Province of the
EASTERN CAPE
EDUCATION

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

EXAMINATIONS AND ASSESSMENT CHIEF DIRECTORATE
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ASSESSMENT INSTRUCTION NO 20 OF 2025

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: **25 MARCH 2025**

2025 ADVERTISEMENT OF TEMPORARY POSTS OF EXAMINATION ASSISTANTS (EAs) FOR THE:

- **NOV/DEC 2025 NATIONAL SENIOR CERTIFICATE (NSC) AND RE-MARKINGS**
- **CAPTURING CENTRES**
- **HEAD OFFICE EXAMINATIONS DEPOT**
- **2026 MAY/JUNE NATIONAL SENIOR CERTIFICATE (NSC) & SENIOR CERTIFICATE (SC).**
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1. TEMPORAL EMPLOYMENT OPPORTUNITY

Online applications are invited from suitably qualified candidates for temporary positions as Examination Assistants (EAs) in the Nov/Dec 2025 National Senior Certificate (NSC) and May/June 2026 Senior Certificate (SC) Examinations at Marking Centres, Capturing Centres and Head Office Examination Depot.

A **Link for the Online Application Form** is attached together with guidelines on how to complete and submit online as **Annexure A.**

Applicants are required to carefully read all instructions contained in this form before filling in the online form.

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 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. Second Year Full-time students at Tertiary Institutions including TVET colleges.

3.1.2. Second Year Full-time students at Tertiary Institutions and unemployed youth holding matric certificate **must have passed Maths at level 3 or Maths Literacy or Technical Mathematics at level 4 and above.**

3.1.3. Unemployed graduates in possession of **university degree or diploma may apply without Maths or Maths Literacy as a requirement in their matric certificates.**

3.1.4. Unemployed youth (holding a Matric Certificate) passed in **2023 and below.**

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

3.2.1 Applicants **must not be in any form of employment for remuneration** at the time of applying, including stipend received when in a learnership program 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.**

3.2.2 An applicant must not be an educator/educator assistant/ AET lecturer.

3.2.3 Applicants **must not have worked as Examination Assistants in 2021 to 2023.**

3.2.4 Applicants must be willing to perform reasonable manual tasks requested of them, such as **carrying boxes/bins and tidying working areas**, etc.

3.2.5 Applicants must select **only one marking centre per application form.**

3.2.6 Applicants must have completed their examinations at tertiary institutions before the period of employment as an Examination Assistant commences.

3.2.7 All the applicants will apply **online using the link and clear guidelines provided.**

3.2.8 Applicants are expected to read carefully all the instructions given and follow then until the application forms has been submitted.

3.2.9 All applicants must make sure that all certified **PDF** copies of the relevant documents needed are available and ready as they must be uploaded into the online system.

3.2.10 All the completed application forms must be submitted online with certified documents attached. **Certification must be done at SAPS only.**

3.2.11 **Please ensure that the provided contact numbers and emails are correct and up to date. The Department shall not take responsibility for the applicant's unavailability if the contact numbers and email address provided are incorrect and or have subsequently changed or whatsoever.**

3.2.12 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/ EMAIL will be sent through the cell phone numbers and email provided.** Please ensure that the correct cell phone numbers and emails are provided. The **Department will not be liable/ not accommodate inconveniences caused by the loss of cell phone or change of the numbers or email or any other cause.**

4.4. **Only successful applicants** will be contacted and informed of final employment.

5. SCOPE OF WORK OF AN EXAMINATION ASSISTANT

5.1. At the Marking Centre

5.1.1 To control scripts that have been received by Marking Centres.

5.1.2 Control scripts that are issued to Chief Markers and are returned to the Control Room after marking.

5.1.3 To carry bins from control room to chief marker control room also to centralized control room and marking venue.

5.1.4 To check scripts that have been completely marked by markers by counting the ticks for each question on the answer book.

5.1.5 To check that marks are correctly transferred from the marked pages of the script to the outside cover of the marked answer scripts

5.1.6 To check that the marks on the outside of the answer script are correctly tabulated and added.

5.1.7 To check that the marks on the outside of the answer script are correctly transferred into the accompanying mark sheet.

5.1.8 To sign on the script to indicate that the work has been completed accurately.

5.1.9 To sign the accompanying mark sheet in the appropriate place, after it has been signed by one of the markers.

5.1.10 To receive mark sheets from capturers; to sort them according to districts and centres; and to file them in subject boxes/files.

5.1.11 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 managed by the Script Control Room Officer.

6.2. Examination Assistants at the Marking Venues will be supervised by Chief Marker, DCM and Senior Markers.

6.3. Examination Assistants at the Capturing Centre will be supervised by the Lead Capturer.

6.4. **NO ACCOMMODATION WILL BE PROVIDED TO EXAMINATION ASSISTANTS EMPLOYED AT ANY MARKING CENTRE/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. This gives the total of 12h00 including tea, lunch and dinner breaks but the total number of working hours is 10. (12h00 -2 hrs for meals=10 working hours)

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 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 2024/25 marking cycle.

7. ESSENTIAL INFORMATION

7.1. Applicants will apply online.

7.2. Applicants are required **to select one Marking Centre per application form** as expected and the system is programmed like that.

7.3. No applications will be hand submitted/ courier/ or emailed to the district offices or head office. All processes will be done through the online system.

7.4. **OPENING DATE: MONDAY 07 APRIL 2025 AT 08H00.**
CLOSING DATE: FRIDAY 2 MAY 2025 AT 16H00.

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. No sharing of competency test link by shortlisted candidates to unqualified candidates.

7.7 **Successful applicants must bring a Completed bank form when they report for duty at the Marking Centre. The form will be emailed to applicants before the reporting date.** Failure to do so may delay the appointment and remuneration process.

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 2025/2026 will not be an exception.

All Education stakeholders are therefore, kindly requested to disseminate this information widely for those who meet the requirements for these important positions.

26/03/2025

DEPUTY DIRECTOR GENERAL: CM&D
MR R TYWAKADI

DATE

LINK AND EA (EXAM ASSISTANT) ONLINE PORTAL GUIDELINES

LINK IS AS FOLLOWS: ....

GUIDELINE FOR EXAM ASSISTANT WEB BASED PROGRAM 2025

Step 1: GO TO your web browser (**Google Chrome, Firefox, Microsoft Edge**) type https://www.constantlink.co.za in the address bar to gain access to the website.

As a first step, you will be creating your own account by clicking "**Create Account**" as shown below.

