

**ASSESSMENT AND EXAMINATIONS DIRECTORATE**

Bundy Park Building, Schornville, King William's Town, Private Bag 4571, King William's Town, 5600

REPUBLIC OF SOUTH AFRICA, Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

Ref. no. 13/P

Enquiries: Mr HL du Plessis

E-mail: [lodie.duplessis@edu.ecprov.gov.za](mailto:lodie.duplessis@edu.ecprov.gov.za)

Tel.: 043) 604 7730/072 142 8853

Fax: (043) 604 7749/086 7424338

## ASSESSMENT INSTRUCTION 14 OF 2015

**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:** 03 FEBRUARY 2015

2015 MAY/JUNE SENIOR CERTIFICATE EXAMINATION APPLICATION FOR APPOINTMENT AS MARKER		PAGE NO.
1.	WHO QUALIFIES TO APPLY TO MARK?	2
2.	WHO DOES NOT QUALIFY TO MARK?	2
3.	VERIFICATION AT SCHOOL LEVEL: INSTRUCTIONS TO PRINCIPALS	2
4.	VERIFICATION AT DISTRICT LEVEL:	2
5.	CONDITIONS FOR APPOINTMENT	3
6.	CRITERIA FOR REJECTION OF APPLICATIONS	3
7.	IMPORTANT DATES	3
8.	APPLICATION: MARKER GRADE 12 SENIOR CERTIFICATE EXAMINATION: 2015	4

Application for appointment as a marker in the 2015 Senior Certificate Examination as ANNEXURE 1.

Read the instructions on the 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.**

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: ASSESSMENT AND 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 Verification Committees.

**1. WHO QUALIFIES TO APPLY TO MARK?**

- Teachers qualify to apply to be markers for the Senior Certificate Examinations if they taught the subject applying for in Grade 12 during the period 2011 – 2015.
- School Management Team members qualify to apply to be markers for the Senior Certificate Examinations if they taught the subject applying for in Grade 12 during the period 2011 – 2015 and who have a strong School Management Team (SMT) that will manage the school in their absence.

**2. WHO DOES NOT QUALIFY TO MARK?**

- Office-based educators who are not directly involved in training and supporting subject teachers e.g. CESs, EDOs, Curriculum Advisors in the GET Phase, must not apply to mark Grade 12.
- Educators who never taught Grade 12 during the period 2011 – 2015 in the subject they are applying for.
- SBA Cluster leaders and SBA Co-ordinators who are not teaching the subject and do not have qualifications in the subject they co-ordinate.
- Principals of schools.
- Officials employed in the Assessment and Examinations Directorate.
- Teachers/Officials involved in examination irregularities in 2014.

**3. VERIFICATION AT SCHOOL LEVEL:**

- The 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 2011 – 2014.
- Do not sign application forms of teachers who are not teaching at 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.
- **NB: Principals must ensure that information provided on application forms is accurate and verifiable.**

#### 4. VERIFICATION AT DISTRICT LEVEL

4.1 The members of the **Verification Committee** to consider the application forms for Senior Certificate Examination **markers** 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 **Verification Committee** to consider the application forms for **Subject Advisors and DCESs** who apply to mark the Senior Certificate Examinations will include:

- CES: Curriculum (Chairperson)
- CES: Governance
- DCES: Examinations
- Education Development Officer (EDO)
- Teacher union representatives as observers
- 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 Senior Certificate Examination 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 memoranda for marking the question paper they have been appointed for and submit at the marking centre on the day of registration.** *The 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 a 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 district offices and be verified at district level.

## 8. IMPORTANT DATES

- Closing date for application forms at district offices: **Friday, 06 March 2015.**
- Closing date for forwarding application forms at the Provincial Office: **Friday, 10 April 2015.**
- Selection of Senior Certificate Examination markers: **Saturday, 18 April 2015.**
- The final list of markers will be ready for distribution to districts: **Friday, 15 May 2015.**
- The final list of markers will be ready for posting on the ECDOE website: **Thursday, 21 May 2015.**

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



20/02/2015

DR A.S NUKU

DEPUTY DIRECTOR GENERAL: INSTITUTIONAL OPERATIONS MANAGEMENT



### LANGUAGE COMPETENCY

Marking language preference for all subjects	English HL		Afrikaans HL	
	English FAL		Afrikaans FAL	

### QUALIFICATIONS (In the subject applied for on this form)

1. At least a second year pass at a tertiary level in the subject to be marked.
2. At least 2 years of teaching experience in the subject in Grade 12.

Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	<i>2</i>	<i>B. Sc.</i>	<i>1990</i>	<i>Fort Hare</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

### PARTICULARS OF POST

Have you taught the subject in Grade 12 from 2011 to 2014?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Are you in a Governing Body Post?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Did you take the VSP?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Are you resigning your post in the Education Dept. on or before December 2015?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Are you currently employed by the Eastern Cape Education Department?	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

### TEACHING EXPERIENCE (Relative to the subject applied for on this application)

Subject Code	Subject Description	Grade	Grade 12			Name of School	School Contact No.
			Year	Year	Total Years		
	<i>Mathematics</i>					<i>Bhisho High School</i>	<i>(040) 604 1234</i>

### PERFORMANCE AT OWN CENTRE (Relative to the Subject applied for on this application)

Year	Subject Code	Subject Description	Paper	Subject Pass %	School % Pass Rate
2011					
2012					
2013					
2014					



### MARKING EXPERIENCE

Year	Subject Code	Subject Description	Grade	Subject Paper	Rank (e.g. Marker / Snr Marker)
2011					
2012					
2013					
2014					

### DECLARATION BY APPLICANT

Should there be any change in my employment status, I will inform the District Office or the marking centre manager immediately. I understand that incomplete information, missing documents or signatures will lead to automatic disqualification of this application. I hereby declare that all the information supplied in this application is true and correct.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature: Applicant

\_\_\_\_\_

Date

### DECLARATION BY PRINCIPAL/SUPERVISOR

To my knowledge the above-mentioned information is correct. Educators appointed as markers are to complete their work at their institution before reporting to the marking centre.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature: Principal

\_\_\_\_\_

Date

SCHOOL

STAMP

### RECOMMENDATION BY SUBJECT ADVISOR / CES: CURRICULUM (Chairperson of Verification Committee)

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as 11 June 2015. Teachers appointed as markers are to complete their work at their institution before reporting to the marking centre.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature: Subject Advisor /  
CES: Curriculum

\_\_\_\_\_

Date

DISTRICT OFFICE

STAMP



DISTRICT VERIFICATION COMMITTEE REASON(S) WHY APPLICANT IS NOT RECOMMENDED	PROVINCIAL SELECTION PANEL		
	Indicate with a tick <input type="checkbox"/>		
	SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL
	Reason(s) why applicant is not successful:		
	Signature: Chief Marker/Moderator		Date





<b>LIST OF GRADE 12 SENIOR CERTIFICATE SUBJECTS AND CODES</b>		
<b>SUBJECT</b>		<b>SHORT CODE</b>
<b>OFFICIAL LANGUAGES AT HOME AND FIRST ADDITIONAL LEVEL</b>		
1	Afrikaans Home Language	AFRHL
2	Afrikaans First Additional Language	AFRFA
3	English Home Language	ENGLH
4	English First Additional Language	ENGFA
5	IsiXhosa Home Language	XHOHL
6	IsiXhosa First Additional Language	XHOFA
7	Sesotho Home Language	SESHL
<b>AGRICULTURE</b>		
8	Agricultural Sciences	AGRS
<b>BUSINESS, COMMERCE AND MANAGEMENT STUDIES</b>		
9	Accounting	ACCN
10	Business Studies	BSTD
11	Economics	ECON
<b>HUMAN AND SOCIAL STUDIES</b>		
12	Geography	GEOG
13	History	HIST
14	Religion Studies	RLGS
<b>PHYSICAL, MATHEMATICAL, COMPUTER AND LIFE SCIENCES</b>		
15	Computer Applications Technology	CATN
16	Information Technology	INFT
17	Life Sciences	LFSC
18	Physical Sciences	PHSC
19	Mathematical Literacy	MLIT
20	Mathematics	MATHS



## LIST OF MARKERS APPLIED – 2015 SENIOR CERTIFICATE EXAMINATION

<b>NAME OF SCHOOL</b>								
<b>NAME OF DISTRICT</b>								
NO	SURNAME AND INITIALS	PERSAL NO.	ID NUMBER	SUBJECT	GRADE	PAPER	APPLICANT'S SIGNATURE	HOD SIGNATURE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								

**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.**

<b>PRINCIPAL'S FULL NAME</b>	<b>PRINCIPAL'S SIGNATURE</b>	<b>DATE</b>



# SCHOOL VERIFICATION

## 1. SCHOOL VERIFICATION TEAM

Principal – Chairperson

**ALL EDUCATORS APPLYING TO MARK SENIOR CERTIFICATE EXAMINATIONS**

## 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 district offices.
- Principals should table the educators' application forms before the Verification Committee.
- The Committee must verify if each applicant qualifies to apply to be a marker of the Senior Certificate Examination and if he/she taught Grade 12 during the period 2011 to 2014.
- 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 verified that the applicants taught Grade 12 during the period 2011 to 2014.
- The Principals must submit the list to the District Office, and obtain a signature of the District Official for it on submission.