

Iphondo leMpuma Kapa. Isebe leMfundo Provinsie van die Oos Kaap: Department van Onderwys Porafensie Ya Kapa Boljahabela. Lefapha la Thuto

CHIEF DIRECTORATE: EXAMINATIONS AND ASSERSSMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA: Enquiries: Ms T. Mabengu, Tel: 040 602 7039. Email: thandiswa.mabengu@ecdoe.gov.za

Website: www.eceducation.gov.za

ASSESSMENT INSTRUCTION 10 OF 2025

TO: DEPUTY DIRECTORS - GENERAL

CHIEF DIRECTORS

HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS

CHIEF EDUCATION SPECIALISTS

HEAD OF EXAMINATIONS

CIRCUIT MANAGERS

DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS

PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS

TEACHER UNIONS / ORGANISATIONS

SCHOOL GOVERNING BODIES

DATE: 27 JANUARY 2025

ADVERTISEMENT FOR THE POSTS OF PRIVATE MONITORS THAT WILL BE MONITORING THE GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) AND SENIOR CERTIFICATE (SC) EXAMINATIONS FOR A PERIOD OF 2025 TO 2027

- Applications are invited from the qualifying candidates for the posts of a Private Monitors for the National Senior Certificate (NSC) / Senior Certificate (SC)
 Examinations from September 2025 to July 2027 on a contract basis.
- 2. Read the Instructions on Application Form carefully.
- 3. All applicants should submit application forms with a two-page CV on or before 28 February 2025.
- 4. No application forms will be accepted at the Provincial Office. All applications must be submitted through the District Office, Examinations and Assessment Unit.

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Eastern Cape Provincial Assessment Instruction

Toti Free Number: 080 1212 670 | Email: citizencare





5. WHO QUALIFIES TO APPLY AS A PRIVATE MONITOR?

- Retired Principals of Grade 12 schools.
- Retired educators who have experience in examination related activities.
- Retired office-based educators who have experience in examination related activities.

6. REQUIREMENTS FOR APPOINTMENT AS PRIVATE MONITORS

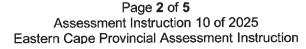
APPLICANTS MUST:

- have extensive knowledge of Policies and Regulations pertaining to the Conduct, Administration and Management of the National Senior Certificate examination.
- have at least a recognized 3 year post matric qualification.
- · have experience in dealing with examination processes management.
- · have excellent report writing skills.
- have excellent communication skills.
- be computer literate.
- · be able to work long hours.
- be able to handle pressure.
- be able to accept authority.
- have experience in examination related work: mark sheet control, script control, handling irregularities at school and district level.
- have valid driving license
- have own transport.

7. WHO DOES NOT QUALIFY TO BE A PRIVATE MONITOR?

- Officials who are currently employed by the Eastern Cape Department of Education or any other Department.
- Retired School based educators who do not have experience in the administration of Grade 12 National Senior Certificate.
- Retired Office based educators who do not have experience in the administration of Grade 12 National Senior Certificate.
- Officials who were implicated in Examination irregularities.

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8. CRITERIA FOR REJECTION OF APPLICATIONS:

- Incomplete applications.
- Illegible applications.
- Application forms received after the closing date: 28 February 2025.

9. APPLICATION FORM

- Application form is attached as **Annexure A** to be completed.
- Attach **certified copies** of qualifications.
- Attach certified copy of your ID Document to this form.
- All documents should be certified by SAPS and the certifying stamp should not be older than 3 months from the closing date.
- Attach 2 ID size photos (colour).
- Attach a CV detailing highlights on your experience with examinations related activities.

10. PLEASE NOTE:

- All the information given on an application form will be verified with the database in the Provincial Office.
- Shortlisted applicants will be invited for virtual interviews or online test that will take place in April 2025.
- No application forms will be accepted at the Provincial Office. All applications must be submitted through the District Office, Examinations and Assessment Unit on or before 28 February 2025.
- Districts will submit all application forms to the Provincial office on 14 March 2025.

Co-operation by all qualifying applicants will be highly appreciated.

DDG: CURRICULUM MANAGEMENT AND DELIVERY

MR R. TY)WAKADI

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APPLICATION FORM: PRIVATE MONITORS GRADE 12 NSC/SC EXAMINATIONS: 2025/27

CLOSING DATE: 28 FEBRUARY 2025

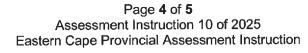
APPLICATION FORMS WILL NOT BE ACCEPTED AFTER THE CLOSING DATE - FAXES AND EMAILS WILL NOT BE ACCEPTED

INSTRUCTIONS TO COMPLETE THIS FORM

- 1. Applicants should be **RETIRED** officials and **UNDER 67** years of age.
- 2. Attach certified copies of qualifications and ID Document to this form.
- 3. All documents should be certified by SAPS and the certifying stamp should not be older than 3 months from the closing date.
- 4. Attach 2 coloured ID size photos.
- 5. Attach a CV detailing highlights on your experience with examinations related activities.
- 6. Any person found to have given fraudulent information will not be considered for the position applying for

| | | | PERSONA | L INFORMATION | | | | |
|-------------------------------|---------|----------|-----------|----------------|-------|--|------|-----|
| PERSAL No. | | | ID No | | | | | |
| Surname | | | | First Names | | | | |
| Title | | Initials | | Postal Address | | | | |
| Tel. No. (W) | | | | | | | | |
| Tel. No. (H) | | | | Postal Code | | | | |
| Cell Number | | | | | | | | FER |
| Previous Post befo retirement | re | | | | | | | |
| District Name/Scho | ol Name | | | | | | | |
| | | EXAN | INATION F | RELATED EXPER | IENCE | | T To | |
| Year | | | | POSITION | | | 1 | |
| 2022 | | | | | | | | |
| 2023 | | | | | | | | |
| 2024 | | | | | | | | |
| 30 7 | | EXA | MINATIONS | RELATED ACTIVI | TIES | | | |
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RESPONSIBILITIES OF A PROVINCIAL MONITOR

- 1. The specific responsibilities of the Provincial Monitors include the following:
- · Monitor the general management of the examination;
- · Monitor the invigilation process;
- · Monitor the condition of examination rooms;
- · Monitor the seating plan of candidates;
- · Monitor the handing out of examination question papers;
- · Monitor that candidates are given ten minutes reading time;
- · Monitor the writing of the examinations;
- · Monitor the collection of question papers;
- · Monitor the collection of examination answer scripts and
- Monitor the security of examination materials in storage, nodal and distribution points and examination centres.
- · Submit daily reports to the Provincial Co-ordinator.
- 2. The Provincial Monitor is accountable for the smooth running of the examination in all centres that are allocated to him/her and to ensure that procedures are adhered to effectively and efficiently.
- 3. The Provincial Monitor shall make every effort to perform him/her duties with diligence so that the terms of this agreement may be mutually rewarding to both the Provincial Monitor and the Education Department.

| The Provincial Office shall make session and this will influence full | | en evaluated at the end o | f a writing |
|---|-----------|---------------------------|-------------|
| | | | |
| Print Name (Applicant) | Signature | Date | -8 |

Provincial Office use only

| APPOINTED | NOT APPOINTED | | |
|--------------|--------------------------|-----------|------|
| Comments/Rea | sons for not appointing: | | |
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| | | | |
| | | | |
| | | | · - |
| | int Name | Signature | Date |
| CHAIRPERSO | N OF THE PANEL | | |

