

ASSESSMENT AND EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION 14 OF 2014

TO:

DEPUTY DIRECTORS-GENERAL

CHIEF DIRECTORS

HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS

CHIEF EDUCATION SPECIALISTS

EDUCATION DEVELOPMENT OFFICERS

DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS

(GRADE 12)

TEACHER UNIONS / ORGANISATIONS

SCHOOL GOVERNING BODIES

DATE:

21 JANUARY 2014

| | 2014 MAY/JUNE SENIOR CERTIFICATE EXAMINATION (N. APPLICATION FOR APPOINTMENT AS A MARKE | |
|----|---|---------|
| | | PAGE NO |
| 1. | WHO QUALIFIES TO APPLY TO MARK? | 2 |
| 2. | WHO DOES NOT QUALIFY TO MARK? | 2 |
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| 8. | APPLICATION: MARKER GRADE 12 SC (NATED 550) EXAMINATION: 2014 | 4. |

Application for appointment as a Marker in the 2014 Senior Certificate (SC) (NATED 550) Examination as ANNEXURE 1.

Read the Instructions on Application Forms.

NB: All officials are requested to check the Application Forms carefully in order to verify that only competent qualified Markers are appointed to these critically important positions.

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Application forms to be handed in at **DISTRICT OFFICES**. Subject Advisors who qualify and have applied to mark must also hand in applications to DCES: EXAMINATIONS at District Offices. DCESs who operate as Subject Advisors in Districts may also apply.

Verification and sorting will be done at School and District level by the Verification Committees.

WHO QUALIFIES TO APPLY TO MARK?

- Teachers qualify to apply to be Markers for NATED 550 if they taught the subject applied for in Grade 12 during 2006 and 2007
- School Management Team members qualify to apply to be Markers for NATED 550 if they
 taught the subject applied for in Grade 12 during 2006 and 2007 and who have a strong
 School Management Team (SMT) that will manage the school in their absence. Principals
 will be selected only if it is absolutely necessary to do so.

2. WHO DOES NOT QUALIFY TO MARK?

- Office-based educators.
- Teachers who started teaching Grade 12 in 2008 or later.

3. VERIFICATION AT SCHOOL LEVEL:

- Principal to convene a meeting with the applicants and the school management team
- All application forms must be quality assured jointly at this meeting
- Complete the LIST OF APPLICANTS (ANNEXURE 2) that will be signed by each applicant and his/her Head of Department (HOD). The signed attendance register must be attached to this form.
- The signing of the application form is legally binding and it certifies the accuracy and the ownership of the information provided by all signatories.
- Principals must present the list of applicants to the whole staff before he/she appends his/her signature.
- Any false information supplied on this document will result in the disqualification of all the participants in the verification meeting from being appointed as markers for two years.

3.1 INSTRUCTIONS TO PRINCIPALS

- Signature of approval must only be appended if subject teachers were responsible for teaching the subject in Grades 12 from 2006 2007.
- Do not sign application forms of teachers who are not teaching in your school.
- The signing of the application form is legally binding and it certifies the accuracy and the ownership of the information provided by all signatories.
- As principal of the school, do not sign your own application form. This form must be signed by the Education Development Officer (EDO).
- NB: Principals must ensure that information provided on application forms are accurate and verifiable.

4. VERIFICATION AT DISTRICT LEVEL:

- The members of the <u>Verification Committee</u> to consider the application forms for SC Markers(NATED 550) will include:
 - CES: Curriculum (Chairperson)
 - CES: Governance
 - DCES: Examinations
 - Education Development Officer (EDO)
 - Subject Advisors
 - Teacher Union representatives as observers
 - NB:The committee must ensure that all criteria are met and information provided is verified. Reasons must be written in the space provided on the application form in the event of rejection.



- 4.2 The members of the <u>Verification Committee</u> to consider the application forms for <u>Subject Advisors and DCESs</u> who apply to mark Senior Certificate SC (NATED 550) will include:
 - CES: Curriculum (Chairperson)
 - CES: Governance
 - DCES: Examinations
 - Education Development Officer (EDO)
 - Teacher Union representatives as <u>observers</u>
 - NB: In the Districts where there are appointed DCESs and SESs for individual subjects, preference must be given to the SESs (Subject Advisors)

5 APPOINTMENT PROCESSES

The membership of the **Provincial Committee** that recommends SC (NATED 550) markers to the Deputy Director General: IOM is as follows:

- Assessment and Examination Provincial Official as Chairperson
- Marking Moderator for the specific subject
- Chief Marker for the subject
- Head Office Subject Planners
- Teacher Union representatives as observers

6. CONDITIONS FOR APPOINTMENT

Appointed markers must draw up their own handwritten marking memorandum for marking the question paper they have been appointed for and submit at the Marking Centre on the day of registration. This individual memorandum cannot be shared with colleagues and must be original and not reproduced in any way.

