



Province of the
EASTERN CAPE
EDUCATION

ASSESSMENT & EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION 11 OF 2016

**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 (GRADES 10 – 12)
TEACHER UNIONS/TEACHER ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 3 MARCH 2016

ADVERTISEMENT OF POSTS OF EXAMINATION ASSISTANTS (EAs) FOR THE:

- 2016 NOV/DEC NATIONAL SENIOR CERTIFICATE (NSC) AND AET L4
- SUPPLEMENTARY EXAMINATIONS
- MAY/JUNE SENIOR CERTIFICATE AND AET L4 EXAMINATIONS
- CAPTURING CENTRES AND THE PROVINCIAL DEPOT

1. EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified candidates to apply for temporary positions as Examination Assistants in 2016 National Senior Certificate (NSC) and AET L4, 2016 May/June Senior Certificate (Amended) and AET L4 June examinations at Marking Centres, Capturing Centres and the Provincial Script 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 on 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

3.1 Persons eligible to be employed as Examination Assistants will be:

- 3.1.1. Full-time students at a Tertiary Institution.
- 3.1.2. Unemployed graduates.
- 3.1.3. Unemployed youth (holding a Matric Certificate and unemployed for 2 years or more).
- 3.1.4. Applicant must be a South African citizen and in possession of a green bar-coded identity document.
- 3.1.5. Applicants will have to complete an application form, obtained from each of the 23 Local Education District Offices or download from curriculum website: www.ecprov.gov.za and attach all certified documents required in order to be considered for selection.
- 3.1.6. Persons who have a relative writing the relevant examination are not eligible to apply.
- 3.1.7. Applicants must not be in other employment for remuneration at the time of applying until offered this position and completed the work.
- 3.1.8. An applicant must not be an AET tutor.
- 3.1.9. Applicants must be willing to perform reasonable manual tasks requested of them, such as carrying boxes/bins and sweeping working areas.
- 3.1.10. Applicants must select only one marking centre per application form.
- 3.1.11. Applicants must have completed their examinations at tertiary institutions before the period of employment as an Examination Assistant commences.
- 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-mail applications will NOT be considered.

- 3.5 Fraudulent information supplied on applications will lead to the incumbent being disqualified.

4. APPOINTMENT PROCESSES

- 4.1 Applicants who meet the requirements as set 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.
- 4.3 Shortlisted candidates who will participate in the Competency Tests 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 final employment.

5. SCOPE OF WORK OF AN EXAMINATION ASSISTANT

- 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 markers by counting the ticks for each question on the answer book.
- 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 the marks on the outside of the 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.
- 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 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 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 Examination Assistants at the Provincial Office will be under the control 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 (A), AET L4, ANA and SBA Marking Centres will be provided with 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 Assistants during the course of the working session.
- 6.11 No transport will be provided for an Examination Assistant to and from their work stations.
- 6.12 Examination Assistants are to provide their own black 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.
- 6.14 Examination Assistants who were involved in Irregularities will not be appointed during 2016/17 marking cycle.
- 6.15 Examination Assistants who disobey the rules at the marking centres will be dismissed immediately from the marking centres, Depot and Capturing Centres.

7. IMPORTANT INFORMATION

- 7.1 Application forms must be forwarded to the nearest Education District Office, Human Resource Unit, in the Eastern Cape. There are 23 of these District Offices.
- 7.2 The 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 faxes or emailed applications will be accepted.
- 7.4 **CLOSING DATE: 29 APRIL 2016 AT 16H00.**
- 7.5 A Competency Test will be written by shortlisted candidates in July 2016.

CONCLUSION

The work done by Examination Assistants is extremely important for the delivery of accurate and credible results for the National Senior Certificate, Senior Certificate (A), AET L4, Annual National Assessment and School Based Assessment. The Eastern Cape Department of Education has acquired a positive reputation in this regard and 2016 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.



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MR R. TYWAKADI
DEPUTY DIRECTOR GENERAL: IOM