

CHECKLIST for INVIGILATOR NOMINATION FORMS
2023 JUNE NSC/SC AND NOVEMBER NSC EXAMINATION

NAME of CENTER:

ADDENDUM/FORM	CRITERIA	School Yes/No	District Yes/No	WCED Yes/No
Annexure A	Appointment form for only the Senior-, and Ordinary Invigilators . The Senior and Ordinary Invigilators are from the community.			
Annexure B	Nomination and Appointment of the Senior Invigilator, signed by the Principal and the Circuit Manager			
Annexure C	Nomination of Community Invigilators –Section A for community-based invigilators and Section B for educators. (CM to Sign-Off) (Make a copy for more than four invigilators).			
Annexure D	Z56 Form: Application to pay salary into banking account Must be signed by a Commissioner of Oaths . Bank confirmation form must also be submitted with the Z56			
Annexure E	Contract of Temporary Employment for each Community invigilators			
Annexure F	Personal Credential Disclosure Form (MIE)			
Annexure G	Attendance register for community-based invigilators. Do not submit . Only to be completed at the end of the Exam and submit with the claim forms.			
IDENTITY DOC	Copies must be certified- not older than 3 months for each invigilator			
QUALIFICATION	At least a Grade 12 NSC/SC (Copies must be certified- not older than three months)			
AGE	Each nominated community member is older than 23 and not older than 65. Please check ID.			
TAX NUMBER	Any document that contains the Nominee's/Invigilator Tax Number			

Please include the completed checklist in the envelope with the above forms.

Note: Annexure G ONLY to be submitted with the Claim Form

Notes:
