



ASSESSMENT AND EXAMINATIONS DIRECTORATE
Bundy Park Building, Schornville, King Williams Town, Private Bag 4571 King Williams Town 5600
REPUBLIC OF SOUTH AFRICA, Website: www.ecdoe.gov.za

Ref. No. 13/P

Enquiries: Mrs F. Bikitsha

E-mail: funiwe.bikitsha@edu.ecprov.gov.za

Tel.: (043) 604 7742/072 378 2817

Fax: (043) 604 7749/086 759 8017

ASSESSMENT INSTRUCTION 14 OF 2016

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: 14 MARCH 2016

APPLICATION FOR THE MARKING OF 2016 GRADE 12 SENIOR CERTIFICATE (AMENDED) EXAMINATION SCRIPTS

1. Application by teachers for Appointment as a Marker of the 2016 Senior Certificate (A) Examination ANNEXURE A.
2. List of marking centres per subject. (N.B. As far as possible the marking centres will not be changed except in instances where the final statistics of entries change)
3. APPLICANTS ARE ADVISED TO APPLY FOR ONE SUBJECT TO AVOID DOUBLE APPOINTMENTS.

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.

Application forms to be handed in at **DISTRICT OFFICES**. Subject Advisors and DCES's who operate as Subject Advisors in their Districts who qualify and wish to be appointed as markers must also hand in applications to DCES: ASSESSMENT AND EXAMINATIONS at District Offices. Verification and sorting will be done at School and District level by the Verification Committees.



1. WHO QUALIFIES TO APPLY TO MARK SC EXAMINATION SCRIPTS?

- 1.1 Educators who have taught Grade 12 during the period 2013 to 2015.
- 1.2 Educators who have at least a recognized 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.
- 1.3 Educators who do not have the required qualifications in the relevant subject but have been teaching the subject on full time bases must submit letters of recommendation from the school principal, evidence of teaching the subject with the required learner performance and District Subject Advisor confirming the involvement of the educator in the subject.
- 1.4 Preference will be given to school-based educators who are currently involved in the relevant subject.
- 1.5 Subject Advisors and DCES's in the FET Phase who have at least a recognized 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. In the Districts where there are appointed DCESs and SESs for individual subjects, preference must be given to the SESs (Subject Advisors).
- 1.6 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 must be directly involved with the subject applying for.
- 1.7 Educators who meet the requirements and are appointed temporarily on School Governing Body post may also apply.
- 1.8 Educators who have obtained a minimum of 50% pass rate in the relevant subject at Grade 12 level in the last three years.
- 1.9 Educators who have fully complied with School Based Assessment moderation requirements in the subject applying for.

2. WHO DOES NOT QUALIFY TO MARK?

- 2.1 Educators who never taught Grade 12 during the period 2013 to 2015 in the subject they are applying for.
- 2.2 Office-based educators who are not directly involved in training and supporting subject teachers e.g. CESSs, EDOs and Subject Advisors in the GET Phase.
- 2.3 Educators who have attained a pass percentage of less than fifty percent (50%) in the subject applied for.
- 2.4 **Educators who do not have a recognized 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 1.3.**
- 2.5 Educators who will be on leave at the time of marking.
- 2.6 Educators on suspension.



- 2.7 Educators who have retired.
- 2.8 Principals of schools.
- 2.9 Officials employed in the Assessment and Examinations Directorate.
- 2.10 Teachers/Officials involved in Examination Irregularities.

3. VERIFICATION AT SCHOOL LEVEL:

- 3.1 Principal to convene a meeting with the applicants and the School Management Team.
- 3.2 All application forms must be quality assured jointly at this meeting.
- 3.3 Complete the LIST OF APPLICANTS (**ANNEXURE B**) that will be signed by each applicant and his /her Head of Department (HOD). The signed attendance register must be attached to this form.
- 3.4 The signing of the application form is legally binding and it certifies the accuracy and the ownership of the information provided by all signatories.
- 3.5 Principals must present the list of applicants to the whole staff before signing it.
- 3.6 The verification template must be completed in during verification process and be submitted it with application forms to the district office (**ANNEXURE C**).

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.

3.7 INSTRUCTIONS TO PRINCIPALS

- 3.7.1 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 2013 to 2015.
- 3.7.2 Do not sign application forms of educators who are not teaching in your school.
- 3.7.3 Principals must ensure that information provided on application forms is accurate and verifiable.
- 3.7.4 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.
- 3.7.5 Principals are reminded that under no circumstances can they submit applications for themselves for Grade 12 NSC marking.

