



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

District contacts:

053 830 1655	053 632 9200	053 773 9600	027 718 8687	054 337 6417
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**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 IN THE APPROPRIATE BLOCK/BEANTWOORD DIE VOLGENDE VRAE DEUR 'N IN DIE TOEPASLIKE BLOKKIE TE MAAK

QUALIFICATIONS/KWALIFIKASIES:

Currently/Huidiglik:

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

Matric only/ Slegs matriek	B.Ed.	Information Technology/ Inligtingstegnologie	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 Eksamensassistent

2022	2023	2024
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PERSONAL PARTICULARS/PERSOONLIKE BESONDERHEDE:

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

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 Eksamens skryf?

Yes/Ja	No/Nee
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Do you suffer from any ailment?
If yes, please attach 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 werkzaam 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 ontsaan 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