7. CRITERIA FOR REJECTION OF APPLICATIONS:

- Incomplete or illegible applications will not be considered.
- Application forms received at the District Office after the due date will not be considered.
- No application forms will be accepted at the Provincial Office. All application forms must come through the District Office and be verified at District level

8. IMPORTANT DATES:

- Closing date for application forms at the District: Friday 28 February 2014.
- Closing date for forwarding application forms at the Provincial Office: <u>Friday 28 March</u>
 2014.
- Selection of NATED 550 Markers: Friday, 11 April 2014.
- Final List of Markers shall be ready for distribution to Districts: Friday 16 May 2014.
- Final List of Markers shall be ready for posting on ECDOE web site: Friday 23 May 2014.

Kindly note that all the information in application forms will be **verified** with the **database** at the **Provincial Office** as well as with **EMIS**. Applicants are therefore reminded that provision of inaccurate and fraudulent information constitutes grounds for disqualification and disciplinary action. The co-operation of all education stakeholders in this important process is both anticipated and appreciated.

R. TYWAKADI

DEPUTY DIRECTOR SENERAL: INSTITUTIONAL OPERATIONS MANAGEMENT



APPLICATION FORM SUBJECT & GRADE: PAPER:

ANNEXURE 1 ASSESSMENT INSTRUCTION 14 OF 2014

Place ID Photo Here

APPLICATION: MARKER GRADE 12 NATED 550 EXAMINATIONS: MAY/JUNE 2014

CLOSING DATE: 28 FEBRUARY 2014

At district office

[NO APPLICATION WILL BE ACCEPTED AT THE DISTRICT OFFICE AFTER THE CLOSING DATE - NO FAXES ACCEPTABLE]

| A separat Certified of then a content Criteria for Attach on Attach a r Only educe | A separate application form must be completed for each subject and paper applied for. Certified copies of academic qualifications MUST accompany every application. If the Certificate/Degree does not show the specific major subject, then a copy of the subject advice sheet/transcript must accompany the Certificate/Degree. Criteria for appointments: Please see the Government Gazette of 17 September 2004 or refer to page 3. Attach one certified copy of your ID Document to this form. Attach a recent ID Photo of yourself to the top right corner of this form. | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|------|------|--|----------------------------|-------|--------|------|--------|------|---------------|---------------|--------|----------|------|------|-------|-----|---------------|---|---|---|---|---|---|---|---|---|
| | PERSONAL INFORMATION | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PERSAL No. | | | | | | | ID No | | | | | | | | | | | | Date of Birth | f | 1 | 9 | Υ | Y | M | M | D | ם |
| Surname | | | | | First | Name | es | | | | | | | | | | | | | | | | | | | | | |
| Title | Title Initials | | | | | Posta | l Addr | ess | | | | | | | | | | | | | | | | | | | | |
| Tel. No. (W) | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tel. No. (H) | | | | | | | | | | | | | | | | | | | | | | | - | | | | | |
| Cell Number | | | | | | | | | | | Postal Code | | | | | | | | | | | | | | | | | |
| Present Post | ☐ F | rinc | ipal | |]Dep | Pri | ncipal | | | CES | 3 | SES HOD Educa | | | | tor | | | | | | | | | | | | |
| Grade 12 | Exam of the same o | Cent | re | | | | | | | | District Name | | | | | | | | | | | | | | | | | |
| Institution/ | | Nar | ne | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Account N | lumber | | | | | | | | | | | | Bra | nch Code | | | | | | | | | | | | | | |
| Type of Account Savings Account | | | | | ☐ Current Account ☐ Transm | | smis | sior | Αc | cou | nt | | | | | | | | | | | | | | | | | |