4. VERIFICATION AT DISTRICT LEVEL:

- 4.1 The members of the Verification Committee to consider the application forms for NSC Grade 12 Markers will include:
 - 4.1.1 CES: Curriculum (Chairperson)
 - 4.1.2 CES: Governance



- 4.1.3 DCES: Assessment & Examinations
 - 4.1.4 Education Development Officer (EDO)
 - 4.1.5 Subject Advisors
 - 4.1.6 Teacher Union representatives as observers
 - 4.1.7 The committee must ensure that all criteria are met and information provided is verified.
 - 4.1.8 Reasons must be written in the space provided on the application form in the event of the application being rejected.
 - 4.1.9 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 full time bases motivating the competence of the educator in the subject.
 - 4.1.10 All application forms must be signed by the Chairperson after verification.
- 4.2 The members of the **Verification Committee** to consider the application forms for Subject **Advisors and DCEs** who apply to mark NSC will include:
- 4.2.1 CES: Curriculum (Chairperson)
 - 4.2.2 CES: Governance
 - 4.2.3 DCES: Assessment & Examinations
 - 4.2.4 Education Development Officer (EDO)
 - 4.2.5 Teacher Union representatives as observers
 - 4.2.6 *Under NO circumstances must the Verification Committee recommend both the Subject Advisor and the DCEs.*
 - 4.2.7 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. Verification template must be completed.
- 4.3 The membership of the **Provincial Committee** that recommends NSC markers to the Deputy Director General: IOM for appointment is as follows:
- 4.3.1 Assessment and Examinations officials as a Chairpersons.
 - 4.3.2 Marking Moderator for the specific subject.
 - 4.3.3 Chief Marker for the subject.
 - 4.3.4 Head Office Subject Planners.
 - 4.3.5 Teacher Union representatives as observers.

5. **CONDITIONS FOR APPOINTMENT**

- 5.1 Appointed markers will receive appointment letters which must be produced on arrival at the marking centres, signed by the school Principal/Manager that he/she has been released from his/her school/office.
- 5.2 **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.**
- 5.3 This individual memorandum cannot be shared with colleagues and must be original, handwritten and not reproduced in any way.
- 5.4 Appointed markers must bring their own Question Papers (and addendum if applicable) and recommended colour of the pens as it will be indicated on the appointment letter to the Marking Centre.



- 5.5 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.
- 5.6 In respect of Languages, educators who are teaching Languages should specify the set works they are teaching. **Failure to do this, will regard the application form as incomplete.**
- 5.7 Educators must have obtained at least 50 % pass rate in the subject applying for in 2013 to 2015 Grade 12 NSC Examinations.
- 5.8 Appointed markers who have relatives who will be writing the National Senior Certificate Examination in 2016, must declare this by signing the form attached to the application form. **(ANNEXURE D)**

6 CRITERIA FOR REJECTION OF APPLICATIONS:

- 6.1 Incomplete or illegible applications will not be considered.
- 6.2 Application forms that are not signed by Principals/Managers will not be considered and will be regarded as incomplete.
- 6.3 Application forms received at the District Office after the due date will not be considered.
- 6.4 No application forms will be accepted at the Provincial Office. All applications must be submitted through the District Office and be verified at District level.

7 IMPORTANT DATES:

Closing date for receiving application forms at the District:	12 April 2016
Closing date for the capturing of application forms at the District	15 April 2016
Closing date for receiving application forms at the Provincial Office:	20 – 22 April 2016
Selection date of NSC Markers:	12 May 2016
Final List of Markers ready for distribution to Districts:	15 June 2016

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.


MR R. TYWAKADI
DDG: INSTITUTIONAL OPERATIONS MANAGEMENT



For Office use: Capture By: _____

ANNEXURE 1

ASSESSMENT INSTRUCTION 14 OF 2016

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 (SENIOR CERTIFICATE) GRADE 12 SC (A) EXAMINATION: 2016

CLOSING DATE: 12 APRIL 2016
At the District Office

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

INSTRUCTIONS TO COMPLETE THIS FORM

1. AN APPLICANT MAY APPLY FOR ONE SUBJECT ONLY AND INDICATE THE PREFERENCE OF THE PAPER IN THE ORDER.
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 applies to ACE qualifications also.
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, GET Subject Advisors and a Principal must not apply for marking.
8. Only educators from the Department of Education Eastern Cape may apply. No applications from other Departments and Provinces will be accepted.

PERSONAL INFORMATION

PERSAL No.											ID No											Date of Birth	1	9	Y	Y	M	M	D	D
Surname											First Names																			
Title											Initials																			
Tel. No. (W)											Postal Address																			
Tel. No. (H)																														
Cell Number																														
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																													
Employment status	<input type="checkbox"/> Temporal <input type="checkbox"/> Permanent										<input type="checkbox"/> SGB Post										<input type="checkbox"/> Independent School									
Grade 12 Exam Centre Number											District Name																			
Institution/School Name																														

POPULATION GROUP (Mark with X)

To which population group do you belong?

