

ANNEXURE E

CONTRACT OF TEMPORARY EMPLOYMENT FOR COMMUNITY MEMBERS

CHIEF INVIGILATOR/ SENIOR INVIGILATORS/INVIGILATOR OF EXAMINATIONS

1. CONTRACTING PARTIES

This contract is entered into between the Western Cape Education Department (hereinafter known as the EMPLOYER), represented by Brent Walters in his capacity as Head: Education or his delegate (represented by the education district's Institutional Management and Governance Manager of the EMPLOYER), and

_____ (hereinafter known as the EMPLOYEE) to be appointed as senior invigilator/invigilator of examinations at

NAME OF SCHOOL/CENTRE: _____

CENTRE NO:

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2. TERMS AND CONDITIONS

It is agreed that the senior invigilator/invigilator is appointed in terms of the Regulations pertaining to the National Senior Certificate examination published in Government Gazette No. 37651 of 16 May 2014, and the terms and conditions set out in the **EXAMINATION PROCEDURE MANUAL**.

3. Criteria for the appointment of invigilators

- 3.1 A person can only be considered for appointment as chief invigilator, senior invigilators (**CAM or M&R**) or invigilator if he/she:
- are **not** employed by the WCED in a full-time or contract position e.g. school admin staff, hostel supervisor/hostel staff, Care and Support Assistants, Librarians, etc;
 - is at least 23 years old but not older than 65 years;
 - does not have a child/ward writing the examinations;
 - is not a relative or primary caregiver of a candidate writing the examinations;
 - is not the spouse or next-of-kin of the chief invigilator;
 - is a South African citizen; and
 - is in possession of at least an NSC/SC qualification
 - has not been a recipient of the Voluntary Severance Package (VSP 1996)

3.2 Duties of the Senior Invigilator (CAM)

- The role of the Senior Invigilator (CAM) for the NSC Examination, is to assist the Chief Invigilator with the management, administration and conduct of the examination and to support the Chief Invigilator with all examination administration processes and tasks. Under no circumstances must the Senior Invigilator (CAM) take full responsibility for all the management and conduct of the November NSC examinations at the school.

3.3 Duties of the Senior Invigilator (Monitoring and Reporting)

- The role of the Senior Invigilator (MR) for the NSC Examination is to monitor and report on the management and conduct of the examination at the school level, including identifying and reporting any incidents or irregularities observed during the examination process.
- Must complete the WCED online daily report immediately after scripts have been locked inside the black canvas bags.

3.4 Duties of the Invigilators

- being present in the examination room, at all times, while an examination is being written
- ensure that his/her cellular phone has been switched on silent to report emergencies during the examination session and under no circumstances, making or answering cellular phone calls while an examination is being written.
- give his/her full attention to supervision throughout the examination session and abstaining from other activities such as reading, knitting, completing crossword puzzles, manicuring nails, or an activity that will hamper the efficient execution of his or her duties as invigilator.
- ensure that the candidates write the correct examination numbers on their examination answer books, and that they receive the correct question paper as indicated on their admission letters.
- ensure that candidates do not leave the examination venue, within the first hour of the session, ensure that no person smokes inside the examination venue.
- ensure that all candidates answer scripts are collected and that candidates sign the script control register.

3. DURATION

Irrespective of the date or dates of the signing of this agreement by the parties, it is agreed that the agreement shall be deemed to be in force and effective from 13 October 2026 to 26 November 2026 exam period.

4. DOMICILIA AND NOTICES

The parties hereby select their street and postal addresses for the purposes of this agreement, including the serving of all notices and processes in connection herewith, as undermentioned.

THE EMPLOYER: HEAD: EDUCATION, WESTERN CAPE EDUCATION DEPARTMENT, PRIVATE BAG X9114, CAPE TOWN, 8000

The EMPLOYEE: _____

Street address: _____

Postal address: _____

Done and executed by the parties at the places and on the dates respectively set opposite their names.

Signature of the EMPLOYEE _____

Signature of the EMPLOYER _____

As witness (signature) _____