

DEPARTMENT OF EDUCATION

Enquiries: KE Mokwena
Contact No: (053) 839-6318

Reference: L3.1.2.1
Date: 01 February 2019

**TO: DEPUTY DIRECTOR GENERAL: CURRICULUM, EXAMINATIONS AND ASSESSMENT
CHIEF DIRECTORS
DIRECTORS
DISTRICT DIRECTORS
CIRCUIT MANAGERS
HEAD: FET SCHOOLS CURRICULUM
HEAD: GET SCHOOLS CURRICULUM
HEAD: INCLUSIVE EDUCATION
DISTRICT CES: INSTITUTIONAL DEVELOPMENT
DISTRICT CES: CIRCUIT COORDINATION
SUBJECT COORDINATORS AND SUBJECT ADVISORS
DISTRICT CES: EXAMINATIONS AND ASSESSMENT
DISTRICT CES: CURRICULUM
PRINCIPALS AND STAFF OF PRIMARY, HIGH AND COMBINED SCHOOLS
PRINCIPALS AND STAFF OF SCHOOLS WITH LEARNERS WITH SPECIAL EDUCATION NEEDS
EDUCATOR UNIONS
SCHOOL GOVERNING BODIES**

EXAMINATION INSTRUCTION E17/2019

APPLICATIONS FOR POSITIONS AS SCRIBES, READERS, OBSERVERS, PROMPTERS AND PERSONAL ASSISTANTS FOR THE PROVISION OF ACCOMMODATION FOR LEARNERS WHO EXPERIENCE BARRIERS TO LEARNING

Please study the information contained in this instruction very carefully. Should you have any queries or require assistance in this regard, please contact your Examinations and Assessment District Officials or at Head Office, Ms M C Dikgomo at (053) 839-6318/9.



INTRODUCTION

Accommodation refers to necessary and appropriate modification of, and adjustment to, the environment, assessment format and/or curriculum format, as well as allowing the use of assistive devices and technology, where needed in a particular case, to allow learners who experience specific barriers to learning, access to the curriculum and the possibility to show what they know and can do on equal basis with one another. The cognitive demand of the curriculum and the assessment is the same as that for learners who do not experience barriers to learning. Applications are invited from qualified officials working at the Department of Education, retired teachers and teachers at school level, and officials who have worked as scribes, readers or observers in previous years.

2. PROCESSES AND PROCEDURES FOR APPLICATIONS

- 2.1 All applicants should make a careful study of this instruction before they enter into any contractual agreement with the Department of Education.
- 2.2 Applicants may apply for more than one subject according to their qualifications.
- 2.3 Applicants should complete the application form provided with the circular.
- 2.4 All applications should be attached to a Curriculum Vitae.
- 2.5 All applicants should attach a certified copy of an identity document and qualifications.
- 2.6 Applicants should clearly indicate the position for which they are applying for.
- 2.7 Applications are open to teachers of high, combined and primary schools as well as special schools, occupational therapists, psychologists, councilors, student teachers, retired teachers and unemployed youth who qualifies.
- 2.8 Applicants will be appointed on an adhoc basis to render a service as the need arises.
- 2.9 Applicants who qualify will be put on a centralised system for the schools and department to have access when the need arises.
- 2.10 The closing date for application is **Friday, 12 April 2019. Applications should be submitted to the district office.**
- 2.11 Remuneration is determined by the relevant Personnel Administrative Measures (PAM) document.
- 2.12 Incomplete or late applications will not be considered.
- 2.13 All applicants will be required to apply for special leave.

- 2.14 Office based applicants will be required to apply for annual leave.
- 2.15 The principal OR Head of Institution or the supervisor should complete a declaration to verify and to declare if the information supplied is correct. If the applicant is based at an institution (e.g. School or District)