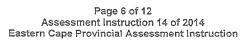
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| | | | | LANGUA | SE COMPE | TENCY | | | | | |
|--|---|-------------------------------|--|---------------------------------|---------------------------|-------------|-----------------------|-----------------|-------------|-----------------------|--|
| Markin | g language p | referenc | ce for all | subjects | | h Primary | | aans Pri | | | |
| | | | | | Englis | h Additiona | i Afrik | aans Ad | disione | el | |
| | QUALIFICATIONS (In the subject applied for on this form) | | | | | | | | | | |
| 1. At least a s 2. At least 2 y | econd year pass ears of teaching e | at a tertiary experience i | level in the in the subject | subject to be not in Grade 12 i | narked. NATED 550 in 2 | 006-2007. | | | | | |
| | Subject | | Yea | rs of Study | Degree/Dip | loma Name | Year obtained | | Obtained at | | |
| E | .g. Mathematics | 3 | | 2 | В. | Sc. | 1990 | | Fort Hare | | |
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| TEACHING C | UALIFICATION | IS (î.e. HD | E) | | | | | | | | |
| | | | | PARTIC | ULARS OF | POST | | | | | |
| l e you taug | tht the subject in | n grade 12 | NATED 5 | 50 in 2006-20 | 07? | | | ☐ YE | 3 | □ NO | |
| Are you in a G | overning Body | Post? | | | | | | ☐ YE | 3 | □ № | |
| Did you take th | he VSP? | | | | | | | ☐ YE | 3 | □ NO | |
| Are you resigning your post in the Education Dept. on or before December 2014? | | | | | | | | □NO | | | |
| Are you currently employed by the Eastern Cape Education Department? | | | | | | | | □ NO | | | |
| | TEACHING EXPERIENCE (<u>Relative</u> to the subject applied for on this application) | | | | | | | | | | |
| | 1 337 (41111) | | | <u> </u> | Grade 12 | | 1 2 3 4 1 3 4 1 1 1 4 | lo la constant | | | |
| Subject Code | Subject Des | cription | Grade | Year | Year | Total | Name of Sci | nool | _ | School Contact No. | |
| 1301 | Mathema | - 4īna | HG | 2005 | 2007 | Years 3 | Bhisho High S | `ohoo! | (040) | 604 1234 | |
| 1301 | wautema | iucs | nu | 2005 | 2007 | 3 | Briisho High S | 1001 | (040) | 004 1234 | |
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| Year | Subject Code | Su | bject Desc | cription | Grade Paper Subject Pa | | Subject Pass % | Highes Symbo | st : | School % Pass Rate | |
| 2007 | | | | | | | | | | | |
| 2008 | | | ###################################### | | | | | | | | |
| 2009 | | | | | | | | | | | |
| 2010 | | | | | | | | | | | |
| 2011 | | | | | | | | | | | |
| 2012 | | | | | | | | | | | |
| 2013 | | | | | | | | | | | |



| | SEN | IIOR CERTIFICATE (NATED 550) MARKING EX | (PERIENC | := | |
|------------------------------|--|--|---------------|----------------------------------|---------------------------------------|
| | | | T. ETTETO | | Ponk (o.e. |
| Year | Subject Code | Subject Description | Grade | Subject Paper | Rank (e.g. Marker / Snr Marker) |
| 2001 | | | | | ············ |
| 2002 | | | | | |
| 2003 | | | | | |
| 2004 | | | | | |
| 2005 | | | | | |
| 2006 | | | | | |
| 2007 | | | | | |
| | | | 1 | | |
| Should | thoro ho ony chance is | DECLARATION BY APPLICANT | | | |
| Unders | tand that incomplete in | n my employment status, I will inform the District office or the formation, missing documents or signatures will lead to auto declare that all the information supplied in this application is | matic diegus | alification of th | immediately. nis application. |
| | Print Name | Simple And David | | | |
| | 1 Intervenie | Olgitature, Applicant | | D: | ate |
| <u> </u> | | DECLARATION BY PRINCIPAL/SUPERVIS | OR | | |
| To my know institution be | ledge the above-menti fore reporting to the m | oned information is correct. Educators appointed as markers arking centre. | s are to comp | lete their wor | rk at their |
| | | | | ; | SCHOOL |
| | 1100 | | | | STAMP |
| | Print Name | Signature: Principal | Date | | 7 |
| | ****** | | | | |
| | RECOM | iMENDATION BY SUBJECT ADVISOR / CES: (Chairperson of Verification Committee | | LUM | |
| To my kno early as | wledge the above-mer 11 June 2013. Teacher | ntioned information is correct. I accept that the above person is appointed as markers are to complete their work at their in centre. | may leave t | he institution, ore reporting | if appointed, as to the marking |
| | | | | DIST | RICT OFFICE |
| | | | | <u> </u> | STAMP |
| | Print Name | Signature: Subject Advisor / CES: Curriculum | Date | | |





