



ANNEXURE E

CONTRACT OF TEMPORARY EMPLOYMENT FOR COMMUNITY MEMBERS

Chief invigilator/senior invigilator/invigilator

1. Contracting parties

This contract is entered into between the Western Cape Education Department (WCED) (hereinafter known as the EMPLOYER), represented by Brent Walters in his capacity as Head: Education or his delegate (represented by the 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 number:

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2. Terms and conditions

It is agreed that the chief invigilator/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, as amended on 30 April 2019, and the terms and conditions set out in the *Examination Procedure Manual, 2016*.

3. Criteria for the appointment of all invigilators

- 3.1 A person can only be considered for appointment as senior invigilator/invigilator if he/she:
 - a) is at least 23 years old but not older than 65 years;
 - b) does not have a child/ward writing the examinations;
 - c) is not a relative or primary caregiver of a candidate writing the examinations;
 - d) is not the spouse or next-of-kin of the chief invigilator;
 - e) is a South African citizen;
 - f) is in possession of at least a National Senior Certificate/Senior Certificate qualification; and
 - g) has not been a recipient of the voluntary severance package in 1996.

3.2 **Duty of the senior invigilators**

The senior invigilator must support the chief invigilator who must be a school-based educator.

- Must complete the WCED online daily report immediately after scripts have been locked inside the black canvas bags.

3.3 **Duties of the invigilators**

- Being present in the examination room, at all times, while an examination is being written, ensuring 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.
- Giving 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/her duties as invigilator.
- Ensuring 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.
- Ensuring that candidates do not leave the examination venue within the first hour of the session and that no person smokes inside the examination venue.
- Ensuring that all candidates answer scripts are collected and candidates sign the script control register.

4. **Duration**

Irrespective of the date/s 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 **May 2024 to December 2024**.

5. **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: _____

Signature of the EMPLOYEE: _____

Date: _____

Place: _____

Signature of the EMPLOYER: _____

Date: _____

Place: _____

Signature of WITNESS: _____

Date: _____

Place: _____