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Sign in to your account

Enter your registered email & password to login

Email Address
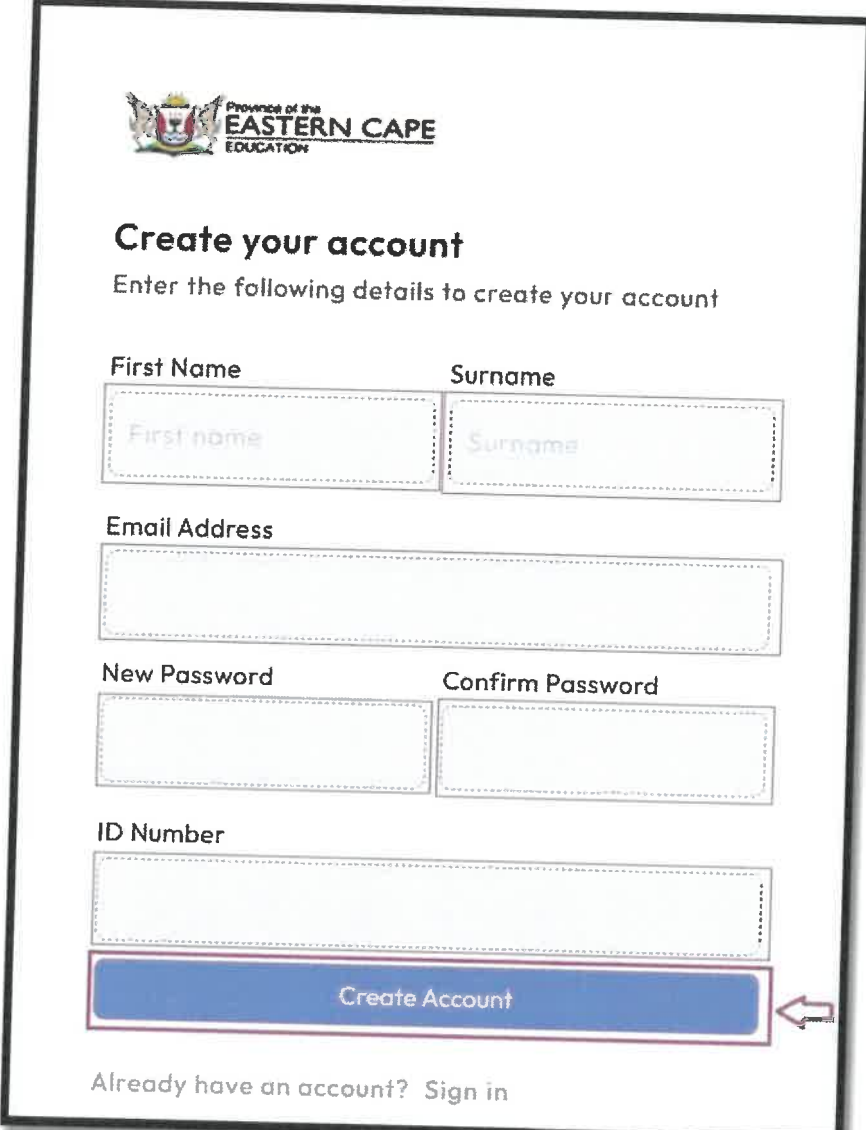
Password

show

Remember password   Forgot password?

Sign in

Don't have account? Create Account

Step 2: Fill your First Name, Surname, **valid email address**, your own password, confirm password and your ID number then "**Create Account**" button as shown below

Create your account

Enter the following details to create your account

First Name   Surname

First name   Surname

Email Address

New Password   Confirm Password

ID Number

Create Account

Already have an account? Sign in

Pls Note: Your valid email address is very important, any correspondence from ECDoE can reach you via email only.

Once account is created, keep you email address & password (which you have set it up) safe, so that you don't need to reset your password again and again.
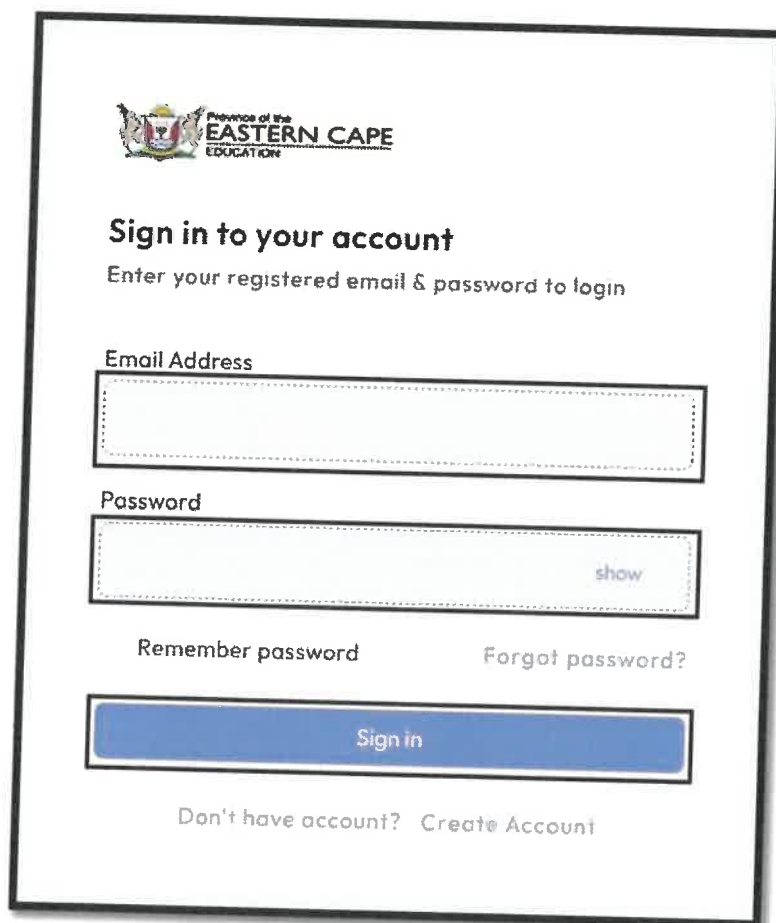
STEP 3: Once account has been created successfully, you will find the green prompt stats that "Your registration has been successfully completed. **click here** to go back to login page" as shown below

You can now proceed by pressing "Click here" or you can again manually type https://www.constantlink.co.za to Login page.