REQUIREMENTS FOR APPLICATION

3. A SCRIBE AND READER SHOULD

- 3.1 have the necessary qualifications, an REQV 13, or higher qualification, a Higher/National Diploma (Technical Diploma), i.e. a B Degree, Diploma or B Tech or a three or four year Teaching Diploma or 3 years' experience in scribing and reading;
- 3.2 have studied the subject or a subject related to the GET and FET subjects, or at least at second year university level or at third year teachers' college level;
- 3.3 have at least TWO full years teaching experience in the relevant subject or directly related subject at grade 1 to 12 level;
- 3.4 have taught the subject in the relevant grades during 2019/2018/2017/2016 and must currently be teaching the subject in grade 1 to 12 and / or be the Subject Advisor or Subject Coordinator who has actively engaged with the subject in the last three years;
- 3.5 have necessary qualifications, e.g. Bachelor Degree in Social Sciences and Therapeutic Services coupled with 3 years' experience as a scribe, reader and/or observer.
- 3.6 should have a legible handwriting if applying for a position as scribe;
- 3.7 submit a submission of two paragraphs of six lines each indicating the reason they should be considered as scribes;
- 3.8 Have the necessary subject competency to read a question paper and to write answers given by the candidate;
- 3.9 have necessary language competency in reading a question paper and writing answers given by candidates;
- 3.10 occupy a full time teaching post in a public and/or independent school;
- 3.11 be competent in one of the following languages; Setswana, IsiXhosa, Sesotho, Afrikaans and/or English; and
- 3.12 must be able to handle learners who experience severe barriers to learning.
- 3.13 applicants who have obtained experience in scribing and reading will be highly recommended.
- 3.14 Applicants will undergo basic security clearance.

4. AN OBSERVER/PROMPTER/PERSONAL ASSISTANT MUST HAVE

- 4.1 At least grade 12 and/ or higher qualifications;
- 4.2 be 25 years and older;
- 4.3 be able to handle learners who experience severe barriers to learning; and
- 4.4 must be competent in one of the following languages: Setswana, IsiXhosa, Sesotho, Afrikaans and/or English.

5. ATTRIBUTES

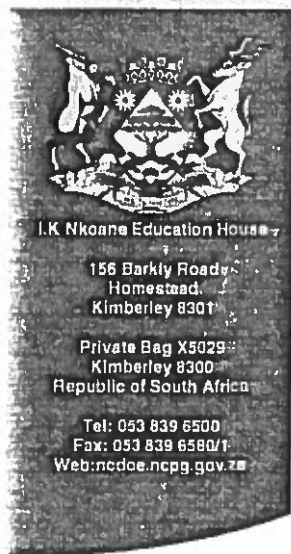
- 5.1 Friendly and punctual;
- 5.2 Non-judgmental, sensitive to learners who experience barriers to learning;
- 5.3 Good inter-personal skills;
- 5.4 Flexible schedule and willing to work outside standard office hours;
- 5.5 Good listener;
- 5.6 Good communication skills;
- 5.7 Matured and professional; and
- 5.8 Available and able to adhere to the provided time table for scribes.

All successful applicants must be available for the compulsory training scheduled for 16-25 April 2019 at different district.

Kind regards



A P PHUZI
CHIEF DIRECTOR: EXAMINATIONS AND ASSESSMENT



DEPARTMENT OF EDUCATION

Enquiries: MC Dikgomo/K Mokwena
 Contact No: (053) 839 6318/6319
 Annexure A

APPLICATION FOR POSITIONS OF SCRIBES AND READERS FOR LEARNERS EXPERIENCING BARRIERS TO LEARNING

Please Note:

- Closing date for applications – 12 April 2019
- No applications will be accepted after the closing date.
- Please attach detailed curriculum vitae to your application.

APPLICATIONS FOR SCRIBE/READER

NAME OF SCHOOL/INSTITUTION:	
SURNAME:	
FULL NAMES:	
SUBJECT APPLIED FOR:	

INDICATE POSITION APPLIED FOR:	SCRIBE				READER			
ID NO:								
PERSAL NO:								
EQUITY CRITERIA	GENDER				RACE			
	FEMALE	MALE	ASIAN	AFRICAN	COLOURED	WHITE		

CONTACT DETAILS:	W									H								
	F									C								
POSTAL ADDRESS:																		
CURRENT POSITION AT SCHOOL:																		

QUALIFICATIONS (ATTACHED COPIES OF QUALIFICATIONS AND ACADEMIC TRANSCRIPT)		
DEGREE/DIPLOMA:	HIGHEST ACADEMIC QUALIFICATION	HIGHEST PROFESSIONAL QUALIFICATION
EXAMINING BODY/INSTITUTION		
YEAR COMPLETED		

