



Province of the
EASTERN CAPE
EDUCATION

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

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

Enquiries: Mrs F. Bikitsha E-mail: funiwe.bikitsha@edu.ecprov.gov.za

Fax: (043) 604 7749/086 759 8017

ASSESSMENT INSTRUCTION NO.18 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: 10FEBRUARY 2017

**APPLICATION FOR THE MARKING OF 2017 GRADE 12 NATIONAL
SENIOR CERTIFICATE (NSC) EXAMINATION SCRIPTS**

1. Application by teachers for Appointment as a Marker of the 2017 National Senior Certificate Examination ANNEXURE A.
2. List of marking centres per subject. ANNEXURED (N.B. As far as possible the marking centres will not be changed except in instances where the final entries change).
3. APPLICANTS ARE ADVISED TO USE ONE APPLICATION FORM AND INDICATE PAPERS IN ORDER OF PREFERENCE TO APPLY FOR A SUBJECT TO AVOID DOUBLE APPOINTMENTS.

Read the Instructions on the 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 NSC 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 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 subjects.
- 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 DCES's and SES's for individual subjects, preference must be given to the SES's (Subject Advisors).
- 1.6 Educators who are employed on a full time basis in a public or independent school and office based educators must be directly involved with the subject they are applying for.
- 1.7 Educators who are foreign nationals, who are holding work permits and whose qualifications have been verified by Department of Higher Education. Work permit, Tax Certificate and a letter from Department of Higher Education must be attached.
- 1.8 Educators who meet the requirements and are appointed temporarily in a School Governing Body post may also apply.
- 1.9 Educators who have obtained a minimum of 50% pass rate in the relevant subject at Grade 12 level in the last three years.
- 1.10 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 Foreign nationals who do not have the documents listed in 1.7 above.
- 2.3 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.
- 2.4 Educators who have attained a pass percentage of less than fifty percent (50%) in the subject applied for.



- 2.5 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
- 2.6 Educators who will be on leave at the time of marking.
- 2.7 Educators on suspension.
- 2.8 Educators who have retired.
- 2.9 Principals of schools.
- 2.10 Officials employed in the Assessment and Examinations Directorate.
- 2.11 Teachers/Officials involved in Examination Irregularities.
- 2.12 Markers involved in re-marking discrepancies.
- 2.13 Markers whose evaluation score is below par.

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 checklist must be completed during the verification process and be submitted with application forms to the district office (**ANNEXURE C**).
- 3.7 Applicants must be reminded to attach all documents before submitting.

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.

3.8 INSTRUCTIONS TO PRINCIPALS:

- 3.8.1 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.
- 3.8.2 Do not sign application forms of educators who are **not teaching in your school**.



- 3.8.3 Principals must ensure that information provided on application forms is accurate and verifiable.
- 3.8.4 Principals 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 basis motivating the competence of the educator in the subject.
- 3.8.5 Principals are reminded that under no circumstances may 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 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 DCESS** 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 Teacher Union representatives as observers



- 4.2.5 ***Under NO circumstances must the Verification Committee recommend both the Subject Advisor and the DCES in a subject.***
- 4.2.6 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 Superintendent General: Education for appointment is as follows:
- 4.3.1 Assessment and Examinations official as a Chairperson.
- 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 and stamped by the school Principal/Manager that he/she has been released from his/her school/office. **Only original letters will be accepted on registration at the marking centre.**
- 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 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 mean the application form is incomplete.**
- 5.7 Educators must have obtained at least 50 % pass rate in the subject they are applying for in 2014 to 2016 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 E)**




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:	31 MARCH 2017
Closing date for receiving application forms at the Provincial Office:	21 APRIL 2017

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.



