



**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT**

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**ASSESSMENT INSTRUCTION 15 OF 2022**

**TO: DEPUTY DIRECTORS-GENERALS  
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: 24 MARCH 2022**

**ADVERTISEMENT OF TEMPORARY POSTS OF  
EXAMINATION ASSISTANTS (EAs) -2022/23**

**1. EMPLOYMENT OPPORTUNITY**

Applications are invited from suitably qualified candidates for temporary positions as Examination Assistants (EAs) in the Nov/Dec 2022 National Senior Certificate (NSC) including remarking and May/June 2022 Senior Certificate (SC) and National Senior Certificate (NSC) Examinations at

- Marking Centres,
- Capturing Centres and
- Head Office Examination Depot.

Application form is attached as **ANNEXURE A** to be utilised.



## 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, as well as Head Office 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 Tertiary Institutions including TVET colleges at the year two and above.

3.1.2. Unemployed graduates.

3.1.3. Unemployed youth, holding a Matric Certificate, passed in **2020 or before but not registered and intending to write NSC/SC examinations in 2022.**

**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, Educator Assistants 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 be willing to perform reasonable manual tasks requested of them, such as carrying boxes/bins and tidying working areas, etc.
- 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 application form will lead to the applicant being disqualified.

#### 4. APPOINTMENT PROCESS

- 4.1. Applicants who meet the requirements set out in the advertisement will be shortlisted.
- 4.2. Shortlisted applicants will be invited to undergo an online Competency Test in a specified date and time. **Test will be administered online and will be opened and closed for a specific writing period only.**
- 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 AT THE MARKING CENTRE**

- 5.1. To control scripts that have been received by Marking Centres.
- 5.2. Control scripts that are issued 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 transferred onto the accompanying mark sheet.
- 5.7. To sign on the script to indicate that the work has been completed accurately.
- 5.8. To sign the accompanying mark sheet in the appropriate place, after it has been signed by one of the markers.
- 5.9. To receive mark sheets from capturers; to sort them according to districts and centres; and to file them in subject boxes/files.
- 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/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/SC; 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 2022/23 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.
- 6.17. **It must be noted that an Examination Assistant may be deployed anywhere within the province where the space to work is available (in any Marking Centre / Capturing centre / H/O Exam Deport), not**



**necessarily the one applied for at his/her own cost for transport, accommodation, and breakfast meal.**

6.18. **The Head Office Depot will provide NO meals.**

## 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: TUESDAY 26 APRIL 2022 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.

## 8. 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 (SC) Examinations. The Eastern Cape Department of Education has acquired a positive reputation in this regard and 2022 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.

**DDG: CURRICULUM MANAGEMENT & DELIVERY**  
**MR R. TYWAKADI**

31/03/2022  
DATE



**PHOTO**

**APPLICATION  
EXAMINATION ASSISTANT  
ASSESSMENT INSTRUCTION 15 OF 2022**

For office use:  
Sequence no:  
\_\_\_\_\_

**ANNEXURE A  
CLOSING DATE: 26 APRIL 2022**

**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	Y	Y	Y		
Surname											First Names											
Title			Initials																			
Cell phone No.1											Email Address											
Cell phone No.2																						
Cell phone No.3											Physical Address											
Marital Status	Single <input type="checkbox"/>		Married <input type="checkbox"/>																			
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.

These are possible marking centres that will be used to mark Grade 12 National Senior Certificate (NSC) 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 AN ONLINE COMPETENCY TEST IN A SPECIFIC DATE AND TIME THAT WILL BE COMMUNICATED TO THE SHORTLISTED CANDIDATES ONLY.

**2022/23 MARKING CENTRES**

- |   |  |
|---|--|
| <input type="checkbox"/> Adelaide Gymnasium                       | <input type="checkbox"/> Paul Saur High School                     |
| <input type="checkbox"/> Aliwal North High                        | <input type="checkbox"/> Nico Malan HS                             |
| <input type="checkbox"/> Burgersdorp HS                           | <input type="checkbox"/> Nyanga SSS                                |
| <input type="checkbox"/> Clarkebury Agri. High                    | <input type="checkbox"/> Queenstown Girls                          |
| <input type="checkbox"/> Byletts Combined School                  | <input type="checkbox"/> St Johns College SSS                      |
| <input type="checkbox"/> Collegiate High School                   | <input type="checkbox"/> Strelizia High School                     |
| <input type="checkbox"/> Cradock High School                      | <input type="checkbox"/> Stutterheim High School                   |
| <input type="checkbox"/> Daniel Pienaar HS                        | <input type="checkbox"/> Mthatha HS                                |
| <input type="checkbox"/> Graeme College                           | <input type="checkbox"/> Union High School                         |
| <input type="checkbox"/> Gill College High School                 | <input type="checkbox"/> Khanyisa School for the Visually impaired |
| <input type="checkbox"/> Mvenyane SSS                             | <input type="checkbox"/> Sive Special School                       |
| <input type="checkbox"/> Grens High School                        | <input type="checkbox"/> Head Office Depot                         |
| <input type="checkbox"/> Middleburg High School<br>(Eastern Cape) |  |

**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.			
<b>TERTIARY LEVEL QUALIFICATIONS</b>			
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
2019		
2020		
2021		

**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**



**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

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



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**MR R. TYWAKADI**

**31/03/2022**  
**DATE**