| DISTRICT VERIFICATION COMMITTEE REASON(S) | PROVINCIAL SELECTION PANEL | | | | | | |
|---|--|------------------------|--------------|--|--|--|--|
| WHY APPLICANT IS NOT RECOMMENDED | Indicate with a tick $\sqrt{}$ | | | | | | |
| | SUCCESSFUL | RESERVE LIST NUMBER | UNSUCCESSFUL | | | | |
| | | | | | | | |
| | | | | | | | |
| | Reason(s) why applicant is not Successful: | | | | | | |
| | Sign: Chief Marker/ | 'Moderator | Date | | | | |



EXTRACT FROM GOVERNMENT GAZETTE, 17 SEPTEMBER 2004 [No. 26789 Page 68]

Appointment of Markers: Norms and Standards

Markers are appointed in terms of the Personnel Administration Measures (PAM). (2)

All selection panels should be chaired by the relevant provincial Head of Education or his / her designee, since the provincial education department is finally responsible for the appointment of markers.

In order to ensure that the information provided by the applicant for the position of marker is correct, it must be verified by his or her (3)employer. A person applying for the post of marker must be an educator currently offering the subject for which he or she applies in

| | SUBJECT CODE | SUBJECTS | PAPER | GRADE |
|-------------|-----------------|-----------------------------|-------|-------|
| 1. | 01401 | Accounting | | НС |
| 2. | 02401 | Accounting | | SG |
| 3. | 01802 | Agricultural Science | 1 | HG |
| 4. | 01802 | Agricultural Science | 2 | HG |
| 5. | 02802 | Agricultural Science | 1 | SG |
| - 6. | 02802 | Agricultural Science | 2 | SG |
| 7. | 01501 | Biblical Studies | Es. | HG |
| 8. | 02501 | Biblical Studies | | SG |
| 9. | 01501 | Biology | 1 | HG |
| 10. | 01501 | Biology | 2 | HG |
| 11. | 02306 | Biology | 1 | SG |
| 12. | 02306 | Biology | 2 | SG |
| 13. | 01306 | Business Economics | | HG |
| 14. | 02402 | Business Economics | | SG |
| 15. | 02403 | Commercial Mathematics | | SG |
| 16. | 01404 | Economics | | HG |
| 17. | 02404 | Economics | | SG |
| 18. | 02303 | Functional Mathematics | 1 | SG |
| 19. | 02303 | Functional Mathematics | 2 | SG |
| 20. | 02305 | Functional Physical Science | | SG |
| 21. | 01502 | Geography | 1 | HG |
| 22. | 01502 | Geography | 2 | HG |
| 23. | 02502 | Geography | 1 | SG |
| 24. | 02502 | Geography | 2 | SG |
| 25. | 01503 | History | 1 | HG |
| 26. | 01503 | History | 2 | HG |
| 27. | 02503 | History | 1 | SG |
| 28. | 02503 | History | 2 | SG |



| | SUBJECT CODE | SUBJECTS | PAPER | GRADE |
|-------|-----------------|-----------------------------|-------|-------|
| 29. | 02905 | Intro To Criminology | | SG |
| 30. | 02901 | Intro To Ethnology | SG | |
| 31. | 02902 | Law Of Crim Proc & Evidence | | SG |
| 32. | 01301 | Mathematics | 1 | HG |
| 33. | 01301 | Mathematics | 2 | HG |
| 34. | 02301 | Mathematics | 1 | SG |
| 35. | 02301 | Mathematics | 2 | SG |
| 36. | 02405 | Mercantile Law | 4 | |
| 37. | 01304 | Physical Science | 1 | SG |
| 38. | 01304 | Physical Science | 2 | HG |
| 39. | 02304 | Physical Science | 1 | HG |
| _ 40. | 02304 | Physical Science | | SG |
| 41. | 01307 | Physiology | 2 | SG |
| 42. | 02307 | Physiology | | HG |
| 43. | 02903 | South African Criminal Law | | SG |
| 44. | 02904 | Statute Law | | SG |
| 45. | 01711 | Technical Drawing | | SG |
| 46. | 01711 | Technical Drawing | 1 | HG |
| 47. | 02711 | Technical Drawing | 2 | HG |
| 48. | 02711 | Technical Drawing | . 1 | SG |
| 49. | 01101 | Afrikaans First Language | 2 | SG |
| 50. | 01101 | Afrikaans First Language | 1 | HG |
| 51. | 01101 | Afrikaans First Language | 2 | HG |
| 52, | 02101 | Afrikaans First Language | 3 | HG |
| 53. | 02101 | Afrikaans First Language | 1 | SG |
| 54. | 02101 | Afrikaans First Language | 2 | SG |
| 55. | 01102 | Afrikaans Second Lang | 3 | SG |
| 56. | 01102 | Afrikaans Second Lang | 1 | HG |
| 57. | 01102 | | 2 | HG |
| 58. | 02102 | Afrikaans Second Lang | 3 | HG |
| 59. | 02102 | Afrikaans Second Lang | 1 | SG |
| 60. | | Afrikaans Second Lang | 2 | SG |
| 61. | 02102 | Afrikaans Second Lang | 3 | SG |
| | 01104 | English First Language | 1 | HG |
| 62. | 01104 | English First Language | 2 | HG |