MS P. VINJEVOLD

DDG: EDUCATION PLANNING EVALUATION AND MONITORING

For Office use: Capture By: _____		ANNEXURE A ASSESSMENT INSTRUCTION NO. 18 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: MARKER (NATIONAL SENIOR CERTIFICATE) GRADE 12 NSC EXAMINATION: 2017 <div style="border: 1px solid black; padding: 5px; margin: 5px auto; width: fit-content;"> CLOSING DATE: 31MARCH2017 At the District Office </div>																																						
[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 (colour) to the top right corner of this form. 7. Foreigners to attach work permit, tax certificate and letter from Department of Higher Education. 8. Declaration of relatives writing examination. 9. An EDO, GET Subject Advisors and a Principal mustnot apply for marking. 10. 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 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>	<i>2011</i>	<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				

SET WORK BEING TAUGHT IN 2016 (COMPULSORY)
(SES'S/DCES'S to indicate the set work they can mark)

Novel: _____ Title: _____

Drama: _____

Short Stories: _____

Poetry: _____



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	Information must relate to personal performance at the centres listed in G above.	Subject Pass %	Subject Average %	No of learners in the subject
2013	<i>Bhisho High</i>		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 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: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>			
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					
<div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>					
..... Chief Marker/Moderator's (Surname & Initials) Signature					
..... Date					

EXTRACT FROM GOVERNMENT GAZETTE, 17 SEPTEMBER 2004 [No. 26789 Page 68]
Appointment of Markers: Norms and Standards
<ol style="list-style-type: none"> (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	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



SCHOOL VERIFICATION

1. SCHOOL VERIFICATION TEAM

Principal – Chairperson

ALL EDUCATORS APPLYING TO MARK 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 Chief Marker/Marking Moderator for the NSC 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.



ANNEXURE D NOVEMBER 2017 NATIONAL SENIOR CERTIFICATE MARKING CENTRES
(The Department reserves the right to change marking centres depending on the number of entries per subjects/papers)

MARKING CENTRE	DISTRICT	SUBJECT
ADELAIDE GYMNASIUM	FORT BEAUFORT	AGRICULTURAL SCIENCES P1
		AGRICULTURAL SCIENCES P2
ALIWAL NORTH	STERKSPRUIT	ECONOMICS P1
		ECONOMICS P2
		GEOGRAPHY P2
BURGERSDORP	STERKSPRUIT	AFRIKAANS FAL P1
		AFRIKAANS FAL P2
		AFRIKAANS FAL P3
		AFRIKAANS HL P1
		AFRIKAANS HL P2
		AFRIKAANS HL P3
		ENGLISH L4
		GEOGRAPHY P1
BYLETT'S HIGH SCHOOL	EAST LONDON	ENGLISH FAL (P2)
		MATHEMATICS P2
		PHYSICAL SCIENCES P2
DANIEL PIENAAR TECH SCHOOL	UITENHAGE	LIFE SCIENCES P1
		ISIXHOSA HL P1
		MATHEMATICS P1
		PHYSICAL SCIENCES P1
GRAEME COLLEGE	GRAHAMSTOWN	ISIXHOSA HL P3
GRENS HIGH SCHOOL	EAST LONDON	ENGLISH FAL P1
		ENGLISH HL P1
		ENGLISH HL P2
		ENGLISH HL P3
PHANDULWAZI AGRIC SCHOOL	FORT BEAUFORT	ENGLISH FAL P3
QUEENSTOWN GIRLS	QUEENSTOWN	ACCOUNTING P1
		BUSINESS STUDIES P1
		SESOTHO HL P1
		SESOTHO HL P2



		SESOTHO HL P3
ST JOHNS COLLEGE	MTHATHA	COMPUTER APPLICATIONS TECHNOLOGY P1
		COMPUTER APPLICATIONS TECHNOLOGY P2
		HISTORY P1
		HISTORY P2
STRELITZIA HIGH SCHOOL	UITENHAGE	LIFE SCIENCES P2
		ISIXHOSA HL P2
TRINSET	MTHATHA	CONSUMER STUDIES P1
		HOSPITALITY STUDIES P1
		RELIGION STUDIES P1
		RELIGION STUDIES P2
		TOURISM P1
		ISIXHOSA FAL P1
		ISIXHOSA FAL P2
		ISIXHOSA FAL P3
UNION & VOLKSKOOL	GRAAFF REINET	ENGINEERING GRAPHICS & DESIGN P1
		ENGINEERING GRAPHICS & DESIGN P2
		MATHEMATICAL LITERACY P1
		MATHEMATICAL LITERACY P2