



Province of the
EASTERN CAPE
EDUCATION

ASSESSMENT AND EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION NO. 19 OF 2018

**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 (GRADES 10 – 12)
TEACHER UNIONS/TEACHER ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 06 APRIL 2018

**NATIONAL SENIOR CERTIFICATE
APPLICATION FOR APPOINTMENT AS MARKER
DECEMBER 2018**

1. GENERAL INFORMATION

- 1.1 Application form by educators for Appointment as a Marker for the December 2018 National Senior Certificate Examination is attached as **ANNEXURE 1**.
- 1.2 Applicants are required to carefully read all instructions on the application form.
- 1.3 Officials at all levels must check the application forms carefully and verify that only application forms for competent and qualified educators are submitted for the final selection process.
- 1.4 Application forms are to be handed in at the Human Resource and Administration (HRA) Offices at the relevant District Offices.
- 1.5 Subject Advisors who qualify and have applied as Markers must also hand in application forms to the Human Resource and Administration (HRA) Offices at the relevant District Offices.
- 1.6 Deputy Chief Education Specialists who operate as Subject Advisors in their Districts may also apply, but must attach a letter delegating them as stand-in/interim Subject Advisors in the absence of an appointed one.



1.7 It must be noted that, PAM document, gazette no 39684, page 155, D.4.4.4, provides that *preference should be given to serving educators who are presently teaching the subject concerned.*

1.8 Verification and sorting process will be done at School and District levels by appropriate Verification Committees.

1.9 Chairpersons of the verification committees must ensure that all documents required have been attached by each applicant.

2. WHO SHOULD APPLY AS A MARKER?

2.1 An educator may apply to be a Marker of the National Senior Certificate (NSC) Examinations, provided he/she taught the subject he/she is applying for in Grade 12 during the period 2015 to 2017.

2.2 An educator with a recognized three-year post school qualification which must include the subject concerned at a second or third year level.

2.3 Educators who have an ACE qualification must include a transcript of results from the University showing the phase (FET) and the year of study e.g. second year level.

2.4 Educators must have taught the subject in Grade 12 and obtained a minimum of 50% pass rate in any of these years (2015 – 2017) in the subject applied for.

3. WHO DOES NOT QUALIFY TO APPLY AS A MARKER?

3.1 Office-based educators who are not directly involved in training and supporting subject teachers e.g. CESSs, EDOs, Curriculum Advisors in the GET Phase, must not apply to mark Grade 12.

3.2 Educators who have not taught Grade 12 during the period 2015 to 2017 in the subject they are applying for.

3.3 Officials employed in the Assessment and Examinations Directorate.

3.4 Educators/Officials involved/implicated in Examination Irregularities in 2017.

3.5 School Principals.

4. VERIFICATION AT SCHOOL LEVEL:

4.1 Principal to convene a meeting with the applicants and the School Management Team.

4.2 All application forms must be quality assured jointly at this meeting.

4.3 Complete the LIST OF APPLICANTS (**ANNEXURE 2**), that will be signed by each applicant and his/her Head of Department (HOD). A signed attendance register must be attached to this form.

4.4 The signing of the application form is legally binding, and it certifies the accuracy and the ownership of the information provided by all signatories.

4.5 Principals must present the list of applicants to the entire staff before signing it.

4.6 Any false information supplied in this document will result in the disqualification of all the participants in the school verification process from being appointed as markers for two years.

5. INSTRUCTIONS TO PRINCIPALS

5.1 Approval must only be given, by signing the form, if the subject educator was/is responsible for teaching the subject in Grade 12 during the period 2015 to 2017.

