



Province of the
EASTERN CAPE
EDUCATION

EXAMINATIONS AND ASSESSMENT CHIEF DIRECTORATE

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ASSESSMENT INSTRUCTION NO. 18 OF 2021

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
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DATE: 08 APRIL 2021

SUBJECT: 2021 ADVERTISEMENT OF TEMPORARY POSTS OF EXAMINATION ASSISTANTS (EAs) FOR THE:

- **NOV/DEC 2021 NATIONAL SENIOR CERTIFICATE (NSC) AND ADULT EDUCATION & TRAINING (AET) L4**
- **CAPTURING CENTRES**
- **2022 MAY/JUNE SENIOR CERTIFICATE AND ADULT EDUCATION & TRAINING (AET) L4 EXAMINATIONS.**

1. EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified candidates for temporary positions as Examination Assistants (EAs) in the Nov/Dec 2021 National Senior Certificate (NSC) and AET L4; May/June 2022 Amended Senior Certificate (ASC) and AET L4 June Examinations at marking Centres as well Capturing Points.

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

2. DEFINITION OF AN EXAMINATION ASSISTANT

An Examination Assistant is a person who works for the Department of Education in a temporary capacity at Marking Centres and Capturing Centres 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. Full-time students at Tertiary Institutions including TVET colleges at **3rd-year level**.

3.1.2. Unemployed graduates.

3.1.3. Unemployed youth (holding a Matric Certificate) passed in **2018 and below**.

3.1.4. All the above must have passed Maths at level 3 or Maths Literacy at level 4 and above.

3.1.5. 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 the ages of **18 – 35**.

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 Examinations and Assessment Chief Directorate in writing, so that you are not considered for this temporary job.**
- An applicant must not be an educator or AET lecturer.
- Applicants **must not have worked as Examination Assistants in 2019 and 2020.**
- Applicants must be willing to perform reasonable manual tasks requested of them, such as carrying boxes/bins and tidying working areas.
- Applicants must select **only one marking centre per application form.**
- Applicants must have completed their examinations at tertiary institutions before the period of employment as an Examination Assistant commences.
- All the completed application forms must be submitted with certified documents attached. **Certification must be done at SAPS only.**
- 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 have subsequently changed.
- Faxed and e-mailed applications will **NOT** be considered.
- No application forms will be submitted at Head Office, in any form.
- Fraudulent information supplied on applications will lead to the applicant being disqualified.

4. APPOINTMENT PROCESSES

- 4.1. Applicants who meet the requirements set out in the advertisement will be shortlisted.
- 4.2. Shortlisted applicants will be invited to undergo a Competency Test in districts where marking centres are located. ***Due to the covid-19 implications, test may be administered online.***
- 4.3. Shortlisted candidates who will participate in the Competency Tests shall be **telephonically contacted / SMSs will be sent through the cell phone numbers provided.** Please ensure that the correct cell phone numbers are provided. The **Department will not accommodate inconveniences caused by the loss of cell phone or change of the numbers.**
- 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 check scripts that have been 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 onto 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

- 6.1. Examination Assistants at the Marking Centre will be under the control of the Control Room Officer.
- 6.2. Examination Assistants at the Marking Venues/Centralised Venues will be under the control of the Senior Markers.

- 6.3. Examination Assistants at the Capturing Centre will be under the control of the Lead Capturer.
- 6.4. No accommodation will be provided to Examination Assistants employed at any workstation.
- 6.5. Examination Assistants employed at the Grade 12 NSC/ASC; AET L4 Marking Centres will be provided with morning and afternoon tea, lunch and supper only. No breakfast will be provided.
- 6.6. Working hours will be from 08h00 to 20h00 daily, from Monday to Sunday, including public holidays, unless the flow of work dictates otherwise.
- 6.7. Payment is based on the hourly tariff as set out in the Personnel Administration Measures (PAM) document as amended.
- 6.8. No overtime will be paid to Examination Assistants.
- 6.9. No leave will be granted to any Examination Assistant during the course of the working session.
- 6.10. No transport will be provided for Examination Assistants to and from their Marking Centres.
- 6.11. Examination Assistants are to provide their own black pens, lead pencils, erasers, calculators, etc when they arrive at the Marking Centre workstation.
- 6.12. Examination Assistants must be able to work under pressure and must be physically fit.
- 6.13. Examination Assistants who were involved in irregularities will not be appointed during the 2021/22 marking cycle.
- 6.14. Examination Assistants who disobey the rules at the marking centres will be dismissed immediately from the Marking Centres / Capturing Centres.
- 6.15. Examination Assistants **who fail to disclose that they are employed elsewhere** at the time of the commencement of work as an EA **will not be compensated**.
- 6.16. If the country will be still experiencing covid-19 pandemic, all appointed Examinations Assistants may be required to undergo testing and if tested positive such individuals shall not be allowed entry to marking centres.