☐ Black ☐ Coloured ☐ Indian ☐ White ☐ Other If other, please specify: _____



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

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, 2014 or 2015			
Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
E.g. Mathematics	2	B. Sc.	2011	NMMU
TEACHING QUALIFICATIONS (i.e. HDE)				

MARKING EXPERIENCE				
Year	Subject Code	Subject Description	Subject Paper (1/2/3)	Rank (e.g. Marker / Senior Marker)
2013				
2014				
2015				

SET WORK BEING TAUGHT IN 2016 (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 2013- 2015?	<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 2016?	<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/ADVISING EXPERIENCE (Relative to the subject applied for on this application)

Subject Description	Grade 12		
	Year	Name of School/District	School/District Contact No.
	2013		
	2014		
	2015		

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
2013					
2014					
2015					

Indicate if you are currently appointed in the following position

Chief Marker (ECDoE)		Internal Moderator (ECDoE)	
National Examination Panel		Position at DBE [NM3]	

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, if appointed, as early as 01 December 2016 and must return to school if marking is completed prior to official closure of schools. Teachers appointed as markers are to complete their work at their institution before reporting to the marking centre.

Print Name/Initials

Signature: Principal

Date

SCHOOL

STAMP

VERIFICATION AT DISTRICT (LEVEL 1)**VERIFICATION & RECOMMENDATION BY SUBJECT ADVISOR**

(The letter of recommendation must be attached if the teacher does not have qualifications in the subject applying for and has been teaching it for the past three (3) 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 and fully complied with the SBA moderation requirements.

Print Name

Signature: Subject Advisor

Contact Number

Date

DISTRICT OFFICE

STAMP



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

Recommended

Not Recommended

Reasons for not recommending:

SURNAME & INITIALS (Print)

SIGNATURE

DATE

SELECTION PANEL

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

Chief Marker/Moderator's (Surname & Initials) Signature Date

Chairperson of the panel (Surname & Initials) Signature Date

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

Appointment of Markers: Norms and Standards

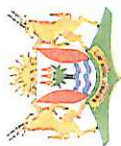
- (1) Markers are appointed in terms of the Personnel Administration Measures (PAM).
- (2) All selection panels should be chaired by the relevant provincial Head of Education or his / her designee, since the provincial education department is finally responsible for the appointment of markers.
- (3) 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 employer. A person applying for the post of marker must be an educator currently offering the subject for which he or she applies in the FET band.



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	
2	Afrikaans First Additional Language	AFRHL
3	English Home Language	AFRFA
4	English First Additional Language	ENGHL
5	IsiXhosa Home Language	ENGFA
6	IsiXhosa First Additional Language	XHOHL
7	Sesotho Home Language	XHOFA
		SESHL
MATHEMATICAL SCIENCE		
8	Mathematical Literacy	
9	Mathematics	MLIT
		MATH
GROUP B		
10	Agricultural Management Practices	
11	Agricultural Science	AGRM
		AGRS
BUSINESS, COMMERCE AND MANAGEMENT STUDIES		
12	Accounting	
13	Business Studies	ACCN
14	Economics	BSTD
		ECON
OFFICIAL LANGUAGES AT SECOND ADDITIONAL LEVEL AND NON OFFICIAL LANGUAGES		
15	Afrikaans Second Additional Language	
16	English Second Additional Language	AFRSA
17	IsiXhosa Second Additional Language	ENGSA
18	IsiZulu Second Additional Language	XHOSA
19	Sesotho Second Additional Language	ZULSA
		SESSA
ENGINEERING AND TECHNOLOGY		
20	Civil Technology	
21	Electrical Technology	CVLT
22	Mechanical Technology	ELTT
23	Engineering Graphics and Design	MCHT
		GRDES
HUMAN AND SOCIAL STUDIES		
24	Geography	
25	History	GEOG
26	Religion Studies	HIST
		RLGS
PHYSICAL, MATHEMATICAL, COMPUTER AND LIFE SCIENCE		
27	Computer Applications Technology	
28	Information Technology	CATN
29	Life Sciences	INFT
30	Physical Sciences	LFSC
		PHSC
SERVICES		
31	Consumer Studies	
32	Hospitality Studies	CNST
33	Tourism	HOSP
		TRSM





Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

LIST OF APPLICANTS - 2016 NSC (Minutes of the meeting must be attached)

NAME OF DISTRICT

NAME OF SCHOOL

[illegible]

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



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Eastern Cape Provincial Assessment Instruction

building blocks for growth

Ikamva eliqaqambileyo!

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 2013 to 2015.
- 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 2013 to 2015. 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.

