



ASSESSMENT AND EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION NO.17 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: 09 FEBRUARY 2017

**APPLICATION AS A MARKER FOR THE MARKING OF
2017 GRADE 12 SENIOR CERTIFICATE (AMENDED)
EXAMINATION SCRIPTS**

1. Application by teachers for Appointment as a Marker of the 2017 Senior Certificate (Amended) Examination is attached as ANNEXURE A.
2. **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 should 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 2014 to 2016.
- 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 basis 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 on a full time basis in a public or independent school and office based educators who are directly involved in the subject applying for.
- 1.7 Educators who meet the requirements and are appointed temporarily in School Governing Body posts 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 they are applying for.

2. WHO DOES NOT QUALIFY TO MARK?

- 2.1 Educators who did not teach Grade 12 during the period 2014 to 2016 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. CESs, 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 applied 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 during the verification process and be submitted together 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 2014 to 2016.
- 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 SC (A) marking.

4. **VERIFICATION AT DISTRICT LEVEL:**

- 4.1 The members of the **Verification Committee** to consider the application forms for SC (A) 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 a full time basis 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's** who apply to mark SC (A) 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.***



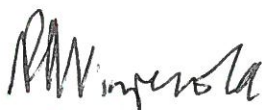
6. **CRITERIA FOR REJECTION OF APPLICATIONS:**

- 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: | 10 MARCH 2017 |
| Closing date for the capturing of application forms at the District | 24 MARCH 2017 |
| Closing date for receiving application forms at the Provincial Office: | 17 APRIL 2017 |
| Selection date of SC (A) Markers: | 12 MAY 2017 |
| Final List of Markers ready for distribution to Districts: | 15 JUNE 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 both anticipated and appreciated.



MS P. VINJEVOLD

DDG: EDUCATION PLANNING EVALUATION AND MONITORING



| | | | |
|--|--|--|---------------------------------------|
| For Office use: Capture By: _____ | | ANNEXURE 1 ASSESSMENT INSTRUCTION No.17 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 | | |



| 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 to be marked. 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>Business Studies</i> | 2013 | <i>Bhisho High</i> | 040-6084700 |
| | 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 |
| 2013 | Bhisho High | 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, 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.

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 and fully complied with the SBA moderation requirements.

Recommended

Not Recommended

Reasons for not recommending:

DISTRICT OFFICE

Print Name

Signature: Subject Advisor /CES Curriculum

Contact Number

Date

STAMP



| 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

| EXTRACT FROM GOVERNMENT GAZETTE, 17 SEPTEMBER 2004 [No. 26789 Page 68] |
|--|
| <p align="center">Appointment of Markers: Norms and Standards</p> <p>(1) Markers are appointed in terms of the Personnel Administration Measures (PAM).</p> <p>(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.</p> <p>(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.</p> |



| 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 |





Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

LIST OF APPLICANTS – 2017SC (A) (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



Page 12 of 14
Assessment Instruction No.17 of 2017
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 (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.



ASSESSMENT INSTRUCTION NO. 17 OF 2017

**2017 SENIOR CERTIFICATE (A) (SC)
APPLICATION FOR APPOINTMENT AS A MARKER**

SUPPORTED/ NOT SUPPORTED

.....
.....

.....
ACTING DIRECTOR: ASSESSMENT AND EXAMINATIONS

.....
DATE

RECOMMENDED/ NOT RECOMMENDED

.....
.....
.....

.....
MR E. M. MABONA
ACTING CHIEF DIRECTOR: CURRICULUM MANAGEMENT

.....
DATE

APPROVED/ NOT APPROVED

.....
.....
.....

.....
MS P. VINJEVOLD
DDG: EDUCATION PLANNING EVALUATION AND MONITORING

.....
DATE

