



Province of the
EASTERN CAPE
EDUCATION

ASSESSMENT AND EXAMINATIONS DIRECTORATE

Bundy Park, Private Bag 4571, King William's Town, 5600
REPUBLIC OF SOUTH AFRICA, Website: www.ecdoe.gov.za
E-mail: nomvuyo.mbeleki@edu.ecprov.gov.za

Ref. No. 13/P Tel.: +27 (0)43 604 7708
Enquiries: Ms N. Mbeleki Fax: 043 604 7789

ASSESSMENT INSTRUCTION 42 OF 2017

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 SCHOOLS WITH FET BAND
TEACHER UNIONS/ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 15 JUNE 2017

APPLICATION FORMS FOR SCRIBES AND READERS: GRADE 12 NSC EXAMINATIONS

In 2001, *Education White Paper 6: Special Needs Education-Building an Inclusive Education and Training System* was launched in which the government set out its plans to bring about an inclusive education system. The main aim of this policy is to ensure that all learners, especially those experiencing barriers to learning and development, gain access to education and are supported to participate meaningfully in the national curriculum.

The *National Policy pertaining to the Conduct, Administration and Management of the National Senior Certificate examination*, specifies different types of accommodations that must be available to all learners who are deemed eligible to receive them for all subjects taken by such learners. Amongst the different types of accommodations are the following:

- The learners who are unable to read a question papers should be provided with a person who will read, as directed by the candidate, any part of the examination paper and any part of the candidate's answers (**reader**).
- A learner who is unable to write should be provided with a person who will write candidate's answers to questions verbatim (**scribe**).

Both the reader and the scribe have to be appointed and be used throughout the candidate's examinations.

The Department of Education hereby invites applications for Provincial scribes and readers to perform the above mentioned duties on a contract basis (**Annexure A**).

REQUIREMENTS FOR THE POST OF READERS AND SCRIBES FOR GRADES 10, 11 AND 12 NSC EXAMINATIONS:

In order to be considered to serve as a reader/ scribe, the applicant must have:

1. At least a recognised three (3) year post matric teaching qualification or a professional therapist;
2. Extensive experience as an educator in schools with special needs in education;
3. Be proficient in spelling with neat hand writing;
4. Be able to use a calculator;
5. Be able to read clearly and audibly.

N.B: Retired professional teachers/ therapists who meet the above requirements can also apply for these contract positions.

ROLES AND RESPONSIBILITIES OF SCRIBES AND READERS

Those appointed as readers and scribes for Grades 10, 11 and 12 examinations will be required to:

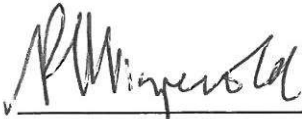
1. Read, as directed by the learner, any part of the examination paper and any part of the learner's answers;
2. Re-read the text at the request of the learner;
3. Point equations and symbols and not read;
4. Write learner's answers to questions verbatim.

SUBMISSION OF APPLICATIONS

1. Applications must be submitted using the attached Application Form (**Annexure A**) and must be accompanied by all the required documentation;
2. No e - mailed or faxed applications will be considered;
3. Applications must be submitted to the District Office: Examinations Section, in a sealed envelope, marked with the name of the applicant;
4. Closing date at the District Office is Friday, 28 July 2017. **Late applications will not be considered;**
5. Districts to submit sealed applications to the Provincial Office by Tuesday, 01 August 2017;
6. No applications will be accepted at the Provincial Office from applicants;
7. Short-listed applicants will be required to present themselves for the competency test at the Provincial Office.

CONCLUSION

The Department of Education encourages applications from those who meet the requirements, to enable learners who experience barriers to learning to demonstrate their true ability in the examinations without changing the construct of the assessment.



P. VINJEVOLD

**(A) DEPUTY DIRECTOR GENERAL:
EDUCATION, PLANNING, EVALUATION AND MONITORING**

INSTRUCTIONS TO COMPLETE APPLICATION FORM

Please note:

1. **Closing Date at District Office, Examinations Section, is Friday, 28 July 2017 at 16H00**
2. The following documentation **MUST** be attached for the application to be considered.
Failure to attach all the following documents will lead to the application not being considered.
 - 1) A recent passport-sized two **photograph** of yourself in the block provided on the application form;
 - 2) A certified copy of your **identity document**;
 - 3) Certified copies of your **academic qualifications**;
 - 4) **Certified copies of transcripts**;
 - 5) An abridged Curriculum Vitae (CV) relevant to the application;
 - 6) Letter(s) of **recommendation** from an appropriate referee.



APPLICATION FORM FOR READERS AND SCRIBES FOR GRADES 10, 11 AND 12 NSC EXAMINATIONS

A. Position Indicate the desired appointment (only ONE position per form)

Centre number (If Applicable)	4							District	
Please Print									
Present post								(e.g. Deputy Principal, Teacher, Subject Specialist)	
Please Print									

C. Academic Details

B. Degree		Hons.		M. Degree		D. Degree	
University							
Major subjects						Course Level	
1						Course Level	
2						Course Level	
3						Course Level	

Professional/Technical Diploma			
Major Teaching Subjects	1		Teaching Experience
	2		Teaching Experience
	3		Teaching Experience
	4		Teaching Experience

D. Experience

Teaching experience in years

Grade 10 Grade 11 Grade 12

F. Banking details

Name of Account Holder										
Bank										
Branch										
Branch code										
Account number										
Type of Account (Mark with a "X")	Saving	<input type="checkbox"/>	Current	<input type="checkbox"/>	Transmission	<input type="checkbox"/>				

G. Motor Vehicle Details (if Applicable)

Make					Model					
Registration					Engine Capacity					cc

H. Declaration by the applicant

I certify that the above information is correct and accurate. Should there be any errors or false declaration in this application, it will be disqualified.

I am willing to abide by all conditions as stipulated in ASSESSMENT INSTRUCTION 42 of 2017.

Signature of applicant

Date

Comments

Official use Only

Accept	<input type="checkbox"/>	Reject	<input type="checkbox"/>		
Evaluator Name (Please Print)				Signature	Date