STEP 4: Signin with your email address and password as shown below

STEP 5: Once sign in, you will see your dashboard as below, Kindly click "**Create New Application**" button to start your application
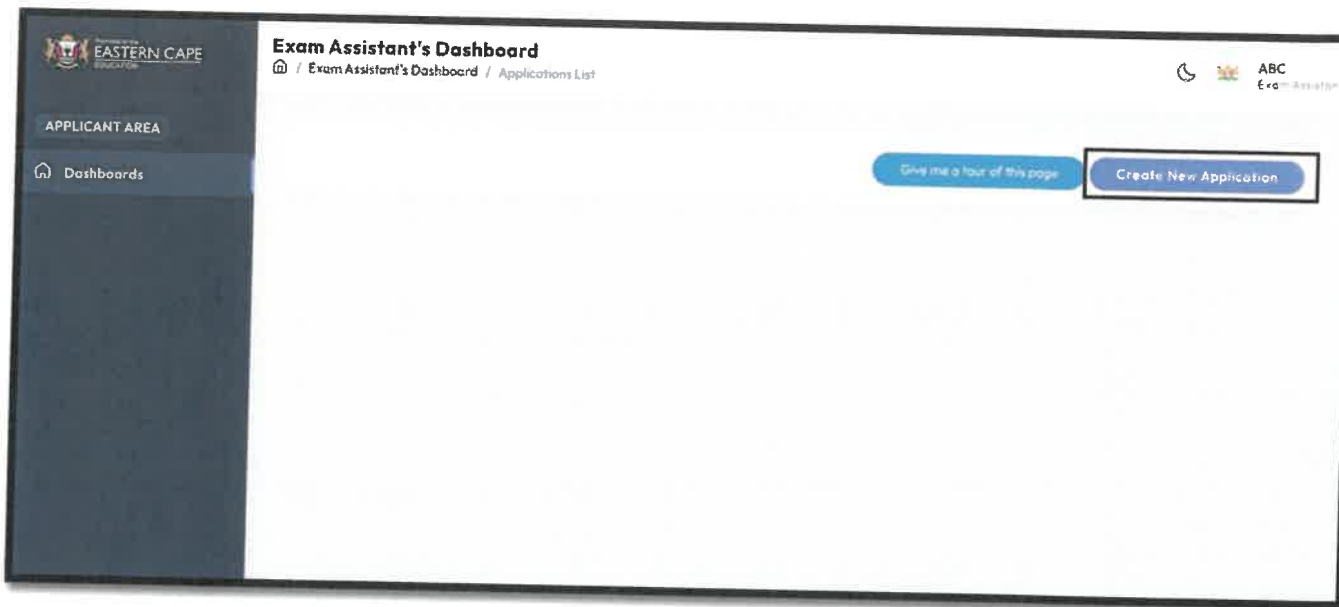
STEP 6: Fill all mandatory details to start your application, make sure, you select your education level & marking centre correctly.

STEP 7: After creating your application for a particular marking centre, you will see your blank application which will be waiting for you to fill, so click **"Open Application"** as below

Exam Assistant's Dashboard

⌂ / Exam Assistant's Dashboard / Applications List

EXAM REFERENCE : 12-2024-NSC

Application Reference : 1715507804

0% completed. All sections of the document are to be updated

Gill College High School

| Personal Details | ✖ | Experience | ✖ |
| Qualification | ✖ | Documents | ✖ |

🗁 Open Application   🗑 Delete Application

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STEP 8: **Personal Details section** - kindly fill all the fields as follow under personal details section, make sure you have filled all the mandatory fields, otherwise the system will never allow you to submit your application.

Personal Details ✗ Your Profile	First Name *	Last Name *	ID Number*
	ABC	DEF	2323232323232
Qualification ✗ As Full-Time Tertiary Student	Date of Birth*	Email Address *	
	dd/mm/yyyy	test@gmail.com	
Experience ✗ Past 3 years	Cellphone 1 *	Cellphone 2 *	
	Cellphone 1	Cellphone 2	
Documents ✗ Upload your documents	Address 1 *		
	Address 1		
	Address 2		Postcode *
	Address 2		Postcode
	Marital Status *	SARS Tax Number*	
	Choose... ⌄		

Save and go to Qualification

STEP 9: **Qualification** - kindly fill all the fields as follow under qualification as per your Education Level

For Full – Time Tertiary Student:

Highest Education Level

Full-Time Tertiary Student

Institution Name *

Institution Address *

Institution Telephone No. *

Course being studied *

Acaemic Year *

Choose... ⌄

Others, Please specify

Add Qualification & go to Experience

For Tertiary Qualified:

Qualification

Highest Education Level

Tertiary Qualified

Institution Name *

Institution Address *

Institution Telephone No. *

Year passed *

Add Qualification & go to Experience

For Grade 12:

Qualification

Highest Education Level

Grade 12

Institution Name *

Institution Address *

Institution Telephone No. *

Year passed *

Add Qualification & go to Experience

STEP 10: **Experience** – In this section, you will be capturing your past years' experience, if any.

Kindly make sure, you select the correct option under "Do you have prior experience" and proceed completing the section.

