

**HOME OF EXAMINATIONS AND ASSESSMENT**

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## **ASSESSMENT INSTRUCTION 24 OF 2018**

**TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
CIRCUIT MANAGERS  
DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADES 10–12)  
TEACHER UNIONS/TEACHER ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 26 APRIL 2018**

### **APPLICATION FOR THE MARKING OF 2018 GRADE 12 SENIOR CERTIFICATE (AMENDED) EXAMINATION SCRIPTS**

- 1. Application by teachers for appointment as a marker of the June 2018 Senior Certificate (Amended) Examination ANNEXURE 1.**
- 2. APPLICANTS ARE ADVISED TO APPLY FOR ONE SUBJECT TO AVOID DOUBLE APPOINTMENTS / DUPLICATION.**
- 3. Applicants must carefully read the instructions on the application forms.**

Application forms to be handed in at **DISTRICT AND SUB-DISTRICT OFFICES: EXAMINATIONS AND ASSESSMENT SECTIONS**. Verification and sorting will be done at school and district level by verification committees.

**4. WHO QUALIFIES TO APPLY TO MARK SC EXAMINATION SCRIPTS?**

- 4.1** Educators who have at least a recognised three year post matric qualification in the subject or directly related field of study at second or third year level. A transcript of results must be attached.
- 4.2** Educators who do not have the required qualifications in the relevant subject but have been teaching the subject on full-time basis must submit letters of recommendation from the school principal, evidence of teaching the subject with the required learner performance and district subject advisor's confirmation of the involvement of the educator in the subject.

- 4.3 Educators who are employed by Eastern Cape Department of Education on a full-time basis in a public or independent school and office-based educators who are directly involved in the subject applying for.
- 4.4 Educators who have obtained a minimum of 50% pass rate in the relevant subject at Grade 12 in the period 2015–2017.

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

- 5.1 Educators who never taught Grade 12 during the period 2015–2017 in the subject they are applying for.
- 5.2 Office-based educators, such as CESs, EDOs and subject advisors who are not qualified in the subject applied for.
- 5.3 Educators who have attained a pass percentage of less than fifty percent (50%) in the subject applied for in the period 2015 - 2017.
- 5.4 **Educators who do NOT have a recognised three year post matric qualification in the subject or directly related field of study at second or third year level without evidence of involvement in the subject applying for as stated in 4.3.**
- 5.5 Educators who will be on leave (sick / maternity, etc.) during the marking period.
- 5.6 Educators on suspension or were expelled from teaching.
- 5.7 Educators who have retired.
- 5.8 Principals of schools.
- 5.9 Officials employed in the Examinations and Assessment Directorate.
- 5.10 Teachers/Officials involved in examination irregularities in 2017 or still serving a sanction meted as a result of his/her involvement in an irregularity.

6. **VERIFICATION AT SCHOOL LEVEL:**

- 6.1 A principal must convene a meeting with the applicants and the school management team.
- 6.2 All application forms must be quality assured jointly at this meeting.
- 6.3 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 each form and copies may be made for each applicant.
- 6.4 The signing of the application form is legally binding and it certifies the accuracy and the ownership of the information provided by all signatories.
- 6.5 Principals must present the list of applicants to the whole staff before signing it.  
**PLEASE NOTE: 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.**

## 6.6 INSTRUCTIONS TO PRINCIPALS

- 6.6.1 Approval must only be given, by signing the form, if the subject teacher was responsible for teaching the subject in Grade 12 during the period 2015–2017.
- 6.6.2 Do NOT sign application forms of educators who are **not teaching in your school.**
- 6.6.3 Principals must ensure that information provided on application forms is accurate and verifiable.
- 6.6.4 Principals to attach a letter of recommendation for educators who do not have the required qualifications in the relevant subject, but have been teaching the subject on full-time basis, motivating the competence of the educator in the subject.
- 6.6.5 Principals are reminded that under NO circumstances can they submit applications (apply) for themselves for Grade 12 ASC marking.

