



EXAMINATIONS AND ASSESSMENT CHIEF DIRECTORATE

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ASSESSMENT INSTRUCTION 20 OF 2026

TO : DEPUTY DIRECTOR GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
CIRCUIT MANAGERS
DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS
TEACHER UNIONS/ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE : 12 MARCH 2026

APPLICATION FOR APPOINTMENT OF INVIGILATORS FOR A CONTRACT OF TWO YEARS, COMMENCING FROM THE ADMINISTRATION OF THE 2026 GRADE 12 NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATION AND SENIOR CERTIFICATE EXAMINATION (SC) WHICH IS ADMINISTERED IN JUNE

1. 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 instructions of the Head of the Assessment Body.
2. Applications are invited from qualifying unemployed applicants for appointment as **INVIGILATORS** for National Senior Certificate Examination (NSC) and Senior Certificate Examination (SC) for Part-time centres for 2026, 2027 and 2028. The application form is attached as **ANNEXURE A**.
3. 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) is attached as **ANNEXURE B**.

4. 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.

5. DUTIES OF INVIGILATORS

- 5.1 Duties of an invigilator include:
- 5.2 Admission of registered candidates to the examination room.
- 5.3 Monitor the process of the writing examination, from the start until the end of examinations.
- 5.4 Safeguard the security of examination venues and material.
- 5.5 Submit daily reports to the district office.
- 5.6 Protect the integrity and credibility of examination processes.

6. TRAINING OF INVIGILATORS

Invigilators must have a thorough knowledge of the procedures, rules and regulations pertaining to the administration of examinations. Appointed invigilators will be trained before the commencement of each examination.

7. WHO QUALIFIES TO BE AN INVIGILATOR?

- 7.1 Applicants should be unemployed South African citizens and retired educators above 25 years but below 60 years.
- 7.2 Applicants must have a minimum of Grade 12 qualification.
- 7.3 Foreign Nationals who have a passport and a work permit that is valid for more than six (6) months, a South African Qualification Authority (SAQA) and Department of Higher Education and Training (DHET) evaluation Certificate.

8. WHO DOES NOT QUALIFY TO BE AN INVIGILATOR

- 8.1 Applicants who do not meet criteria 7 above.
- 8.2 Officials who were involved in examination irregularities.
- 8.3 Applicants who are employed full time/part time.
- 8.4 Individuals who are below 25 years of age and above 60 years.
- 8.5 A person who was dismissed or forced to resign due to misconduct
- 8.6 A person who has taken a severance package in 2025/2026

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. Documents must be certified by SAPS only and must be valid for 3 months from the date of application.
- 9.3 Applicants with relatives/close friends registered to write NSC/SC cannot be appointed in the centres where these candidates are registered.
- 9.4 The Department of Education reserves the right to disqualify any appointment if there is evidence that the applicant misrepresented him/herself by providing fraudulent or inaccurate information, both work and academic records.
- 9.5 Appointed applicants will be expected to sign a binding 2-year contract with the Department.

10. REMUNERATION OF INVIGILATORS

- 10.1 Appointed invigilators will be remunerated in accordance with Personnel Administration Measurement (PAM) as amended.
- 10.2 Invigilators will be paid per hour.
- 10.3 Transport costs will be paid to invigilators.

11. RECOMMENDATIONS BY DISTRICT OFFICES

- 11.1 The membership of the District Committee that recommends qualifying applicants is constituted as follows:
 - 11.1.1 CES: Examinations (Chairperson)
 - 11.1.2 District Head of Examinations and Senior Examinations officials.
 - 11.1.3 Three members of the District Assessment Irregularities Committee (DAIC)
 - 11.1.4 Human Resource Administration (HRA) Secretariat.
 - 11.1.5 Union Members as Observers.

11.2 The District Committee is expected to:

- 11.2.1 Recommend qualifying applicants and place them in centres that are nearer to their residential addresses.
- 11.2.2 Submit application forms and costed lists to Head Office for final appointments.
- 11.2.3 Submit minutes and attendance register for the selection panel.
- 11.2.4 Make provision of reserve lists to cater for those who will not be able to accept the appointment.
- 11.2.5 Batch all qualifying applicants that are not placed per centre and submit to the Head Office.
- 11.2.6 Submit all the non-recommended application forms to the Head Office.
- 11.2.7 Train and appoint invigilators before the start of the examinations.

12. APPOINTMENT BY HEAD OFFICE

- 12.1 Final appointments will be done by the Head Office.
- 12.2 A submission for approval of appointment and payment of invigilators will be crafted and submitted at Head Office.

13. Management Plan:

Closing date for receiving application forms at the District Office	24 April 2026
Shortlisting at district offices	04 – 08 May 2026
Closing date for receiving application forms at the Provincial Office	29 May 2026


- 14 The heads of educational institutions should ensure that the contents of this Assessment Instructions are distributed to the affected stakeholders.


DEPUTY DIRECTOR GENERAL: CURRICULUM MANAGEMENT
AND DELIVERY
MR TJZ MTYIDA

16 March 2026

DATE

ANNEXURE A

	Province of the EASTERN CAPE EDUCATION	INDICATE CENTRES IN THE ORDER OF PREFERENCE		Place Two ID Photos Here	
			PREFERENCE		CENTRE
			1		
			2		
		3			

APPLICATION FORM: INVIGILATOR GRADE 12 NSC EXAMINATION: 2026/2028

DISTRICT

(tick appropriate block)

CLOSING DATE 24 APRIL 2026: DISTRICT OFFICE

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN ZWELITSHA AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]

INSTRUCTIONS TO COMPLETE THIS FORM

1. Educator/s with foreign qualifications must attach the SAQA & DHET Certificate as well as a valid work permit.
2. Certified copies of Matric and academic qualifications **MUST** accompany every application.
3. Attach a **certified copy** of your ID Document to this form.
4. Attach **TWO** recent ID Photos to the top right corner of this form.
5. Attach a certified copy of the SACE certificate (Applicable to applicants who are educators)
6. A two-page curriculum vitae should be attached.
7. Any person found to have given fraudulent information will be disqualified.
8. Copies must be certified by SAPS only and must be valid for 3 months from the date of application.

A. PERSONAL INFORMATION

ID No											Date of Birth	Y	Y	Y	Y	M	M	D	D
Surname							First Names												
Title	Initials		Physical Address																
Tel. No. (W)																			
Tel. No. (H)																			
Cell Number					CODE														
			E- mail address																
Next of Kin	Surname & Initials:					Relationship:					Contact Number/s:								

A. EXPERIENCE IN EXAM-RELATED ACTIVITIES			
YEAR	CENTRE	DUTIES PERFORMED	POSITION HELD

DECLARATION BY APPLICANT			
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.			
Print Name _____	Signature: _____	Applicant _____	Date _____

RECOMMENDATION BY DISTRICT OFFICE

NAME OF CENTRE	
RECOMMENDED	NOT RECOMMENDED
If not recommended, provide reasons:	
CHAIRPERSON OF THE SELECTION COMMITTEE:	
NAME: _____	Signature: _____ DATE: _____

APPOINTMENT BY PROVINCIAL OFFICE

NAME OF CENTRE	
APPOINTED	NOT APPOINTED
If not appointed, provide reasons:	
CHAIRPERSON OF THE SELECTION COMMITTEE:	
NAME: _____	Signature: _____ DATE: _____