I. If you say "Yes", then you can proceed with the experience by selecting year, which marking centre and which marking venue then click "Add this experience" button as shown below

New Experience

Do you have prior experience? *

| Yes | ⌄ |

Year *

| Choose... | ⌄ |

Marking Centre *

| Choose... | ⌄ |

Marking Venue *

| Choose... | ⌄ |

Add this experience

Pls Note: 3 years of experience is not mandatory; you can fill how many years of experience you have and proceed to next section.

Once adding your experience (depends on your prior experience), you can then proceed to "Go to Documents" section by clicking as shown below

II. If you say "No", then Year, Marking Centre & Marking Venue will be greyed out as shown below and you can click "Add no experience" and proceed to next section

Once your **no experience** is captured then you can proceed to "Go to Documents" section by clicking as shown below

New Experience

Do you have prior experience? *

No ⌄

Year *

Choose... ⌄
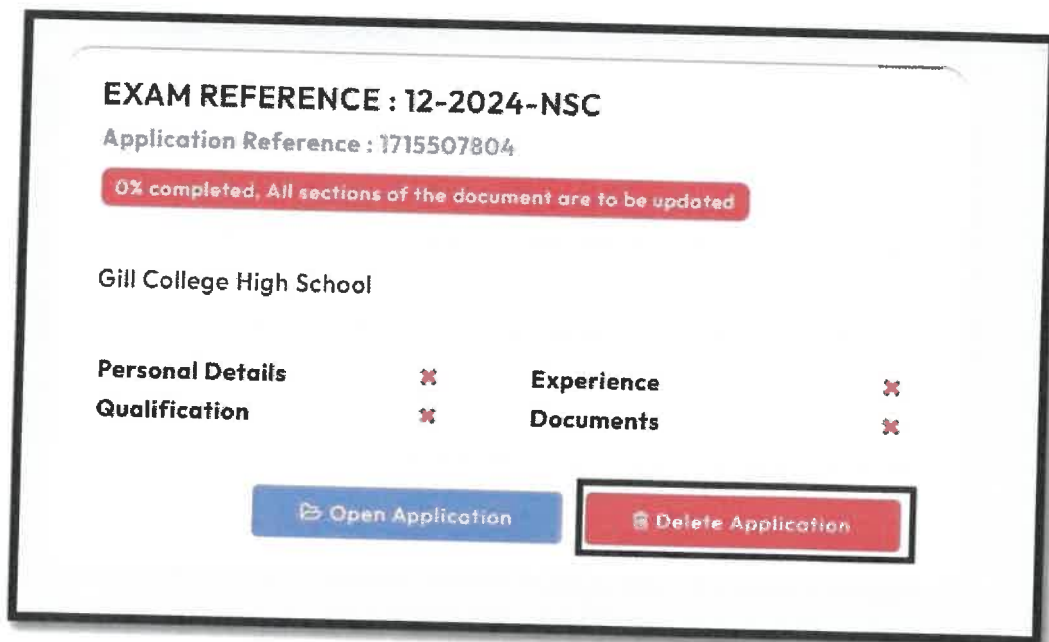
Marking Centre *

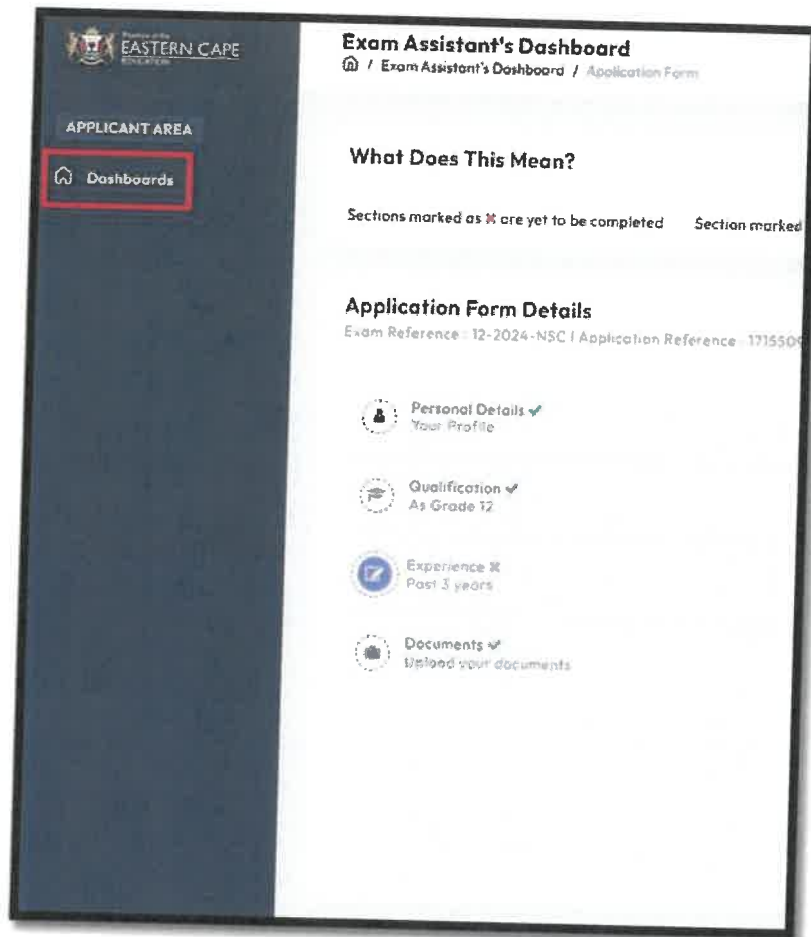Choose... ⌄

Marking Venue *

Choose... ⌄

Add this Experience | Go to Documents

What happens, if you select "No" and submit by mistake as your prior experience. While you have already experience?

Then you will have to go to your **dashboard** as shown below then click **"Delete Application"** and start from first by **Create New Application**, make sure, you select appropriate option under "Do you have prior experience" this time.

EXAM REFERENCE : 12-2024-NSC

Application Reference : 1715507804

0% completed. All sections of the document are to be updated