## 7. VERIFICATION AT DISTRICT LEVEL:

- 7.1 The members of the **Verification Committee** to consider the application forms for ASC Grade 12 markers will include:
  - CES: Curriculum (Chairperson)
  - CES: Governance
  - DCES: Assessment and Examinations
  - Circuit Manager
  - Subject advisors
  - Teacher union representatives as observers
- 7.2 The committee must ensure that all criteria are met, **required documents are attached** and information provided is verified.
- 7.3 Reasons must be written in the space provided on the application form in the event of the application being rejected.
- 7.4 Subject advisors must attach a letter of recommendation for educators who do not have the required qualifications in the relevant subject BUT have been teaching the subject on a full-time basis motivating the competence of the educator in the subject. This letter serves as confirmation of the letter written by the principal recommending the applicant.
- 7.5 All application forms must be signed by the Chairperson, or a designated official, after verification.

8. **THE MEMBERSHIP OF THE PROVINCIAL COMMITTEE** that recommends ASC markers to the Head of Department: Education for appointment is as follows:

- Assessment and Examinations officials as chairpersons.
- Marking Moderator for the specific subject.
- Chief Marker for the subject.
- Head Office subject planners.
- Teacher union representatives as observers.

9. **CONDITIONS FOR APPOINTMENT**

9.1 Appointed markers will receive appointment letters which must be produced on arrival at the marking centre, signed by the school principal/manager that he/she has been released from his/her school/office.

9.2 **Appointed markers must draw up their own handwritten marking memorandum for marking the question paper they have been appointed for and submit it at the marking centre on the day of registration.**

9.3 This individual memorandum cannot be shared with colleagues and must be original, handwritten and not reproduced in any way.

9.4 Appointed markers must bring their own question papers (and addendum if applicable) and recommended colour of the pens as it indicated on the appointment letter to the marking centre.

9.5 Appointed markers must attend a compulsory training session on the day prior to the start of the marking session. Markers who fail to attend this training session will not be allowed to mark.

9.6 In respect of Languages, educators who are teaching Languages should specify the set works they are teaching. **Failure to do this, will render the application form as incomplete.**

9.7 Educators must have obtained at least 50% pass rate in the subject applying for in the period from 2015–2017 with the Grade 12 NSC Examinations.

10. **CRITERIA FOR REJECTION OF APPLICATIONS:**

10.1 Incomplete or illegible applications will not be considered.

10.2 Application forms that are not signed by Principals/Managers will not be considered and will be regarded as incomplete.

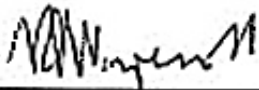
10.3 Application forms received at district offices after the due date will NOT be considered.

10.4 No application forms will be accepted at the Provincial Office before all the applicable steps have not been completed. All applications must be submitted via district offices and be verified at school and district level.

**IMPORTANT DATES:**

Closing date for receiving application forms at the district	<b>18 May 2018</b>
Closing date for the capturing of application forms at the district	<b>25 May 2018</b>
Closing date for receiving application forms at the Provincial Office	<b>28 May 2018</b>
Selection date for ASC markers	<b>07 June 2018</b>
Final list of Markers ready for distribution to districts	<b>15 June 2018</b>

Kindly note that all the information in application forms will be **verified** with the **database** in the **Provincial Office** as well as 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.



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**MRS P. VINJEVOLD****DDG: EPEM**



## 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 to be marked.
2. At least 3 years of recent teaching /advising experience in the subject in Grade 12 i.e. 2013, 2015 or 2017

Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<i>B. Sc.</i>	2011	<i>NMMU</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

### MARKING EXPERIENCE

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

### SET WORK TAUGHT IN 2015–2017 (SES’S/DCES’S to indicate the set work they can mark)

**Novel:**

**Title:**

**Drama:**

**Short Stories:**

**Poetry:**

### PARTICULARS OF POST

Have you taught/advised the subject in Grade 12 between 2015- 2017?  YES  NO

Did you take the VSP?  YES  NO

Are you resigning from your post in the Education Dept. on or before July 2018?  YES  NO

Are you currently employed by the Eastern Cape Education Department  YES  NO

**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.
	2015		
	2016		
	2017		

**PERFORMANCE AT OWN CENTRE/DISTRICT (Relative to the Subject applied for on this application)**

Year	Subject Code	Subject Description	Subject Pass %	Subject Average %	No. of learners in the subject
2015					
2016					
2017					

**Indicate if you are currently appointed in the following position**

Chief Marker (ECDoE)		Internal Moderator (ECDoE)	
National Examination Panel		Position at DBE	

**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.

.....  
Print Name/Initials

.....  
Signature: Principal

.....  
Date

SCHOOL  
STAMP

**VERIFICATION AT DISTRICT (LEVEL 1)**

**VERIFICATION AND RECOMMENDATION BY SUBJECT ADVISOR**

(The letter of recommendation must be attached if the teacher does not have qualifications in the subject applying for and was teaching it in 2015-2017.)

