higher education & training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

COASTAL KZN COLLEGE
Your Pioneering Centre of Excellence
TVET

EXAMINATION ASSISTANT ADVERT FOR TVET COLLEGES MARKING CENTRES 2026

APPLICATION TO SERVE AS AN EXAMINATION ASSISTANT FOR TVET COLLEGES MARKING CENTRE

NAME OF MARKING CENTRE: COASTAL TVET COLLEGE - UMBUMBULU MARKING CENTRE

Applications are invited from suitably qualified persons to be appointed as examination assistants.

Criteria for the appointment of Examination assistants:

1. Must be a college/university graduate
2. Must not be a registered student in a TVET college
3. Must be a South African Citizen
4. Must not be over 35 years of age
5. Must be staying around/near marking centre
6. Must not be appointed anywhere

All applicants will write an assessment test on 12 OCTOBER 2026.All shortlisted applicants must have a google account as the Department of Higher Education and training (DHET) will conduct an online assessment. A link will be sent to your email address
Please ensure that you provide a correct and active email address.
The online assessment will be set and marked by DHET.
Due to a high volume of applications received, only successful candidates will be contacted. Unfortunately, unsuccessful candidates will not be contacted. If you do not receive call, please, consider your application unsuccessful.

Note: Application forms must be delivered **at Umbumbulu Marking Centre**.

Closing date: **8 October 2026 at 12:00**

Documents to be submitted: CV, certified copied of qualifications and certified copy of ID

Enquiries: Mr LN Blose (Marking Centre Manager) 031-9057200 or
Miss S. Mhlongo (Deputy Marking Centre Manager: Administration) 031-9057200

Submission: Application forms must be deposited in the designated box located at the main west entrance, in the security guard house.

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APPLICATION FORM TO SERVE AS AN EXAMINATION ASSISTANT FOR THE 2026 EXAMINATIONS

NB: (a) The application form must be accompanied by certified copies of your ID document, Matric Certificate and highest qualification.
(b) Forms which are incomplete or incorrectly completed in any manner will automatically be rejected

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1. NAME OF YOUR MARKING CENTRE

2. SURNAME Initials Title

3.ID NUMBER

4. GENDER (M/F) 5. RACE (B/W/C/I)

6. POSTAL ADRESS

CODE

7.CELL NUMBER

8. E-MAIL ADDRESS

9. HIGHEST GRADE PASSED

10. HIGHEST POST SCHOOL QUALIFICATION

11. ARE YOU CURRENTLY REGISTERED AT A TVET COLLEGE

12. WERE YOU PREVIOUSLY APPOINTED AS EA, IF YES WHEN?

Declaration by the Applicant

I hereby declare that the information supplied on this application form is correct in every detail. I am fully aware that disciplinary action will be instituted against me should I have supplied false information.

Attached hereto are certified copies of my ID document; Matric Certificate and highest qualifications. [A copy of a certified copy is not acceptable].

I am also aware that the submission of this application does not necessarily guarantee my appointment to the position as an Examination Assistant.

_____ _____
Signature of Applicant Date

RECOMMENDATION BY MARKING CENTRE MANAGER

Recommended / Not Recommended as Examination Assistant

_____ _____
Signature of Marking Centre Manager Date