



ASSESSMENT AND EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION NO.16 OF 2017

**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: 08 FEBRUARY 2017

<p>SENIOR CERTIFICATE (AMENDED) APPLICATION FOR APPOINTMENT AS A CHIEF MARKER OR MARKING MODERATOR: 2017 TO 2018</p>

1. GENERAL INFORMATION

- 1.1 Application by teachers for Appointment as a Chief Marker/Marking Moderator for the 2017-18 Senior Certificate (Amended) Examination is attached as **ANNEXURE 1**.
- 1.2 Applicants are required to carefully read all instructions on the application form.
- 1.3 All officials must check the application forms carefully and verify that only application forms for competent and qualified teachers are submitted for the final selection process.
- 1.4 Application forms are to be handed in at the Examinations Unit in the Education District Office.
- 1.5 Subject Advisors who qualify and have applied as Chief Marker/Marking Moderator must also hand in application forms to DCES: ASSESSMENT AND EXAMINATIONS at 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 the appointed Subject Advisors.
- 1.7 Verification and sorting processes will be done at School and District levels by Appropriate Verification Committees.



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

2. WHO SHOULD APPLY AS A CHIEF MARKER OR MARKING MODERATOR?

- 2.1 A teacher may apply to be a Chief Marker or Marking Moderator of the Senior Certificate (Amended) Examinations provided he/she taught the subject he/she is applying for in Grade 12 during the period 2014 to 2016 and was either an Examiner, Setting Moderator, Chief Marker, Deputy Chief Marker, Marking Moderator or Senior Marker during this period.
- 2.2 School Management Team members (**excluding Principals**) who taught Grade 12 during the period 2014 to 2016 and who have a strong support staff that will manage the school in their absence.
- 2.3 Subject Advisors and DCES's in the FET Phase with a second year or third year University/Teacher qualification in the subject that they are advising on can apply as Marking Moderator.
- 2.4 Teachers 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. 2nd.

2.5 Teachers must have taught the subject and obtained 80% pass rate in 2016 in the subject applied for.

3. WHO DOES NOT QUALIFY TO MARK?

- 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 never taught Grade 12 during the period 2014 to 2016 in the subject they are applying for.
- 3.3 Teachers who were never appointed as Examiner, Setting Moderator, Chief Marker, Deputy Chief Marker, Marking Moderator or Senior Marker in the subject applied for during the period 2014 to 2016.
- 3.4 A teacher who does not have at least 3 years of recent teaching experience in the subject in Grade 12.
- 3.5 Principals of schools.
- 3.6 Officials employed in the Assessment and Examinations Directorate.
- 3.7 Teachers/Officials involved in Examination Irregularities in 2016.

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). The 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 all staff members before signing it.
- 4.6 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.

5. INSTRUCTIONS TO PRINCIPALS

- 5.1 Approval must only be given, by signing the form, if the subject teacher was/is responsible for teaching the subject in Grade 12 during the period 2014 to 2016.
- 5.2 Do not sign application forms of teachers who are **not teaching at your school.**
- 5.3 NB: Principals must ensure that information provided on application forms is accurate and verifiable.
- 5.4 **Principals are reminded that under no circumstances may they submit applications for themselves for Grade 12 SC (Amended) marking.**

6. VERIFICATION AT DISTRICT LEVEL:

- 6.1 The members of the **Verification Committee** to consider the application forms for SC (Amended) Grade 12 Markers will include:
 - 6.1.1 CES: Curriculum (Chairperson)
 - 6.1.2 CES: Governance
 - 6.1.3 DCES: Assessment & Examinations
 - 6.1.4 Education Development Officer (EDO)
 - 6.1.5 Subject Advisors.
 - 6.1.6 Teacher Union representatives as observers
 - 6.1.7 **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.**
- 6.2 The members of the **Verification Committee** to consider the application forms for Subject **Advisors and DCESs** who apply to mark SC (Amended) will include:
 - 6.2.1 CES: Curriculum (Chairperson)
 - 6.2.2 CES: Governance
 - 6.2.3 DCES: Assessment & Examinations
 - 6.2.4 Education Development Officer (EDO)
 - 6.2.5 Teacher Union representatives as observers
 - 6.2.6 **NB: In the Districts where there are appointed DCESs and SESSs for individual subjects, preference must be given to the SESSs (Subject Advisors).**
 - 6.2.7 ***Under NO circumstances must the Verification Committee in the District recommend both the Subject Advisor and the DCES of the same subject.***

6.2.8 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.

