



## EXAMINATION ASSISTANTS (TEMPORARY POSITIONS)

Reference Number: EAT /2025/26

### EXAMINATIONS AND ASSESSMENT, HEAD OFFICE, KIMBERLEY

Applications are invited from Second/Third- or Fourth-year students studying at tertiary institutions (Colleges, University of Technology and Universities) for appointments as Temporary Examination Assistants during the examination session for the period September 2025 to August 2026.

#### Criteria for selection:

- Second/third year students who are studying at a tertiary institution;
- Unemployed matriculants will be allowed to apply but will only be utilised as the need arises.
- Preference will be given to students studying towards a teaching qualification at third year level;
- Only students residing in the Northern Cape Province will be considered and proof of residential address (Municipality account) should be attached to all applications.
- Northern Cape Students studying outside the Province will be considered
- Students/Applicants with relatives registered for any of the examinations must make a full disclosure
- Applicants must be prepared to work for long hours and over weekends and public holidays.
- Applicants must be prepared to work under surveillance.

#### Key responsibilities:

- Checking of answer scripts/portfolios.
- Hash totalling of marks.
- Data capturing.
- Sorting and packing of scripts/portfolios.
- Removing scripts/portfolios from the marking/moderation center.
- Any other duties assigned by the Administrative Manager.

**Applications must be submitted on the prescribed application form NCED - EAT /2025/26, obtainable from Head Office, and or District Offices and should be accompanied by certified copies of:**

- ID document;
- National Senior Certificate;
- Proof of Student status (Tertiary Qualifications)
- Proof of residential address.

#### Forward your application, clearly marked: Exam Assistants

Frances Baard Examinations and Assessment District office	Pixley Ka-Seme Examinations and Assessment District office	John Taolo Gaetsewe Examinations and Assessment District office	Namaqua Examinations and Assessment District office	Z.F. Mgcawu Examinations and Assessment District office
ACES: MS. I Horne	ACES: P. Ngam	CES: Mr P. Dichabe	CES: Ms C Van Sitters	ACES: MS. S. Masenge
<b>District contacts:</b>				
053 830 1655	053 632 9200	053 773 9600	027 718 8687	054 337 6417

**CLOSING DATE: FRIDAY 29 AUGUST 2025.  
NO LATE APPLICATIONS WILL BE CONSIDERED.**



# Northern Cape Department of Education

## TEMPORARY EXAMINATION ASSISTANTS/TYDELIKE EKSAMENASSISTENTE

EXAMINATION PERIOD/EKSAMENTYDPERK

SEPTEMBER/SEPTEMBER 2025 –  
AUGUST/AUGUSTUS 2026

PLEASE ANSWER THE FOLLOWING QUESTIONS WITH A  $\times$  IN THE APPROPRIATE BLOCK/BEANTWOORD DIE VOLGENDE VRAE DEUR 'N  $\times$  IN DIE TOEPASLIKE BLOKKIE TE MAAK

### QUALIFICATIONS/KWALIFIKASIES:

Currently/Huidiglik:

Grade 12; unemployed/ Graad 12; werkloos	Student	Graduate; unemployed/ Gegradueerde; werkloos
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What is your highest qualification?/Wat is jou hoogste kwalifikasie?

Matric only/ Slegs matriek	B.Ed.	Information Technology/ Inligtingstechnologie	Other/Ander
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Level of studies/Vlak van studie:

2nd year/2de jaar	3rd year/3de jaar
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Experience as Examination Assistant/Ervaring as Eksamenassistent

2022	2023	2024
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### PERSONAL PARTICULARS/PERSOONLIKE BESONDERHEDE:

Surname/Van:		First name/Voornaam:	
ID no./ID nr.:		Race/Ras:	A C I W
Cellphone no./ Selfoonnr.:		Gender/Geslag:	Male/ Manlik Female/ Vroulik
Alternative Contact no.			
Residential address/Woonadres:			
Postal code/ Posode:			

### OTHER DETAILS/ANDER BESONDERHEDE:

Do you have any relative who is writing the NSC Grade 12 Examination?/  
Het jy enige familielid wat die Graad 12 NSS Eksamen skryf?

Yes/Ja	No/Nee
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Do you suffer from any ailment?  
If yes, please attached Medical Certificate.

Yes/Ja	No/Nee
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Do you have any immediate relative who is working in the Examinations and Assessment Chief Directorate?/ Het jy enige nabye familielid wat by die Eksamens en Assesseringhoofdirektoraat werksaam is?

Yes/Ja	No/Nee
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If yes, please supply details/Indien ja, verskaf asseblief besonderhede:

Name/Naam:		Position/Posisie:	
Section/Afdeling:		Relation/Verwantskap:	

I declare that the information submitted is true and correct in every sense. I understand that if any information is found to be false, I will be dismissed immediately./Ek verklaar dat die inligting verskaf, waar en in alle opsigte korrek is. Ek verstaan dat, indien bevind word dat enige inligting vals/onwaar is, ek onmiddelik ontsaam sal word.

Signature of Applicant/Handtekening van Applikant	Date/Datum
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CLOSING DATE/SLUITINGSDATUM: FRIDAY, 29 AUGUST 2025/VRYDAG, 29 AUGUSTUS 2025

LATE APPLICATIONS WILL NOT BE CONSIDERED/LAAT AANSOEKE SAL NIE OORWEEG WORD NIE