ARE YOU CURRENTLY TEACHING GRADES 1 – 12?	YES	NO
TOTAL NUMBER OF YEARS TEACHING EXPERIENCE:		
WHICH GRADE/S ARE YOU TEACHING OR SUPPORTING AS A SUBJECT ADVISOR OR COORDINATOR?		
WHICH SUBJECT/S ARE YOU TEACHING OR SUPPORTING AS A SUBJECT ADVISOR OR COORDINATOR?		
TOTAL NUMBER OF YEARS TEACHING/SUPPORTING THE SUBJECT/S APPLIED FOR:		



INDICATE THE NUMBER OF YEARS EXPERIENCE AS A SCRIBE/READER	
INDICATE THE NUMBER OF YEARS EXPERIENCE WORKING (THERAPIST/COUNCILOR/PSCHYCILOGY ETC) WITH LEARNERS EXPERIENCING BARRIERS TO LEARNING	
RETIRED TEACHERS OR TEACHERS WHO RESIGNED	
INDICATE THE NUMBER OF YEARS TEACHING EXPERIENCE	
INDICATE THE SUBJECTS TAUGHT WITHIN 3 YEARS BEFORE RETIREMENT/RESIGNATION	
INDICATE THE GRADE/S TAUGHT WITHIN 3 YEARS BEFORE RETIREMENT/RESIGNATION	
INDICATE THE LANGUAGE COMPETENCY	

DID YOU TAKE THE VOLUNTARY SEVERANCE PACKAGE (VSP)?	YES	NO
ARE YOU RESIGNING FROM YOUR POST IN THE NORTHERN CAPE EDUCATION DEPARTMENT BETWEEN 01 SEPTEMBER AND 30 DECEMBER 2019	YES	NO
INDICATE THE LANGUAGE YOU PREFER TO WRITE OR READ:	AFRIKAANS	ENGLISH
	SETSWANA	SESO THO
	SIXHOSA	OTHER
PLEASE INDICATE THE LANGUAGE NOT MENTIONED ABOVE		
COMPETENCY IN ENGLISH AND AFRIKAANS IS REQUIRED FOR CHIEF MODERATORS. ARE YOU COMPETENT IN BOTH ENGLISH AND AFRIKAANS?	YES	NO
HAVE YOU ATTACH A COPY OF HAND WRITTEN PARAGRAPHS OF SIX LINE EACH INDICATING WHY YOU SHOULD BE APPOINTED AS A SCRIBE? APPLICABLE ONLY FOR APPLICANTS APPLYING FOR SCRIBE POSITION.	YES	NO

APPLICANT'S DECLARATION

I, hereby confirm that the information supplied in the form is correct in all aspects. I understand that should any information found to be false or incorrect, I will be dismissed from all examination related activities.
I agree to:
(a) Carefully read, comprehend and familiarise myself with the content of examination instruction 17/2019.
(b) Attend all compulsory training sessions which will be offered.

I am aware that the NCDoe reserves the right to amend/withdraw or cancel my appointment as a scribe/reader in the event that my behavior or actions threaten the integrity of the Examination process.

.....
SIGNATURE OF APPLICANT

.....
DATE

..... (full name of current principal/curriculum coordinator/Supervisor) hereby declare that the information in this application form is correct in all respects.

.....
SIGNATURE OF PRINCIPAL/CURRICULUM COORDINATOR/SUPERVISOR

.....
DATE

Please Note: Forms without the principal's signature and official stamp will be disqualified.

**OFFICIAL
SCHOOL/OFFICE STAMP**

INDICATE THE LANGUAGE OF COMPETENCY Indicate in the box (X) next to the subject	AFRIKAANS	ENGLISH
	SETSWANA	SESOTHO
	ISIXHOSA	OTHER
PLEASE INDICATE THE LANGUAGE NOT MENTIONED ABOVE		

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I am aware that the NCDoe reserves the right to amend/withdraw or cancel my appointment as an Observer/Personal Assistant/Prompter in the event that my behavior or actions threaten the integrity of the Examination process

.....
SIGNATURE

.....
DATE

I, (full name of current principal/curriculum coordinator/Supervisor) hereby declare that the information in this application form is correct in all respects.

.....
SIGNATURE OF PRINCIPAL/CURRICULUM COORDINATOR/SUPERVISOR

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DATE

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