



## education

Lefapha la Thuto la Bokone Bophirima  
Noordwes Departement van Onderwys  
North West Department of Education  
NORTH WEST PROVINCE

Inset Building,  
Dr Albert Luthuli Drive,  
Mmabatho 2735  
Private Bag X2044,  
Mmabatho 2735  
e-mail: nwexams@nwed.gov.za

### CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT DIRECTORATE: EXAMINATIONS

## APPLICATION FORM: EXAMINATION ASSISTANTS (2020) (Closing date: 31 July 2020)

Preliminary dates for the NSC marking session: 4 December 2020 to 23 December 2020

#### INSTRUCTIONS TO COMPLETE THIS FORM:

- Manual applications must reach the Mmabatho Examination office (see address above), on or before the closing date indicated. No applications will be accepted after the closing date or at the marking venues. Applications may be submitted via e-mail to: [nwexams@nwed.gov.za](mailto:nwexams@nwed.gov.za)
- See the requirements to qualify as an EA at point no. 4 on the application form. Preference will be given to students studying for an advanced certificate, diploma or degree in Teaching (Education).
- Certified copies of the following documentation must be attached:
  - ID document
  - Student Card **and** official documentation from the Higher Education institution confirming registration for a particular course of study.
  - Highest academic or professional qualification (e.g. Senior Certificate, National Senior Certificate, National Certificate Vocational or equivalent)
  - Proof of residence. The following documentation may be used: Letter from the municipality or tribal authority indicating that you reside in North West (not the study address).
- Disabled applicants must attach documentary evidence indicating the type of disability and possible restrictions w.r.t. duties to be performed.
- Any person found to be giving fraudulent information or an incomplete application, will be disqualified. Only successful applicants will receive correspondence.

#### 1. PERSONAL INFORMATION

ID number:	<input type="text"/>	Date of birth:	<input type="text" value="YYYY / MM / DD"/>
Title:	<input type="text"/>		
Initials:	<input type="text"/>		
Surname:	<input type="text"/>	First name:	<input type="text"/>
Gender (M/F):	<input type="text"/>	Disabled (Y/N):	<input type="text"/> (Attach documentation on disability)
Race:	<input type="text"/>		
Tel. no.:	<input type="text" value="( )"/>	Cellphone no.:	<input type="text"/>
Postal address:	<input type="text"/>	E-mail address:	<input type="text"/>
	<input type="text"/>		
Code:	<input type="text"/>		
Hometown:	<input type="text"/>		(Or closest town to home when not at University)

#### 2. PREVIOUS EXPERIENCE AS AN EXAMINATION ASSISTANT

YEAR	MARKING CENTRE NAME

Are you computer literate (Y/N):

### 3. DETAILS OF TERTIARY STUDY AND QUALIFICATIONS

Name of tertiary institution:

Campus town:

Student no.:

(Attach a certified copy of your student card)

Study course:

(Attach documentary evidence)

Academic year:

### 4. REQUIREMENTS TO QUALIFY AS AN EXAMINATION ASSISTANT

- 4.1. Preference will be given to students studying at an accredited Higher Education institution for an advanced certificate, diploma or degree in Teaching (Education).
- 4.2. Applicants must be South African citizens residing in the North West Province. Only students with a home address within the borders of North West Province may apply. (Not study address)
- 4.3. Students who were already appointed for any two (2) previous marking sessions will not be considered.
- 4.4. Preference will be given to students younger than 25 years of age.

#### **Examination Assistants may not ...**

- 4.5. have immediate family members that have written the Grade 12 or AET examination in the year applied for.
- 4.6. have a full time job, receive a stipend or be registered on the PERSAL system.
- 4.7. be registered for (or wrote) the Grade 12 or AET examination himself/herself in the year applied for.

### 5. DUTIES OF AN EXAMINATION ASSISTANT

#### **All Examination Assistants must ...**

- 5.1. be on duty for the full duration of the appointed period. The daily hours of operation are 08:00 until 20:00 or until the tasks for the day are completed.
- 5.2. be able to work under pressure.
- 5.3. adhere to the house rules for marking venues as determined by the North West Department of Education.
- 5.4. be willing to perform any reasonable tasks allocated to him/her. This includes carrying boxes, controlling scripts, controlling mark sheets or any other administrative duties.

### 6. DECLARATION BY APPLICANT

I understand that incomplete or inaccurate information, missing documents or signatures will lead to the 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.

\_\_\_\_\_  
Name (in print) of applicant

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date