



Province of the  
**EASTERN CAPE**  
EDUCATION

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**EXAMINATION & CHIEF DIRECTORATE**

Examinations Building•Steve Tshwete Education Complex• Zone 6• Zwelitsha• Eastern Cape •REPUBLIC OF SOUTH AFRICA• Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

Email: [zuko.lolwana@ecdoe.gov.za](mailto:zuko.lolwana@ecdoe.gov.za)

Enquiries: Mr Z. Lolwana

Tel: 040 602 7067/ 060 5236670

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**INTERNAL MEMORANDUM**

**TO: CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS  
DEPUTY DIRECTORS  
TEACHER UNIONS / ORGANISATIONS**

**DATE: 10 SEPTEMBER 2018**

**ADVERTISEMENT OF POSTS OF MARKING CENTRE MANAGERS; IRREGULARITY INVESTIGATORS AND DEPUTY CENTRE MANAGERS SCRIPT CONTROL AND LOGISTICS FOR 2018/19 NATIONAL SENIOR CERTIFICATE (NSC) AND ADULT EDUCATION AND TRAINING (AET) L4 MARKING SESSIONS**

- 1. Application for Appointment as a Centre Manager in an approved Marking Centre for the marking of Grade 12 NSC and AET L4 scripts**
- 2. Application for Appointment as an Irregularities Investigator in an approved Marking Centre for the marking of Grade 12 NSC and AET L4 scripts**
- 3. Application for appointment as a Deputy Centre Manager Script Control & Logistics**

**Read the Instructions on Application Forms.**

**NB: All officials are requested to check the Application Forms carefully to verify that only competent qualified Examinations & Assessment and Curriculum DCES's and SES's applied for these critically important positions.**

Application forms to be handed in at **DISTRICT OFFICES**. Verification to be done at District level by the CES Curriculum.

**1. WHO QUALIFIES TO APPLY AS MARKING CENTRE MANAGER?**

- Deputy Chief Education Specialists (DCES's) who are appointed in the Examinations & Assessment and Curriculum sections at Provincial and District offices.

**2. WHO QUALIFIES TO APPLY AS DEPUTY MARKING CENTRE MANAGER SCRIPT CONTROL AND LOGISTICS?**

- Deputy Chief Education Specialists (DCES's) and SES's who are appointed in the Examinations & Assessment and Curriculum sections at Provincial and District offices.

**3. WHO QUALIFIES TO APPLY AS IRREGULARITY INVESTIGATOR?**

- Deputy Chief Education Specialists (DCES's) and SES's who are appointed in the Examinations & Assessment and Curriculum sections at Provincial and District offices.

**2. REQUIREMENTS FOR MARKING CENTRE MANAGERS**

**APPLICANTS MUST:**

- have extensive knowledge of policies and regulations pertaining to the conduct, administration and management of assessment and examinations.
- have at least a recognised 3 year post matric qualification.
- be in the employment of the Eastern Cape Department of Education
- have experience in dealing with examination processes management
- have excellent report writing skills
- have excellent communication skills
- be computer literate
- be able to supervise
- be a good organiser
- 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.
- have experience in managing a Marking Centre.

**3 REQUIREMENTS FOR DEPUTY CENTRE MANAGER SCRIPT CONTROL AND LOGISTICS**

**APPLICANTS MUST:**

- have extensive knowledge of policies and regulations pertaining to the conduct, administration and management of assessment and examinations.

- have at least a recognised 3 year post matric qualification.
- be in the employment of the Eastern Cape Department of Education
- have experience in examination related work: mark sheet control, script control, handling irregularities at school, District level, etc.
- have experience in dealing with examination processes management, **(control of scripts at various levels)**
- have excellent report writing skills
- have excellent communication skills
- be computer literate
- be able to supervise
- be a good organiser
- be able to work long hours
- be able to handle pressure
- be able to accept authority

## **5. REQUIREMENTS FOR IRREGULARITY INVESTIGATOR**

### **APPLICANTS MUST:**

- have extensive knowledge of policies and regulations pertaining to the conduct, administration and management of assessment and examinations.
- have at least a recognised 3 year post matric qualification
- be in the employment of the Eastern Cape Department of Education
- **have experience in examination related work: mark sheet control, script control, handling irregularities at school, District level, etc.**
- have an ability to investigate and gather evidence on irregularity cases identified at the marking centre.
- have excellent report writing skills
- have excellent presentation/communication skills
- be computer literate
- be a good organiser
- be able to work long hours
- be able to handle pressure

## **6. CRITERIA FOR REJECTION OF APPLICATIONS:**

- Incomplete or illegible applications.
- Application forms received at the District Office after 21 September 2018.
- Application forms received at the Provincial Office after 28 September 2018.