7. ESSENTIAL INFORMATION

- 7.1. Application forms must be forwarded to the nearest Education District Office / CMC, Examination and Assessment Section, in the Eastern Cape.
- 7.2. Applicants are required **to select one Marking Centre per application form** and any deviation from this shall render the application form invalid.
- 7.3. No faxed or emailed applications will be accepted.
- 7.4. **CLOSING DATE: 10 MAY 2021 AT 15H00**
- 7.5. A Competency Test will be written by shortlisted candidates only on the date to be communicated specifically to the shortlisted candidates.
- 7.6. **Successful applicants must bring a SARS Certificate when they report for duty at the Marking Centre.** Failure to do so may delay the remuneration process.
- 7.7. **If the country will be still experiencing covid-19 pandemic, all appointed Examinations Assistants may be required to undergo testing and if tested positive such individuals shall not be allowed entry to marking centres.**

CONCLUSION

The work done by Examination Assistants is extremely important for the delivery of accurate and credible results for the National Senior Certificate; Amended Senior Certificate (ASC) and AET L4 Examinations. The Eastern Cape Department of Education has acquired a positive reputation in this regard and 2021 will not be an exception.

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

Yours in quality education


A/DEPUTY DIRECTOR GENERAL: CM&D
MR M JACK

DATE: 12/04/2021

EXAMINATION ASSISTANT
ASSESSMENT INSTRUCTION No 18 OF 2021



Province of the
EASTERN CAPE
EDUCATION

For office use:
Sequence no.

Place
ID Photo

ANNEXURE A
CLOSING DATE: 10 MAY 2021

[NO APPLICATION WILL BE ACCEPTED AT THE DISTRICT OFFICE AFTER THE CLOSING DATE]

INSTRUCTIONS TO COMPLETE THIS FORM

- Attach the following to this form:
 - Certified copy of matric certificate
 - Certified copies of academic qualifications
 - Certified copy of your ID Document/smart card
 - An ID size Photo of yourself, [NB: Write your name and surname on the back of photo and attach to top right corner of the form]
 - Any other supporting documents
- No faxed/emailed applications will be accepted
- Select ONE employment site per application form. Deviation from this requirement shall disqualify your application form
- Attach SARS tax certificate, if available at the time of applying
- Supplying fraudulent information on this form, will lead to the immediate disqualification of the applicant

PERSONAL INFORMATION

ID Number											Date of Birth	1	9								
Surname											First Names										
Title											Initials										
Telephone No.(W)											Email Address										
Telephone No. (H)											Physical Address										
Cell phone No.																					
Marital Status	Single <input type="checkbox"/> Married <input type="checkbox"/>										Code										
SARS Tax number:											Do you have an active bank account? (Indicate with X)	YES NO									

Indicate your choice of employment site by selecting ONE option below.

2021 MARKING CENTRES

These are possible marking centres that will be used to mark Grade 12 National Senior Certificate (NSC) and Adult Education and Training (AET) L4 examination scripts.

Select ONE marking centre ONLY.

Selecting more than one marking centre will disqualify your application.

QUALIFYING APPLICANTS WILL BE SHORTLISTED AND INVITED TO WRITE A COMPETENCY TEST IN DISTRICTS/CMCs WHERE MARKING CENTRES ARE LOCATED. COMPETENCY TEST MAY BE ADMINISTERED AND WRITTEN ONLINE.

- | | |
|--|--|
| <input type="checkbox"/> Adelaide Gymnasium
<input type="checkbox"/> Aliwal North High
<input type="checkbox"/> Burgersdorp HS
<input type="checkbox"/> Byletts Combined School
<input type="checkbox"/> Collegiate High School
<input type="checkbox"/> Cradock High School
<input type="checkbox"/> Clarendon Girls HS
<input type="checkbox"/> Daniel Pienaar HS
<input type="checkbox"/> Gill College High School
<input type="checkbox"/> Mvenyane SSS
<input type="checkbox"/> Freemantle Boy's HS
<input type="checkbox"/> Grens High School
<input type="checkbox"/> Sive Special School | <input type="checkbox"/> Paul Saur High School
<input type="checkbox"/> Nico Malan HS
<input type="checkbox"/> Nyanga SSS
<input type="checkbox"/> Queenstown Girls
<input type="checkbox"/> St Johns College SSS
<input type="checkbox"/> Strelizia High School
<input type="checkbox"/> Stutterheim High School
<input type="checkbox"/> Phandulwazi Agr. HS
<input type="checkbox"/> Mthatha HS
<input type="checkbox"/> Union High School
<input type="checkbox"/> Khanyisa School for the blind |
|--|--|

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.			
TERTIARY LEVEL QUALIFICATIONS			
Course you are studying/studied			
Current Academic Year of Study	<input type="checkbox"/> 3rd Year		
Other (Specify)			

PREVIOUS EXPERIENCE AS AN EXAMINATION ASSISTANT

YEAR	MARKING CENTRE	OFFICE / MARKING VENUE
2016		
2017		
2018		

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- 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 changed.
- Faxed and e-mailed applications will **NOT** be considered.
- No application forms will be submitted at Head Office.
- Fraudulent information supplied on applications will lead to the applicant being disqualified.

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.

SURNAME AND INITIALS

SIGNATURE

DATE

FOR TERTIARY AND TVET COLLEGES APPLICANTS**TO BE SIGNED BY THE REGISTRAR / RECTOR**

To my knowledge the above-mentioned information is correct. I certify that the above person is/was a student at the above-mentioned institution.

SURNAME AND INITIALS**SIGNATURE****DATE**

UNIVERSITY DISTRICT
STAMP

TO BE SIGNED BY THE CHAIRPERSON OF THE PANEL (Mark with X)**SHORTLISTED****NOT SHORTLISTED****REASONS FOR NOT SHORTLISTING:****SURNAME AND INITIALS****SIGNATURE****DATE**