Gill College High School

| Personal Details | ✖ | Experience | ✖ |
| Qualification | ✖ | Documents | ✖ |

Open Application   Delete Application

STEP 11: Document section – kindly upload all necessary documents as per your education level

Important Information: Documents certified by SAPS should only be uploaded or else your application will be rejected. Maximum permitted file size is 1 MB (or) 1024 KB

New Document

Uploded Files

Select Document*

Choose...

File to Upload*

Choose File   No file chosen

Upload this Document

List of documents per Education Level as below

1. **For Grade 12**
   - ID Copy
   - Matric Certificate
   - SARS Tax Certificate
   - Photo

2. **For Full-Time Tertiary Student**
   - ID Copy
   - Matric Certificate
   - SARS Tax Certificate
   - Academic Qualification
   - Proof of Registration – Statement of Results
   - Photo
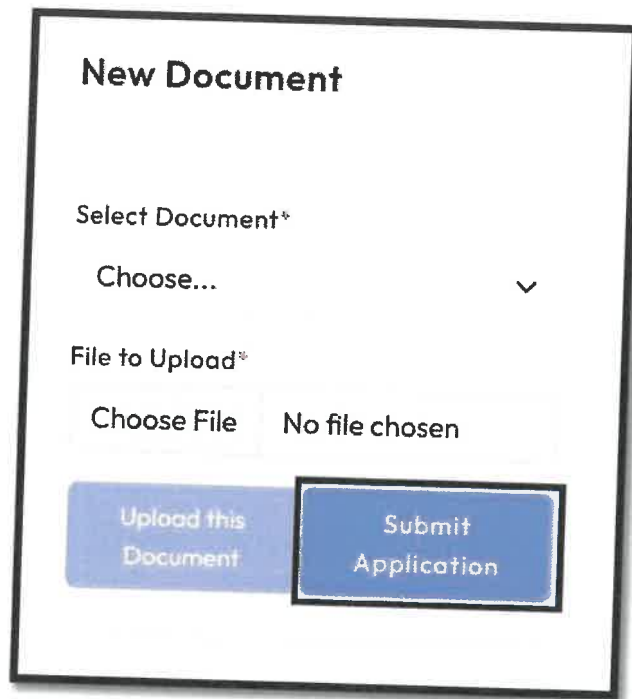
3. **For Tertiary Qualified**
   - ID Copy
   - Matric Certificate
   - Academic Qualification
   - SARS Tax Certificate
   - Photo

PLS NOTE: ALL YOUR DOCUMENTS EXCEPT YOUR PHOTO NEEDS TO BE CERTIFIED BY SAPS ONLY. AND EACH FILE HAS TO BE LESS THAN OF 1MB OR 1024KB.

Once all the necessary documents have been submitted, you will be prompted with a message stating that "You have completed all mandatory sections of this application, **click "Submit Application"** to submit this application for further actions". Click ok

Application Complete

You have completed all mandatory sections of this application. Click on the 'Submit Application' tab to submit this application for further actions.