## **7. EVALUATION OF MARKING CENTRE MANAGEMENT**

- All Marking Centre Managers, Deputy Marking Centre Managers Script Control & Logistics and the Irregularity Investigators shall be evaluated at the end of the marking process/session and this may influence future appointments.



8. A ONE PAGE CV MUST ACCOMPANY THE APPLICATION FORM

9. All the information given on an application forms will be **verified** with the **database** in the **Provincial Office**.

10. APPLICATION FORMS

CENTRE MANAGER	ANNEXURE 1
DEPUTY CENTRE MANAGER	ANNEXURE 2
IRREGULARITY INVESTIGATOR	ANNEXURE 3

11. DATES TO NOTE

DATE	ACTIVITY	RESPONSIBILITY
21 September 2018	Closing date for submission of application forms to Districts	District office
28 September 2018	Closing date for submission of application forms to H/O	Head Office
05 October 2018	Writing of the competency test	Head Office
12 October 2018	Completion of marking of competency tests	Head Office

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

Yours in Education

  
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HEAD: EXAMINATIONS & ASSESSMENT  
MR E.M. MABONA

2018-09-10  
DATE

APPROVED / ~~NOT APPROVED~~

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.....  
  
.....  
ACTING CHIEF DIRECTOR: HRD & M  
MR N. TSHIBO

12/09/2018  
DATE



**EXAMINATIONS & ASSESSMENT DIRECTORATE**

Email: [zuko.lolwana@ecdoe.gov.za](mailto:zuko.lolwana@ecdoe.gov.za)

Enquiries: Mr Z. Lolwana

Tel: 040 602 7067/083 742 1000

**APPLICATION: CENTRE MANAGER**  
**GRADE 12 NSC, SC & AET L4 EXAMINATIONS: 2018/19**

**CLOSING DATE: 21 SEPTEMBER 2018**

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

## INSTRUCTIONS TO COMPLETE THIS FORM

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

## PERSONAL INFORMATION

PERSAL No.										ID No										
Surname										First Names										
Title					Initials					Postal Address										
Tel. No. (W)																				
Tel. No. (H)										Postal Code										
Cell Number																				
Present Post	<input type="checkbox"/> DCES									<b>(ONLY DCES'S MAY APPLY TO BE CENTRE MANAGERS)</b> <i>Payment will be done as stipulated in the PAM (as amended)</i>										
District Name/Head Office Section																				

## MARKING CENTRE EXPERIENCE

Year	POSITION	NAME OF MARKING CENTRE
2015		
2016		
2017		

## EXAMINATIONS RELATED ACTIVITIES




## **RESPONSIBILITIES OF A CENTRE MANAGER**

1. The specific responsibilities of the Centre Manager are to:
  - ensure that the advance planning of the Marking Centre such as inspection of required physical facilities, menus, security, stationery and communication facilities is conducted,
  - link with the principal of the institution in all matters related to the contract between the Department and the institution,
  - meet regularly with Chief Markers and Marking Moderators and communicate clearly what is expected of them,
  - monitors the progress in relation to marking and flow of mark sheet.
  - work closely with the personnel at the marking centre.
  - manage and closely monitor all Capturing Centres.
  - prepare a comprehensive Marking Centre report and submit all reports to the CES: Marking Processes at the Provincial Office on the day of the closing of the Marking Centre.
2. The Centre Manager is accountable for the smooth running of the Marking Centre and to ensure it operates effectively and efficiently.
3. The Centre Manager 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 Centre Manager and the Department.
4. The Centre Manager shall make sure that all marking centre personnel have been evaluated at the end of a Marking Centre and this will influence future appointments.

\_\_\_\_\_  
Print Name (*Applicant*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Recommended** ☐

**Not recommended** ☐

**Comments:**

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\_\_\_\_\_  
Print Name *CES Curriculum /*  
*HO CES / DD: EXAMS*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Provincial Office use only**

<b>APPOINTED</b>	<input type="checkbox"/>	<b>NOT APPOINTED</b>	<input type="checkbox"/>	
<b>If not appointed provide reasons:</b>				
<b>CHAIRPERSON OF THE PANEL</b>				<b>DATE</b>





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**ANNEXURE 2**

**EXAMINATION & CHIEF DIRECTORATE**

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Enquiries: Mr Z. Lolwana

Tel: 040 602 7067/083 742 1000

**APPLICATION: DEPUTY CENTRE MANAGER SCRIPT CONTROL & LOGISTICS  
GRADE 12 NSC, SC & AET L4 EXAMINATIONS: 2018/19**

**CLOSING DATE: 21 SEPTEMBER 2018**

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

**INSTRUCTIONS TO COMPLETE THIS FORM**

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**PERSONAL INFORMATION**

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Surname											First Names											
Title						Initials						Postal Address										
Tel. No. (W)																						
Tel. No. (H)											Postal Code											
Cell Number																						
Present Post	<input type="checkbox"/> DCES / SES										<b>(ONLY DCES's / SES's MAY APPLY TO BE DEPUTY CENTRE MANAGERS)</b> <i>Payment will be done as stipulated in the PAM (as amended)</i>											
District Name/Head Office Section																						

