

**CHECKLIST for INVIGILATOR NOMINATION FORMS**

**2024 SC/NSC JUNE AND THE 2024 NSC NOVEMBER 2024 EXAMINATION**

NAME of CENTER: .....

Date: .....

ANNEXURE/ FORM	CRITERIA	School Yes/No		District Yes/No	WCED Members Yes/No
Annexure A	Appointment form for <b>only</b> the <b>Senior-, and Ordinary Invigilators</b> . The Senior and Ordinary Invigilators are community-based members .				
Annexure B	Nomination and Appointment of <b>the Senior Invigilator, signed by the Principal and the Circuit Manager</b>				
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 (4) invigilators).				
Annexure D	<b>Z56</b> Form: Application to pay salary into banking account Must be signed by a <b>Commissioner of Oaths</b> . <b>Bank confirmation form must</b> also be submitted with the <b>Z56</b>				
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. <b>Do not submit</b> . Only to be completed at the end of the Exam and submit with the claim forms.				
IDENTITY DOC	<b>Copies must be certified- not older than 3 months for each invigilator</b>				
QUALIFICATION	At <b>least</b> a Grade 12 NSC/SC <b>(Copies must be certified- not older than three months)</b>				
AGE	Each nominated community member is <b>between the ages of 23 – 65 years</b> . Please check ID.				
TAX NUMBER	Any document that contains the Nominee's/Invigilator's Tax Number				

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

**Note: Addendum G ONLY to be submitted with the Claim Form**

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