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| | SUBJECT CODE | SUBJECTS | PAPER | GRADE |
|--------------|-----------------|--------------------------|-------|-------|
| 63. | 01104 | English First Language | 3 | HG |
| 64. | 02104 | English First Language | 1 | SG |
| 65. | 02104 | English First Language | 2 | SG |
| 66. | 02104 | English First Language | 3 | SG |
| 67. | 01105 | English Second Lang | 1 | HG |
| 68. | 01105 | English Second Lang | 2 | HG |
| 69. | 01105 | English Second Lang | 3 | HG |
| 70. | 02105 | English Second Lang | 1 | SG |
| 71. | 02105 | English Second Lang | 2 | SG |
| 72. | 02105 | English Second Lang | 3 | SG |
| 73. | 01121 | IsiXhosa First Language | 1 | HG |
| - 74. | 01121 | IsiXhosa First Language | 2 | HG |
| 75. | 01121 | IsiXhosa First Language | 3 | HG |
| 76. | 01140 | IsiXhosa Second Language | 1 | HG |
| 77. | 01140 | IsiXhosa Second Language | 2 | HG |
| 78. | 01140 | IsiXhosa Second Language | 3 | HG |
| 79. | 01111 | Sesotho First Language | 1 | HG |
| 80. | 01111 | Sesotho First Language | 2 | HG |
| 81. | 01111 | Sesotho First Language | 3 | HG |



LIST OF MARKERS APPLIED - 2014 SC (NATED 550)

| | | 1 | | | | | | # |
|-----|---|---------------|-----------|----------|----------|----------|--------------------------|------------------|
| NAN | IE OF SCHOO | L | | | | | | |
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| | E OF DISTRI | CT | | | | | | |
| NO | SURNAME & INITIALS | PERSAL NO. | ID NUMBER | SUBJECT | GRADE | PAPER | APPLICANT'S SIGNATURE | HOD SIGNATURE |
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NB. IF ANY OF THE INFORMATION PROVIDED ABOVE IS FOUND TO BE INCORRECT, ALL EDUCATORS WHO PARTICIPATED IN THE VERIFICATION MEETING SHALL BE DISQUALIFIED WITH IMMEDIATE EFFECT.

| PRINCIPAL FULL NAME | PRINCIPAL SIGNATURE | DATE |
|---------------------|---------------------|------|



SCHOOL VERIFICATION

1. SCHOOL VERIFICATION TEAM

Principals - Chairperson

ALL EDUCATORS APPLYING TO MARK SENIOR CERTIFICATE (NATED 550)

2. SCHOOL VERIFICATION PROCEDURE

- All members of the Verification Team must be present.
- All applicants must be present.
- Minutes of the meeting should be attached and submitted to the District Office.
- The Principals should table the educators' application forms before the Verification Committee.
- The Committee must verify if each applicant applying to mark NATED 550 qualifies to apply to be markers of the NATED 550 examination and taught Grade 12 during the period 2006 to 2007.
- When an educator's application has been approved, the educator must sign next to his/her name.
- The Head of Department (HOD) must append his/her signature next to the name of the educator he/she supervises.
- The List of Applications must be presented to the whole staff.
- The Principal signs the List of Applicants, after the staff has accepted that the applicants taught Grade12 during the period 2006 to 2007.
- The Principals must submit the list to the District Office, and obtain a signature of the District Official for it on submission.

