



EXAMINATION ASSISTANTS

(TEMPORARY POSITIONS)

REFERENCE NUMBER: EAT 01/2018/19

EXAMINATIONS AND ASSESSMENT, HEAD OFFICE, KIMBERLEY

Applications are invited from Second/Third or Fourth year students studying at tertiary institutions (colleges, technikons and universities) for appointment as Temporary Examination Assistants during the marking session for the period August 2018 to June 2019 in Kimberley.

Unemployed matriculants will be allowed to apply but will only be utilised as the need arises.

Criteria for Selection:

- ✘ Must be second/third/fourth year students who are studying at a tertiary institution;
- ✘ No transport, accommodation or meals will be provided;
- ✘ Preference will be given to students studying towards a teaching qualification;
- ✘ Only students residing in the Northern Cape Province will be considered and proof of residential address (Municipality Account) should be attached to all applications.

NB: Students with direct interests in the Northern Cape Provincial Education Department will not be considered.

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 01/2018/19, 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
CES: Mr. F. Nassi	CES: Dr. J. Snayers	CES: Mr. P. Dichabe	CES: Ms. L. Landrew	SES: Mr. Selbourne
053 830 1655	053 632 9200	053 773 9600	027 718 8687	054 337 6417

CLOSING DATE: FRIDAY 29 JUNE 2018.
NO LATE APPLICATIONS WILL BE CONSIDERED.





I.K. Nkoane Education House
156 Barkly Road
Homestead
KIMBERLEY 8301
Private Bag X 6097
KIMBERLEY 8300
Republic of South Africa

**NORTHERN CAPE DEPARTMENT OF EDUCATION / NOORD-KAAP ONDERWYSDEPARTEMENT
TEMPORARY EXAMINATION ASSISTANTS / TYDELIKE EKSAMENASSISTENTE**

EXAMINATION PERIOD/ EKSAMENTYDPERK

JULIE/JULY 2018 - JUNIE/JUNE 2019

PLEASE TICK WITH A X
MERK ASSEBLIEF MET 'N KRUISIE X

CURRENT STUDENT

GRADE 12 UNEMPLOYED/WERKLOOS

GRADUATE
UNEMPLOYED

QUALIFICATIONS / KWALIFIKASIES

WHAT IS YOUR HIGHEST QUALIFICATION ? WAT IS U HOOGSTE KWALIFIKASIE ?

(Attach a certified copy of your highest qualification / Heg 'n gesertifiseerde afskrif van u hoogste kwalifikasie aan.)

B.Ed	Information Technology	Other	Matric Only
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Level of studies

2nd year

3rd year

4th year

Graduate (completed studies)

EXPERIENCE AS EXAMINATION ASSISTANT/ ERVARING AS EKSAMENASSISTANT

2015	2016	2017
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PERSONAL DETAILS / PERSOONLIKE BESONDERHEDE

SURNAME / VAN

FIRST NAME /
VOORNAAM

ID NUMBER / ID NOMMER

Race/ Ras

A

C

I

W

Gender/ Geslag

M

F

RESIDENTIAL ADDRESS /
WOONADRES

(Code / Kode)

TELEPHONE NUMBER/ TELEFOONNOMMER (H)

Code / Kode

Number / Nommer

CELLPHONE NUMBER / SELFOONNOMMER

DO YOU HAVE ANY RELATIVE WHO IS WRITING THE NSC GRADE 12/AET L4 EXAMINATION ?

HET U ENIGE FAMILIE WAT DIE GRAAD 12-EKSAMEN/AET L4 SKRYF ?

NSC YES/ JA NO / NEE

AET L4 YES/ JA NO / NEE

DO YOU HAVE ANY RELATIVE WHO IS WORKING AT THE NORTHERN CAPE DEPARTMENT OF EDUCATION WHOM IS OFFICE BASED?

HET U ENIGE FAMILIE WAT WERKSAAM IS BY DIE NOORD-KAAP ONDERWYSDEPARTEMENT WIE KANTOOR BASSES IS?

YES/ JA NO / NEE

IF YES, WHAT IS THE RELATION AND NAME ?

INDIEN JA, WAT IS DIE VERWANTSKAP EN NAAM ?

RELATION /
VERWANTSKAP

NAME/ NAAM

District/ Distrik

Position/Posisie

Do you have any present or past criminal record against you?

Het u enige kriminele rekord teen u naam huidiglik of in die verlede?

YES / JA NO / NEE

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 of onwaar is, ek onmiddellik ontslaan sal word.

Signature of Applicant / Handtekening van Applikant

Date / Datum

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