5.2 Do not sign application forms of educators who are **not teaching in your school.**

5.4 NB: Principals must ensure that information provided on application forms is accurate and verifiable.

6. VERIFICATION AT DISTRICT LEVEL:

6.1 The members of the **Verification Committee** to consider the application forms for NSC Grade 12 Markers will include:

6.1.1 CES: Curriculum (Chairperson)

6.1.2 CES: IDS&G

6.1.3 DCES: Assessment and Examinations

6.1.4 Circuit Manager

6.1.5 Subject Advisors.

6.1.6 Teacher Union representatives as observers

6.1.7 Secretariat from HRA

6.1.8 **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 the application being rejected.**

6.2 The members of the **Verification Committee** to consider the application forms for Subject **Advisors and DCESs** who apply to mark NSC will include:

6.2.1 CES: Curriculum (Chairperson)

6.2.2 CES: IDS&G

6.2.3 DCES: Assessment and Examinations

6.2.4 Circuit Manager

6.2.5 Teacher Union representatives as observers

6.2.6 Secretariat from HRA

6.2.7 **NB: In the Districts where there are appointed DCESs and SESs for individual subjects, preference must be given to the SESs (Subject Advisors).**

6.2.8 ***Under NO circumstances must the Verification Committee in the District recommend both the Subject Advisor and the DCES of the same subject.***

6.2.9 **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 the application being rejected.**



7. APPOINTMENT AT HEAD OFFICE

- 7.1 The membership of the **Provincial Committee** that recommends NSC Markers to the Deputy Director General: EPEM for appointment is as follows:
- 7.1.1 CES: Marking Processes and Marking Processes Officials
 - 7.1.2 CES: Instrument Development
 - 7.1.3 CES: Internal Assessment
 - 7.1.4 DD: IT and Certification
 - 7.1.5 DD: Human Resource Administration
 - 7.1.6 Head Office Subject Planners
 - 7.1.7 Teacher Union representatives as observers
 - 7.1.8 Secretariat from HRA

8 CONDITIONS FOR APPOINTMENT

- 8.1 At least 3 years of recent teaching/advising experience in the subject in Grade 12 during the period 2015 to 2017.
- 8.2 Educators must have a SACE certificate.
- 8.3 Foreign qualifications must have a SAQA evaluation certificate and DHET evaluation certificate.
- 8.4 Foreign nationals must have a Passport and work permit which is valid at least for a period of more than six months, which includes the marking period- from 01 November 2018 to 31 December 2018.
- 8.5 The Department reserves the right to disqualify any appointment if there is evidence that the applicant has misrepresented him/herself by providing fraudulent or inaccurate information, both work and academic related record.



9 CRITERIA FOR REJECTION OF APPLICATIONS:

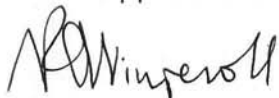
- 9.1 Incomplete or illegible applications will not be considered.
- 9.2 Application forms received at the District Office after the due date will not be considered.
- 9.3 No application forms will be accepted at the Provincial Office. All applications must be submitted through the District Office HRA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

10 IMPORTANT DATES:

Closing date for receiving application forms at the District:	Monday, 30 APRIL 2018
Closing date for the submission of application forms at the Provincial Office	Friday, 18 MAY 2018

Kindly note that all the information in application forms will be **verified** with the **database** in the **Provincial Office** as well as with the **EMIS database**. Applicants are therefore reminded that provision of inaccurate and fraudulent information constitutes grounds for immediate disqualification and disciplinary action.

The co-operation of all education stakeholders in this important process is both anticipated and appreciated.



MS P. VINJEVOLD
DEPUTY DIRECTOR GENERAL: EPEM

For Office use: Capture By: _____

ANNEXURE 1

ASSESSMENT INSTRUCTION 19 OF 2018

Signature _____

Date _____



Province of the
EASTERN CAPE
EDUCATION

SUBJECT: _____

INDICATE YOUR PREFERENCE IN THE ORDER AS FOLLOWS

PREFERENCE

PAPER (1/2/3)

1

2

3

Place
Two
ID Photos

Here

APPLICATION FORM: MARKER GRADE 12 NSC EXAMINATION: DECEMBER 2018

CLOSING DATE 30 APRIL 2018
At the District Office

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN ZWELITSHA AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]