Ok
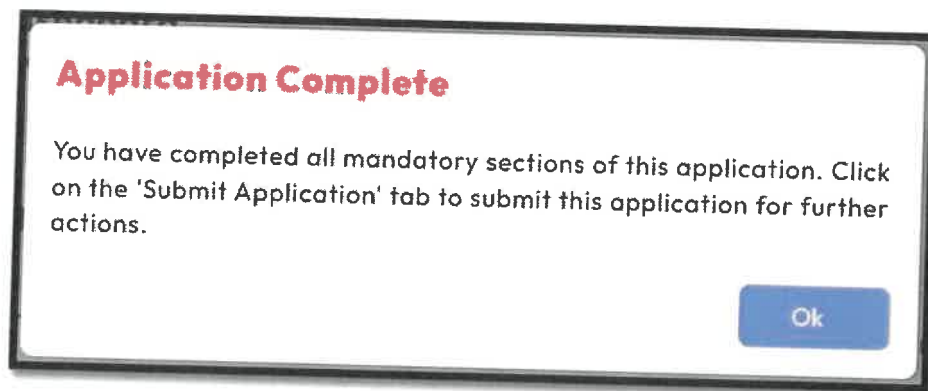
Now click "submit application" as shown below in your document section.

New Document

Select Document*

Choose... ⌄

File to Upload*

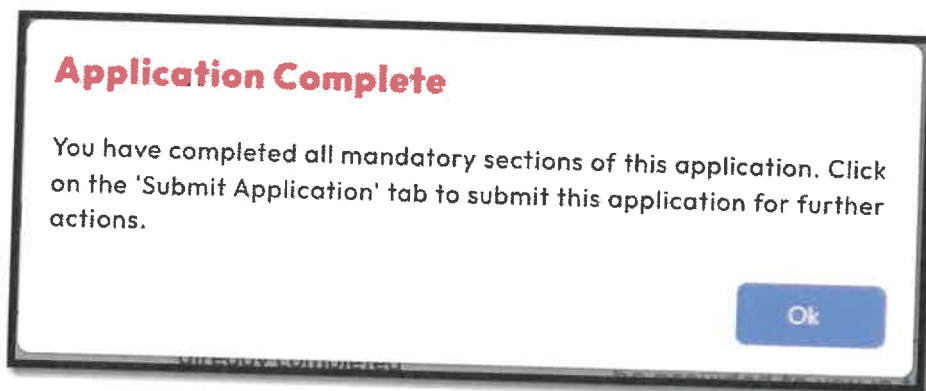Choose File   No file chosen

Upload this Document   **Submit Application**

Once again, you will be prompted with the below message

Application Complete

You have completed all mandatory sections of this application. Click on the 'Submit Application' tab to submit this application for further actions.

Ok

Click "Ok" and proceed to declaration page as below

Review Your Details

We strongly recommend that you review the details provided in each section (on the left side) to make yourself comfortable that you have provided adequate, sufficient and accurate information before proceeding to the declaration.

Declaration By The Applicant

Should there be any change in my education level, I will inform the official or the marking centre manager immediately. I understand that incomplete information, 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