7. APPOINTMENT AT HEAD OFFICE

7.1 The membership of the **Provincial Committee** that recommends SC Chief Markers/Marking Moderators to the Superintendent General Education:EPEMfor appointment is as follows:

7.1.1 CES: Marking Processes and Marking Processes Officials

7.1.2CES: Instrument Development

7.1.3CES: Internal Assessment

7.1.4DD: IT and Certification

7.1.5Human Resource Administration

7.1.6Head Office Subject Planners

7.1.7 Teacher Union representatives as observers

8 CONDITIONS FOR APPOINTMENT

Appointed Marking Moderators/Chief Markers must have attended all professional development and training programmes and have a proven track record of excellence in the subject applied for and must attach references.

8.1 Educators must have obtained at **least 80 % pass rate** in the subject applying for in Grade 12 NSC Examinations.

8.2 A copy of appointment letter as Examiner, Setting Moderator, Chief Marker, Deputy Chief Marker, Marking Moderator or Senior Marker and a short resume must be attached.

8.3 The Department reserves the right to reverse any appointment if there is evidence that the applicant has misrepresented him/herself by providing fraudulent or inaccurate information.

8.4 At least 3 years of recent teaching /advising experience in the subject in Grade 12 during the period 2014 to 2016.

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 and be verified at District level.

9.4 Educators obtained less than 80% pass in the subject applying for in 2016.


9.5 Failure to attach the appointment letter as Examiner, Setting Moderator, Chief Marker, Deputy Chief Marker, Marking Moderator or Senior Marker and a short curriculum vitae.

10 **IMPORTANT DATES:**

Closing date for receiving application forms at the District:	Friday, 10 MARCH 2017
Closing date for the submission of application forms at the Provincial Office	Friday, 24 MARCH 2017


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 appreciated.



MS P. VINJEVOLD

DDG: EDUCATION PLANNING EVALUATION AND MONITORING

For Office use: Capture By: _____		ANNEXURE 1 ASSESSMENT INSTRUCTION 16 OF 2017	
Signature _____ Date _____			
 Province of the <u>EASTERN CAPE</u> EDUCATION	SUBJECT: _____		Place Two ID Photos Here
	INDICATE YOUR PREFERENCE IN THE ORDER AS FOLLOWS		
	PREFERENCE	PAPER (1/2/3)	
	1		
	2		
	3		

APPLICATION FORM: CHIEF MARKER/ MARKING MODERATOR GRADE 12 SC(A) EXAMINATION: 2017

(Tick the appropriate block)

CHIEF MARKER

MARKING MODERATOR

CLOSING DATE: 10 MARCH 2017
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.**
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.

A. PERSONAL INFORMATION

PERSAL No.										ID No								Date of Birth	1	9	Y	Y	M	M	D	D														
Surname											First Names																													
Title											Initials											Postal Address																		
Tel. No. (W)																																								
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																			
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																																								



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 2014, 2015 or 2016

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)				

E. MARKING EXPERIENCE

Year	Subject Code	Subject Description	Subject Paper (1/2/3)	Rank (e.g. Marker / Senior Marker)
2014				
2015				
2016				

F. PARTICULARS OF POST

Have you taught/advised the subject in Grade 12 between 2014- 2016?	<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 2017?	<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.
<i>e.g. Business Studies</i>	2013	<i>Bhisho High</i>	040-6392662
	2014		
	2015		
	2016		

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
<i>e.g. 2013</i>	<i>Bhisho High</i>	Information must relate to personal performance at the centres listed above in G.	73	56	68
2014					
2015					
2016					

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. Teachers appointed as markers are to complete their work at their institution before reporting to the marking centre.

SCHOOL

STAMP

Print Name/Initials_____
Signature: Principal_____
Date

VERIFICATION AT DISTRICT VERIFICATION & RECOMMENDATION BY SUBJECT ADVISOR / CES CURRICULUM (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 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
				DISTRICT OFFICE STAMP

PROVINCIAL OFFICE USE ONLY

APPOINTED		NOT APPOINTED		
If not appointed provide reasons:				
CHAIRPERSON OF THE PANEL			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 SENIOR CERTIFICATE (AMENDED) SUBJECTS AND CODES		
SUBJECT		SHORT CODE
OFFICIAL LANGUAGES AT HOME AND FIRST ADDITIONAL LEVEL		
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
AGRICULTURE		
8	Agricultural Sciences	AGRS
BUSINESS, COMMERCE AND MANAGEMENT STUDIES		
9	Accounting	ACCN
10	Business Studies	BSTD
11	Economics	ECON
HUMAN AND SOCIAL STUDIES		
12	Geography	GEOG
13	History	HIST
14	Religion Studies	RLGS
PHYSICAL, MATHEMATICAL, COMPUTER AND LIFE SCIENCES		
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 APPLICANTS – 2017 SENIOR CERTIFICATE (A) - CHIEF MARKER / MARKING MODERATOR:

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 TO MARK SENIOR CERTIFICATE (AMENDED)

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 Chief Marker/Marking Moderator for the SC (Amended) Examination and if he/she has taught Grade 12 during the period 2014 to 2016.
- 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 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 2014 to 2016.
- 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.

