock <input type="checkbox"/> Phandulwazi <input type="checkbox"/> Gill College <input type="checkbox"/> Daniel Pienaar <input type="checkbox"/> Burgersdorp <input type="checkbox"/> Ndamase SSS	Should you prefer to work at the Provincial Office in KWT, select one of the following: <input type="checkbox"/> Exams Depot <input type="checkbox"/> Provincial Capturing Centre
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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

<input type="checkbox"/> 1st Year <input type="checkbox"/> 2nd Year <input type="checkbox"/> 3rd Year <input type="checkbox"/> 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

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. Applicants 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