To my knowledge, the above-mentioned information is true and correct.

.....  
Print Name

.....  
Signature: Subject Advisor

.....  
Contact Number

.....  
Date

DISTRICT OFFICE  
STAMP



**VERIFICATION AT DISTRICT (LEVEL 2)**  
**(Chairperson – CES: Curriculum Management)**

<b>Recommended</b>		<b>Not Recommended</b>
<b>Reasons for not recommending:</b>		
..... SURNAME and INITIALS (Print)	..... SIGNATURE	..... DATE

**SELECTION PANEL**

<b>SELECTED</b>	<b>DCM</b>	<b>Snr/Marker</b>	<b>Marker</b>	<b>RESERVE</b>	<b>IF NOT RECOMMENDED (Reasons for not recommending)</b>
<b>(Mark with X where applicable)</b>					
<b>Order of preference</b>					

..... <b>Chief Marker/Moderator's (Surname and Initials)</b>	..... <b>Signature</b>	..... <b>Date</b>
..... <b>Chairperson of the panel (Surname and Initials)</b>	..... <b>Signature</b>	..... <b>Date</b>

**EXTRACT FROM GOVERNMENT GAZETTE, 12 FEBRUARY 2016 [No. 39684 Pages 143–145]**

**CRITERIA FOR THE APPOINTMENT OF EDUCATORS FOR EXAMINATION-RELATED WORK (MARKERS)**

Markers are appointed in terms of the Personnel Administration Measures (PAM), which states among other, the following:

- (1) 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.
- (2) Appropriate teaching experience, including teaching experience at the appropriate level (FET band), in the subject concerned.
- (3) Preference should be given to serving educators who are presently teaching the subject concerned.
- (4) 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).

<b>LIST OF GRADE 12 ASC SUBJECTS AND CODES</b>		
<b>SUBJECT</b>		<b>SHORT CODE</b>
<b>OFFICIAL LANGUAGES AT HOME AND FIRST ADDITIONAL LEVEL</b>		
<b>GROUP A</b>		
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
<b>MATHEMATICAL SCIENCE</b>		
8	Mathematical Literacy	MLIT
9	Mathematics	MATH
<b>GROUP B</b>		
10	Agricultural Management Practices	AGRM
11	Agricultural Science	AGRS
<b>BUSINESS, COMMERCE AND MANAGEMENT STUDIES</b>		
12	Accounting	ACCN
13	Business Studies	BSTD
14	Economics	ECON
<b>OFFICIAL LANGUAGES AT SECOND ADDITIONAL LEVEL AND NON-OFFICIAL LANGUAGES</b>		
15	Afrikaans Second Additional Language	AFRSA
16	English Second Additional Language	ENGSA
17	IsiXhosa Second Additional Language	XHOSA
18	IsiZulu Second Additional Language	ZULSA
19	Sesotho Second Additional Language	SESSA
<b>ENGINEERING AND TECHNOLOGY</b>		
20	Civil Technology	CVLT
21	Electrical Technology	ELTT
22	Mechanical Technology	MCHT
23	Engineering Graphics and Design	GRDES
<b>HUMAN AND SOCIAL STUDIES</b>		
24	Geography	GEOG
25	History	HIST
26	Religion Studies	RLGS
<b>PHYSICAL, MATHEMATICAL, COMPUTER AND LIFE SCIENCE</b>		
27	Computer Applications Technology	CATN
28	Information Technology	INFT
29	Life Sciences	LFSC
30	Physical Sciences	PHSC
<b>SERVICES</b>		
31	Consumer Studies	CNST
32	Hospitality Studies	HOSP
33	Tourism	TRSM



# SCHOOL VERIFICATION

1. **SCHOOL VERIFICATION TEAM**

Principal – Chairperson

**ALL EDUCATORS APPLYING TO MARK SENIOR CERTIFICATE (SC)**

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 of the SC Examination and if he/she has taught Grade 12 during the period 2015 to 2017.

- 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 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. First time applicants must have taught the subject for at least two years.

- The principal must submit the list to the district office, and the district official receiving the list must print his/her name and append a signature as acknowledgement of receipt of the list.