Eastern Cape - Department of Education confirms that your personal information will not be shared with anyone outside the department until and unless deemed necessary for the exam assistant selection process and will be destroyed in 7 years as per South Africa's POPI Act 4 of 2013.
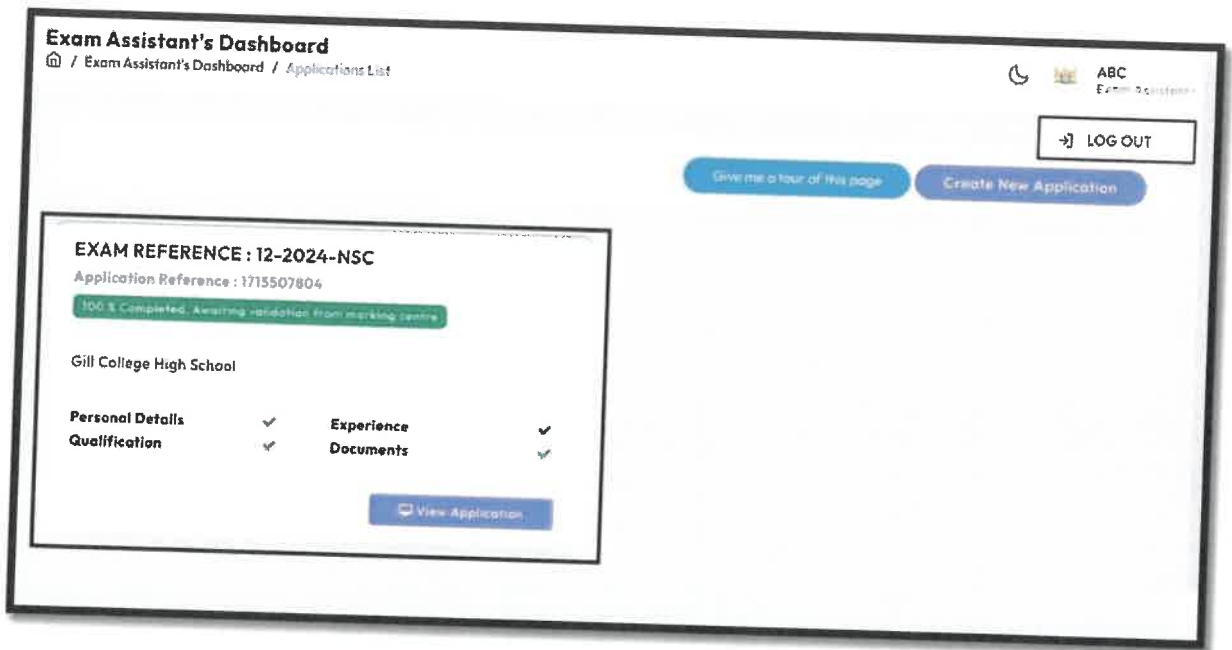
☐ I confirm that I have read and understood the above declaration and I'm aware that I won't be able to make any changes to the application once it is submitted.

Submit this Application

Click the checkbox as above and click **"Submit this Application"**

And you will finish submitting your application successfully for further action by the official.

You will see your application which is successful in your dashboard as shown below

Exam Assistant's Dashboard
⌂ / Exam Assistant's Dashboard / Applications List

🌙 ABC
Exam Assistant

⇥ LOG OUT

Give me a tour of this page   Create New Application

EXAM REFERENCE : 12-2024-NSC
Application Reference : 1715507804

100 % Completed. Awaiting validation from marking centre

Gill College High School

| Personal Details | ✓ | Experience | ✓ |
| Qualification | ✓ | Documents | ✓ |

💬 View Application

You can now proceed to Logout!!! You have completed your application for this year.

HOW TO RESET YOUR PASSWORD:

Why should I reset my password?

Once account has been created by you, in case, you have forgotten your password, you will need to proceed as follow

Go to https://www.constantlink.co.za, click "Forgot Password" link as shown below.

Type you registered email address in the box and click "submit" as below

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Forgot your password? No worries!

Please provide your registered email address and we will send you an link to reset your password.

Registred Email Address

Type your registered Email Address here....

Submit

Once you submit your request, an email will be sent to your registered email address as shown below from **Constantlink Administrator**, kindly open the email (**check in your Junk or Spam folder as well**) and press **click here** as below.

Constantlink Administrator
to me ▾

Hi mathu mano.

We have received a request to reset the password for an account registered with this email address.

If you have not placed this request. please forward this email to ecdoe_administrator@iqula.co.za and delete this email immediately with no further actions.

If you have requested for a password reset, please click here to reset your password

If the above link does not work, please copy paste the following URL in your web browser to change your password

https://www.constantlink.co.za/eanew_eanew/resetpassword.php?yrDQ1lzNydjXqOLgrdnG6M243M7e26Xb0qTY2Z7P1OE=

Please ensure that you set a password that you can easily remember yet complex for others to guess or crack

A compromised passcode may lead to

- Deletion or tampering of your personal data / already applied application
- Submission of application (on your behalf) with invalid details which may result in your application becoming not recommended

Kind regards

Eastern Cape - Department of Education

The link will take you to a password set page, you then set your new password to your account by providing your new password then confirm that same password and click "Reset my password"

Please set a new password!

Please ensure that you set a password that you can easily remember yet complex for others to guess or crack.

Registred Email Address

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Set a new password to your account

Reset my password

Once new password set is successful, you will see below prompt, proceed by clicking "Click here" or you can go back to login page by typing https://www.constantlink.co.za once you see the green strip on the top.

Now you can proceed logging in with your registered email address and new password then you can carry on with your new or existing application.

IMPORTANT INFORMATION:

Exam Assistant online web-based application is best accessible via laptop or desktop as they are both efficiently. It is recommended not to use cell phone to access the site.

THANK YOU!!!