INSTRUCTIONS TO COMPLETE THIS FORM

1. AN APPLICANT MAY APPLY FOR ONE SUBJECT ONLY.
2. Any person found to have given fraudulent information will be disqualified from marking.
3. Certified copies of Matric and 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. This also applies to ACE qualifications.
4. A recommendation from Principal and Subject Advisor must be attached if the educator does not have the qualifications in the subject applying for as evidence of his/her involvement in the subject.
5. Attach a **certified copy** of your ID Document to this form.
6. Attach TWO recent ID Photos to the top right corner of this form.
7. An EDO and GET Subject Advisors **must not** apply for appointment as a Marker.
8. Only educators from the Department of Education Eastern Cape may apply. No applications from other Departments and Provinces will be accepted.

A. PERSONAL INFORMATION

PERSAL No											ID No											Date of Birth	1	9										
Surname											First Names																							
Title											Initials																							
Tel. No. (W)											Postal Address																							
Tel. No. (H)																																		
Cell Number																					Postal Code													
Next of Kin	Surname & Initials:										Relationship:										Contact Number/s:													
Present Post	(Mark with X) <input type="checkbox"/> DCES <input type="checkbox"/> SES <input type="checkbox"/> Educator <input type="checkbox"/> Principal																																	
Employment status	<input type="checkbox"/> Temporal <input type="checkbox"/> Permanent <input type="checkbox"/> SGB Post										Independent School																							
Grade 12 Exam Centre Number											District Name																							
Institution/School Name																																		



B. POPULATION GROUP (Mark with X)

To which population group do you belong?

☐ Black☐ Coloured☐ Indian☐ White☐ Other

If other, please specify:

C. HOSPITALITY (Mark with X)

If successful, will you need accommodation during marking period?

Yes

No

Gender

Male

Female

Meals - Normal

Yes

No

Vegetarian (NB: All meals HALAAL)

Yes

No

D. LANGUAGE COMPETENCY

Marking language preference (Mark with X)

English

Afrikaans

Both

QUALIFICATIONS (In the subject applying for on this form)

Qualification for Marking:

1. At least a second-year pass at a tertiary level in the subject applying for.

2. At least 3 years of recent teaching /advising experience in the subject in Grade 12 i.e 2015, 2016 or 2017

Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<i>B. Sc.</i>	2010	<i>WSU</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

E. MARKING EXPERIENCE

Year	Subject Code	Subject Description	Subject Paper (1/2/3)	Rank (e.g. Marker / Senior Marker)
2015				
2016				
2017				

F. PARTICULARS OF POST

Have you taught/advised the subject in Grade 12 between 2015- 2017?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you presently teaching/advising the Subject in Grade 12?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you in a Governing Body Post? (applicable to educators)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Did you take the VSP?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you resigning from your post in the Education Dept. on or before December 2018?	<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



G. TEACHING/ADVISING EXPERIENCE (Relative to the subject applied for on this application)			
Subject Description	Grade 12		
	Year	Name of School/District	School/District Contact No.
e.g. Business Studies	2014	Xolani High School	040-6392772
	2015		
	2016		
	2017		

H. PERFORMANCE AT OWN CENTRE/DISTRICT (Relative to the Subject applied for on this application)					
Year	Name of School/District		Subject Pass %	Subject Average %	No of learners in the subject
e.g. 2014	Xolani High	Information must relate to personal performance at the centres listed above in G.	73	56	68
2015					
2016					
2017					

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		
To my knowledge the above-mentioned information is true and correct. I accept that the above person may leave the institution and go for marking, if appointed. Educators appointed as Markers are to complete their work at their institutions before reporting to the Marking Centre.		
Print Name/Initials	Signature: Principal	Date



VERIFICATION AT DISTRICT**VERIFICATION and RECOMMENDATION BY SUBJECT ADVISOR / CES CURRICULUM**

(The letter of recommendation must be attached if the educator does not have qualifications in the subject applying for and has been teaching it for the past three years.)

To my knowledge the above-mentioned information is true and correct. I confirm and certify that the applicant is currently teaching Grade 12 for the subject applied for.

