

## APPLICATION FOR APPOINTMENT AS AN EXAMINATION ASSISTANT

Applicants will be appointed as Examination Assistants to assist the Department of Education in the administration of the marking process. Suitable persons that fulfil the requirements are invited to apply for this responsible task.

Applicants can apply for the following examinations:

**National Senior Certificate (NSC)**

**Senior Certificate (SC)**

**Annual National Assessments (ANA)**

**Adult Education and Training (AET)**

### Kindly note:

An applicant may send four KZEA application forms for four examinations but may not apply for all the four examinations in one KZNEA form.

The Department of Education will not accept any application form for 2013 marking (SC, NSC, AET and ANA) after the closing date.

### 1. Minimum requirements for appointment as an Examination Assistant are as follows:

- Academic qualification: Senior Certificate/National Senior Certificate.
- Registered at a tertiary institutions (must provide documentary proof)
- Must be available every day for the full period during which marking takes place.
- The ability to work under extreme pressure with tight deadlines.
- Excellent numerical skills – Accounting and Mathematics courses will be an advantage.

2. In case applicants are required to work at a centre away from their home, accommodation will be at a school hostel.

3. Applying for a position as an examination assistant:

The attached application form must be completed in full.

The following certified copies (not older than 6 months) must be stapled under the application form:

- Identity document
- Academic qualifications (**Matric Certificate or a valid statement of results for the class of 2012**)
- Evidence of **current registration** at a tertiary institution
- Brief curriculum vitae (CV) of **less than one page**, relevant to the post.



year	
Any previous work experience – please provide full details	

The following questions must be answered in order for your application to be considered:

QUERY	YES/ NO
Are you a South African citizen?	
Do you have a relative writing National Senior Certificate this year?	
Do you have a relative working in the examination section at Head Office or district office?	
Have you been convicted of a criminal offence?	
Have you ever taken a voluntary severance package from government?	
Do you have temporary or permanent employment at present?	
Are you available for whatever period you may be required between late November and mid-December?	

I.....(ID).....  
 declare that all information provided (including the attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_