

EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE

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MEMORANDUM

**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**

DATE: 12 AUGUST 2019

**APPLICATION AS INVIGILATORS FOR 2019/20 GRADE 12
NATIONAL SENIOR CERTIFICATE EXAMINATIONS (NSC)/ SENIOR CERTIFICATE (SC)
PART TIME AND ADULT EDUCATION & TRAINING (AET) L4 CENTRES**

- 1. Application form by qualifying applicants for appointment as INVIGILATORS for National Senior Certificate Examination (NSC) PART TIME CENTRES & AET 2019/20 is attached as ANNEXURE A.**
- 2. A form for declaration by officials involved in examination activities to the Department of Education concerning relatives/close friends writing the National Senior Certificate (NSC)/ Senior Certificate (SC)/ Adult Education and Training AET L4 is attached as ANNEXURE B.**
- 3. Application forms to be handed in at District Offices (Examinations and Assessment Office) for applicants who qualify and wish to be appointed as INVIGILATORS for Grade 12 NSC/SC Part time centres and AET L4 examinations.**

4. BACKGROUND

It is the responsibility of the Assessment Body to protect the integrity of the external examinations as contemplated in Regulations pertaining to conduct, administration and management of the National Senior Certificate Examination as amended, paragraph 4 of Annexure I. At private centres, invigilators are to be appointed in accordance with the instruction of the head of the assessment Body.

5. DUTIES OF INVIGILATORS

Duties of invigilator include:

- Admission of registered candidates to, and their exit from the examination room.
- Monitor the process of the writing, from the start until the end of examinations.
- Safeguard the examination venues and examination material.
- Submit daily reports to the district office.

6. TRAINING OF INVIGILATORS

Invigilators must have a thorough knowledge of the procedures, rules and regulations pertaining to the examinations. Appointed invigilators will have to undergo an intensive training before the commencement of examinations.

7. WHO QUALIFIES TO BE AN INVIGILATOR?

- 7.1 Applicants should be unemployed South Africa citizens above 25 years but below 65 years.
- 7.2 Applicants must have a minimum of Grade 12 qualification.
- 7.3 Foreign Nationals who have a passport and work permit which is valid for more than six (6) months, SAQA and DHET evaluation Certificate.
- 7.4 Unemployed educators and retired educators.

8. WHO DOES NOT QUALIFY TO BE AN INVIGILATORS

- 8.1 Applicants who do not meet the above criteria (under 7).
- 8.2 Applicants who do not meet a minimum requirement of Grade 12.
- 8.3 Officials who were involved in examination irregularities.
- 8.4 Applicants who are employed full time/part time.

9. CONDITIONS OF APPOINTMENT

- 9.1 Applications must be completely filled in.
- 9.2 All required documents, ID and recent photos must be attached to the application form.
- 9.3 Documents must be certified by SAPS only and must be valid for 3 months from the date of certification.
- 9.4 Applicants with relatives/close friends registered to write NSC/SC/AET L4 cannot be appointed in the centres where these candidates are registered.
- 9.5 The Department of Education reserves the right to disqualify any appointment if there is evidence that the applicant misrepresented himself/herself by providing fraudulent or inaccurate information, both work and academic record.

10. **REMUNERATION OF INVIGILATORS**

- 10.1 Appointed invigilators will be remunerated in accordance with Personnel Administration Measurement (PAM) as per amended.
- 10.2 Invigilators will be paid per session as per rate.
- 10.3 No transport costs will be paid to invigilators.

11. **CLOSING DATES:**

Closing date for receiving application forms at the District Office	30 AUGUST 2019
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12. **RECOMMENDATION BY DISTRICT OFFICES**

- 12.1 Districts are expected to recommend qualifying applicants and place them in centres that are nearer to their residential addresses.
- 12.2 Submit minutes, attendance register for the selection panel.
- 12.3 Submit list of recommended applicants per centre, allocation of sessions and estimated amount to be paid to each appointed invigilator.
- 12.4 **Closing date for submissions at Head Office is 11 September 2019.**

Kindly note that all information in application form will be verified and applicants are therefore reminded that provision of inaccurate information constitutes grounds for immediate disqualification and disciplinary action.

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

Yours in Quality Education



DIRECTOR: EXAMINATIONS AND ASSESSMENT
MR V.A. JOSEPH

13 August 2019
DATE



Province of the
EASTERN CAPE
EDUCATION

EXAMINATIONS & ASSESSMENT CHIEF DIRECTORATE

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INSERT 2 ID SIZE PHOTOS

APPLICATION FOR APPOINTMENT AS INVIGILATOR FOR 2019/20	EXAMINATION (Indicate with X)		
	NSC/ASC		AET L4

DISTRICT: (where you would like to be appointed):.....

CENTRE NAME:

(Please Note: Invigilators will not be paid transport costs)

PERSONAL INFORMATION (Copy of ID must be attached)

TITLE: SURNAME :..... NAME:.....

IDENTITY NUMBER: DATE OF BIRTH:.....

RESIDENTIAL ADDRESS:.....

CONTACT NUMBER:.....

QUALIFICATIONS (Indicate with X)

QUALIFICATIONS	YES	NO	EVIDENCE (Attach certified copies of your qualifications, copies must be certified by SAPS within 3 months from the date of application)
MATRIC			
Other (Specify)			

PREVIOUS EMPLOYMENT (This information will be verified. Fraudulent information will disqualify your application)

	YES	NO
Where you appointed as Invigilator?		
If yes, Name of Centre/s		
In which year/s		
Other employment experience		

I declare that the information given above is true and correct.

.....
SIGNATURE OF THE APPLICANT

.....
DATE



RECOMMENDATION BY DISTRICT OFFICE:
(Indicate with X)

CHIEF INVIGILATOR		ASSISTANT INVIGILATOR	
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NAME OF CENTRE:.....

CENTRE NUMBER:.....

RECOMMENDED/NOT RECOMMENDED (Provide reason/s for not recommending)

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.....
SURNAME & INITIALS
CHAIRPERSON OF THE PANEL

.....
SIGNATURE

.....
DATE

DISTRICT OFFICE STAMP