Recommended

Not Recommended

Reasons for not recommending:

Print Name

Signature: Subject Advisor /CES Curriculum

Contact Number

Date

PROVINCIAL OFFICE USE ONLY

APPOINTED

NOT APPOINTED

If not appointed provide reasons:

CHAIRPERSON OF THE PANEL

DATE:

EXTRACT FROM GOVERNMENT GAZETTE, 12 FEBRUARY 2016 [No. 39684 Pages 143-145]**CRITERIA FOR THE APPOINTMENT OF EDUCATORS FOR EXAMINATION-RELATED WORK (MARKERS)**

- (1) Markers are appointed in terms of the Personnel Administration Measures (PAM), which states among other, the following: -
- (2) A recognised three-year post school qualification which must include the subject concerned at secondary or third year level or other appropriate post grade 12 qualifications.
- (3) Appropriate teaching experience, including teaching experience at the appropriate level (FET band), in the subject concerned.
- (4) Preference should be given to serving educators who are presently teaching the subject concerned.
- (5) The selection of markers for a specific examination paper should be carried out by a panel comprising of Chief Marker and Marking Moderator; Relevant departmental officials; Teacher unions (as observers).



LIST OF GRADE 12 NSC SUBJECTS AND CODES

SUBJECT		SHORT CODE
OFFICIAL LANGUAGES AT HOME AND FIRST ADDITIONAL LEVEL		
GROUP A		
1	Afrikaans Home Language	AFRHL
2	Afrikaans First Additional Language	AFRFA
3	English Home Language	ENGHL
4	English First Additional Language	ENGFA
5	IsiXhosa Home Language	XHOHL
6	IsiXhosa First Additional Language	XHOFA
7	Sesotho Home Language	SESHL
MATHEMATICAL SCIENCE		
8	Mathematical Literacy	MLIT
9	Mathematics	MATH
BUSINESS, COMMERCE AND MANAGEMENT STUDIES		
10	Accounting	ACCN
11	Business Studies	BSTD
12	Economics	ECON
ENGINEERING AND TECHNOLOGY		
13	Civil Technology	CVLT
14	Electrical Technology	ELTT
15	Mechanical Technology	MCHT
16	Engineering Graphics and Design	GRDES
HUMAN AND SOCIAL STUDIES		
17	Geography	GEOG
18	History	HIST
19	Religion Studies	RLGS
PHYSICAL, MATHEMATICAL, COMPUTER AND LIFE SCIENCE		
20	Computer Applications Technology	CATN
21	Information Technology	INFT
22	Life Sciences	LFSC
23	Physical Sciences	PHSC
SERVICES		
24	Consumer Studies	CNST
25	Hospitality Studies	HOSP
26	Tourism	TRSM



LIST OF APPLICANTS – 2018 NATIONAL SENIOR CERTIFICATE - MARKER

NAME OF DISTRICT

NAME OF SCHOOL

NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	SUBJECT	PAPER	APPLICANT'S SIGNATURE	HOD SIGNATURE
1							
2							
3							
4							
5							
6							
7							
8							
9							

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 (Print)

Principal Signature

Date

SCHOOL STAMP

SCHOOL VERIFICATION

1. SCHOOL VERIFICATION TEAM

Principal – Chairperson

ALL EDUCATORS APPLYING AS MARKERS: NATIONAL SENIOR CERTIFICATE

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 Principal should table the educators' application forms before the Verification Committee.
- 3 The Committee must verify if each applicant qualifies to apply to be a Marker for the NSC Examination and if he/she has taught Grade 12 during the period 2015 to 2017.
- When an educator's application has been recommended, 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 EDO must sign the principal's application form.**
 - The List of Applicants must be presented to the whole staff.
- 4 The Principal signs the List of Applicants, after the staff has accepted that the applicants taught Grade 12 during the period 2015 to 2017.
- The Principal must submit the list to the District Office HRA, and the district official receiving the list must print his/her name and append a signature as acknowledgement of receipt of the list.
 - The principal must keep a copy of the list signed by the District Official.

