



HOME OF EXAMINATIONS & ASSESSMENT

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ASSESSMENT INSTRUCTION NO. 27 OF 2019

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADES 10 - 12)
TEACHER UNIONS/TEACHER ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 31 MAY 2019

2019 ADVERTISEMENT OF TEMPORARY POSTS OF EXAMINATION ASSISTANTS (EAs) FOR THE:

- **NOV/DEC 2019 NATIONAL SENIOR CERTIFICATE (NSC) AND ADULT EDUCATION & TRAINING (AET) L4**
- **CAPTURING CENTRES**
- **2020 MAY/JUNE SENIOR CERTIFICATE; ADULT EDUCATION & TRAINING (AET) L4 EXAMINATIONS, AND SCHOOL BASED ASSESSMENT (SBA) CENTRALISED PROVINCIAL MODERATION**

1. EMPLOYMENT OPPORTUNITY

Applications are invited from suitably qualified candidates for temporary positions as Examination Assistants (EAs) in the Nov/Dec 2019 National Senior Certificate (NSC) and AET L4; May/June 2020 Amended Senior Certificate (ASC) and AET L4 June Examinations at marking Centres and Capturing Points, as well as SBA centralized Provincial Moderation. The attached application form is to be used, (ANNEXURE A).

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, Capturing Centres, and SBA centralised provincial moderation centre 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 **3rd-year level**.

3.1.2. Unemployed graduates.

3.1.3. Unemployed youth (holding a Matric Certificate), passed in **2016 and below**.

3.1.4. All the above must have passed Maths or Maths Literacy at 60% 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 or as an intern. If you happen **to be employed at the time of the commencement of the examination duties, kindly inform Assessment and Examinations 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 not have worked as Examination Assistants in 2017 and 2018.**
- Applicants must be willing to perform reasonable manual tasks requested of them, such as carrying boxes/bins and tidying working areas.
- 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.

- Fraudulent information supplied on applications will lead to the applicant being disqualified.

4. APPOINTMENT PROCESSES

- 4.1. Applicants who meet the requirements set out in the advertisement will be shortlisted.
- 4.2. Shortlisted applicants will be invited to undergo a Competency Test in districts where marking centres are located.
- 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

5.1. At the Marking Centre

- To control scripts that have been received by Marking Centres.
- Control scripts that are issued to Chief Markers and are returned to the Control Room after marking.
- To check scripts that have been marked by markers by counting the ticks for each question on the answer book.
- To check that marks are correctly transferred from the marked pages of the script to the outside cover of the marked answer script.
- To check that the marks on the outside of the answer script are correctly tabulated and added.
- To check that the marks on the outside of the answer script are correctly transferred onto the accompanying mark sheet.
- To sign on the script to indicate that the work has been completed accurately.
- To sign the accompanying mark sheet in the appropriate place, after it has been signed by one of the markers.
- To receive mark sheets from capturers; to sort them according to districts and centres; and to file them in subject boxes/files.
- 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/ASC; AET L4 Marking Centres as well as SBA centralised moderation 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 2019/20 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.**

7. ESSENTIAL INFORMATION

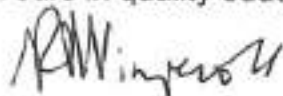
- 7.1. Application forms must be forwarded to the nearest Education District Office, Examination and Assessment Unit, in the Eastern Cape.
- 7.2. Applicants are required to **select one Marking Centre per application form** and any deviation from this shall render the application form invalid.
- 7.3. No faxed or emailed applications will be accepted.
- 7.4. **CLOSING DATE: 21 JUNE 2019 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.

CONCLUSION

The work done by Examination Assistants is extremely important for the delivery of accurate and credible results for the National Senior Certificate; Amended Senior Certificate (ASC) and AET L4 Examinations. The Eastern Cape Department of Education has acquired a positive reputation in this regard and 2019 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.

Yours in quality education



DEPUTY DIRECTOR GENERAL: EPEM
MS P. VINJEVOLD

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.			
TERTIARY LEVEL QUALIFICATIONS			
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
2014		
2015		
2016		

CRITERIA FOR EMPLOYMENT AS AN EXAMINATION ASSISTANT

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- No application forms will be submitted at head office.
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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

FOR TERTIARY AND TVET COLLEGES APPLICANTS

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

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TO BE SIGNED BY THE CHAIRPERSON OF THE PANEL (Mark with X)

SHORTLISTED

NOT SHORTLISTED

REASONS FOR NOT SHORTLISTING:

SURNAME AND INITIALS

SIGNATURE

DATE