



Province of the  
**EASTERN CAPE**  
EDUCATION

**ASSESSMENT & EXAMINATIONS**

Bundy Park Building, Schornville, King Williams Town, Private Bag 4571, King Williams Town 5600 • Eastern Cape \*  
REPUBLIC OF SOUTH AFRICA • Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)  
Email: funiwe.bikitsha@edu.ecprov.gov.za

Ref. No: 13/P  
Enquiries: Mrs F. Bikitsha

Tel: 043-604 7730/072 378 2817  
Fax: 043-604 7749/086 759 8017

**ASSESSMENT INSTRUCTION 19 of 2012**

**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  
TEACHER UNIONS / ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 22 FEBRUARY 2012**

**ADVERTISEMENT OF POSTS OF EXAMINATION ASSISTANTS (EAs) FOR THE  
2012 NOV/DEC NATIONAL SENIOR CERTIFICATE (NSC) AND ABET L4, 2013  
MAY/JUNE SENIOR CERTIFICATE (NATED 550) AND 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 2012 National Senior Certificate (NSC) and ABET L4, 2013 May/June Senior Certificate (NATED 550) and ABET L4 examinations at marking centres, capturing centres and the provincial office depot in the Province of the Eastern Cape. 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, Capturing Centres, and Head Office Depot in the Province of the Eastern Cape, where examination related work is processed and is paid a rate presented in Chapter E of the PAM document.

## 3. CRITERIA FOR EMPLOYMENT AS AN EXAMINATION ASSISTANT

Persons eligible to be employed as Examination Assistants will be:

- 3.1 Second year full-time students at a Tertiary Institution.
- 3.2 Unemployed graduates.
- 3.3 Unemployed youth (holding a Matric Certificate and unemployed for 2 years or more).
- 3.4 Applicants must be a South African citizen and in possession of a green bar-coded identity document.
- 3.5 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.
- 3.6 Persons who had a relative writing the relevant examination in the period applied for will not be considered as an examination assistant.
- 3.7 Faxed and e-mail applications will not be considered.
- 3.8 Applicants may not be in other employment for remuneration.
- 3.9 Applicants may not be an ABET tutor.
- 3.10 Applicants must be willing to perform reasonable manual tasks requested of them, such as carrying boxes/bins and sweeping working areas.
- 3.11 Applicants must select **only one marking centre** per application form.
- 3.12 Applicants must have completed their examinations at the tertiary institution before the period of employment as an Examinations Assistant commences.
- 3.13 Fraudulent information supplied on applications will lead to the incumbent being disqualified.
- 3.14 Applicants must be residing within close proximity to the marking centre.

## 4. APPOINTMENT PROCESSES

- 4.1 Applicants that meet the requirements as set in the advertisement will be shortlisted.

- 4.2 Shortlisted applicants will be required to write aptitude tests in the Marking Centres applied for and at the Provincial Depot.
- 4.3 Only successful applicants will be contacted and informed of final employment.

## **5. SCOPE OF WORK OF AN EXAMINATION ASSISTANT**

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

- 5.1 To check scripts that have been marked by a marker by counting the ticks for each question on the answer sheets.
- 5.2 To check that marks are correctly transferred from the marked pages of the script to the outside cover of the marked answer script.
- 5.3 To check that the marks on the outside of the answer script are correctly tabulated and added.
- 5.4 To check that marks on the outside cover of a marked answer script are correctly captured on the accompanying mark sheet.
- 5.5 To sign on the script to indicate that this work has been completely and accurately done.
- 5.6 To sign the accompanying mark sheet in the appropriate place provided therefore.
- 5.7 To receipt mark sheets from capturers and file them in subject boxes.
- 5.8 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.

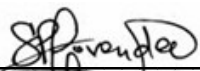
## **6. CONDITIONS OF EMPLOYMENT OF AN EXAMINATION ASSISTANT**

- 6.1 Examination assistants at the Marking Centre will be under the supervision of the Control Room Officer.
- 6.2 Examination assistants at the Capturing Centre will be under the supervision of the Team Leader at the capturing venue.
- 6.3 Examination assistants at the Provincial Office will be under the supervision of the Senior Education Specialist in charge of the Depot.
- 6.4 No accommodation will be provided to Examination Assistants employed at any work station.
- 6.5 Examination Assistants employed at the Grade 12 NSC and ABET 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.
- 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 unless in emergency situations.
- 6.10 No transport will be provided for an Examination Assistant to and from their work stations.
- 6.11 Examination Assistants are to provide their own black pens, lead pencils, erasers, calculators etc when they arrive at the marking centre/work station.
- 6.12 Examination Assistants must be able to work under pressure and must be physically fit.

## **7. IMPORTANT INFORMATION:**

- 7.1 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.**
- 7.2 The applicants are required to select one marking centre/work station 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: 20 APRIL 2012 at 16h30.**



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