**MARKING CENTRE EXPERIENCE**

Year	POSITION	NAME OF MARKING CENTRE
2015		
2016		
2017		

**EXAMINATIONS RELATED ACTIVITIES**




## **RESPONSIBILITIES OF A DEPUTY CENTRE MANAGER SCRIPT CONTROL AND LOGISTICS**

1. The specific responsibilities of the Deputy Centre Manager are to:
  - Manage the control of scripts and flow of marksheets, and assist in the Marking Centre logistics such as inspection of required physical facilities, menus, security, stationery and communication facilities.
  - **coordinate and monitor the flow of mark sheet.**
  - **manage and facilitate the scanning of both scripts and mark sheets at the control room.**
  - oversee the supervision of Examination Assistants.
  - liaison with the Capturing Centres.
  - assist in the preparation of a Marking Centre report that must be submitted all to the CES: Marking Processes at the Provincial Office on the day of the closing of the Marking Centre.
2. The Deputy Centre Manager is accountable for the smooth running of the Control Room and to ensure it operates effectively and efficiently.
3. The Deputy Centre Manager shall report to the Centre Manager and work collaboratively.
4. The Deputy Centre Manager shall complement the Centre Manager and undertakes his duties in the event of any eventuality.
5. Deputy Centre Manager must ensure that there are no unnecessary delays in the materials that are moving in and out of the control room (heart of the marking centre).

\_\_\_\_\_  
Print Name (*Applicant*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Recommended** ☐

**Not recommended** ☐

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print Name *CES Curriculum /*  
*HO CES / DD: EXAMS*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Provincial Office use only**

<b>APPOINTED</b> <input type="checkbox"/>	<b>NOT APPOINTED</b> <input type="checkbox"/>	
<b>If not appointed provide reasons:</b>		
<b>CHAIRPERSON OF THE PANEL</b>		<b>DATE</b>



## EXAMINATIONS & ASSESSMENT DIRECTORATE

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Enquiries: Mr Z. Lolwana

Tel: 040 602 7067/083 742 1000

**APPLICATION FORM: IRREGULARITIES OFFICERS  
GRADE 12 NSC, SC & AET L4 EXAMINATIONS: 2018/19**

**CLOSING DATE: 21 SEPTEMBER 2018**

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

## INSTRUCTIONS TO COMPLETE THIS FORM

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Tel. No. (W)																				
Tel. No. (H)										Postal Code										
Cell Number																				
Present Post																				
District Name/Head Office Section																				

## MARKING CENTRE EXPERIENCE

Year	POSITION	NAME OF MARKING CENTRE
2015		
2016		
2017		

## EXAMINATIONS RELATED ACTIVITIES

*(This area is reserved for comments by reviewers.)*



## RESPONSIBILITIES OF IRREGULARITY INVESTIGATOR

1. The specific responsibilities of the Irregularity Investigator is to:
  - **investigate all irregularities** committed by both officials and learners referred to them,
  - sort out all administrative irregularities immediately,
  - investigate all cases at the Marking Centre and try to resolve them speedily by liaising with the Provincial and District Offices and even principals to get more clarity on such cases,
  - complete a comprehensive report of irregularities identified at the Marking Centre and the action recommended thereof,
  - submit the report to the CES: Internal Assessment at the end of the marking session.
2. Irregularities Investigator is accountable for the co-ordination of all activities pertaining to the identification of irregularities committed by both officials and learners during the writing of the examinations, the marking process and during the capturing of marks and after thorough investigation recommend a course of action to be taken.
3. Irregularities Investigator shall make every effort to perform his duties with diligence so that the terms of this agreement may be mutually rewarding to both the Irregularities Investigator and the Department.
4. The Irregularities Officer shall be evaluated at the end of a Marking Centre and this will influence future appointments.

\_\_\_\_\_  
Print Name (*Applicant*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Recommended		Not recommended	
Comments:			

\_\_\_\_\_  
Print Name: *CES Curriculum /*  
*HO CES / DEPUTY DIRECTOR*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Provincial Office use only

APPOINTED		NOT APPOINTED	
If not appointed provide reasons:			
CHAIRPERSON OF THE PANEL (PRINT SURNAME & INITIALS)	SIGNATURE		DATE

