



Province of the
EASTERN CAPE
EDUCATION

ASSESSMENT AND EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION NO. 47 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
AET L4 CENTRE MANAGERS
TEACHER UNIONS/TEACHER ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 24 JULY 2017

**2017 ADULT EDUCATION & TRAINING (AET) L4
APPLICATION FOR APPOINTMENT AS A MARKER**

- 1. Application by teachers for Appointment as a Marker of the 2017 ADULT Education & Training Examination – AET L4 - ANNEXURE 1.**
- 2. 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**. AET Co-ordinators 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 Centre and District level by the Verification Committees.

1. WHO QUALIFIES TO APPLY TO MARK AET L4 EXAMINATION SCRIPTS?

- 1.1 AET tutors who taught the Learning Area applying for AET L4 during the period 2014 - 2016.
- 1.2 **AET tutors must have at least a recognized two year post matric qualification in the Learning Area or directly related field of study at second or third year level. A transcript/statement of results must be attached.**
- 1.3 **AET tutors 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 Centre Manager and evidence of teaching the Learning Area with the required learner performance.**
- 1.4 Centre Management Team members (excluding Centre Managers) who taught AET L4 during the period 2014 to 2016.
- 1.5 **Preference will be given to school-based tutors who are currently engaged in the relevant Learning Area.**
- 1.6 **AET Co-ordinators who have a two-year qualification in the Learning Area applying for, or a directly related field of study at tertiary level. A transcript of results must be attached.**
- 1.7 **AET tutors who meet the requirements and are appointed temporarily on School Governing Body posts may also apply.**
- 1.8 AET tutors must have obtained a minimum of 50% pass rate in the relevant subject at Level 4 in the last three years.

2. WHO DOES NOT QUALIFY TO MARK?

- 2.1 AET tutors who never taught Level 4 during the period 2014 to 2016 in the Learning Area they are applying for.
- 2.2 Office-based educators who are not directly involved in training and supporting of tutors in the Learning Area. e.g. CESs, EDOs, Curriculum Advisors in the GET Phase.
- 2.3 AET tutors who have attained a pass percentage of less than fifty percent (50%) in the Learning Area applied for.
- 2.4 AET tutors who do not have a qualification in the Learning Area or directly related field of study at second year University level or at fourth-year teachers' college level.
- 2.5 Non-South African citizens without SACE registration.
- 2.6 **AET tutors who will be on leave at the time of marking.**
- 2.7 **AET tutors on suspension.**
- 2.8 **AET tutors who have retired.**
 - 2.8.1 AET Centre Managers
 - 2.8.2 Officials employed in the Assessment and Examinations Directorate.

- 2.8.3 AET tutors /Officials involved in Examination Irregularities in 2016.
- 2.8.4 AET tutors whose evaluation forms were signed at the marking centre to reflect that they do not qualify to mark.

3. VERIFICATION AT CENTRE LEVEL:

- 3.1 AET Centre Manager to convene a meeting with the applicants and the Centre Management Team.
- 3.2 All application forms must be quality assured jointly at this meeting.
- 3.3 Complete the LIST OF APPLICANTS (**ANNEXURE 2**), that will be signed by each applicant and his/her Head of Department (HOD).
- 3.4 The signing of the application form is legally binding and it certifies the accuracy and ownership of the information provided by all signatories.
- 3.5 Centre Managers must present the list of applicants to the whole staff before signing it.
- 3.6 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.

3.7 INSTRUCTIONS TO CENTRE MANAGERS

- 3.7.1 Approval must only be given, by signing the form, if the tutor was/is responsible for teaching the Learning Area in Level 4 during the period 2014 to 2016.
- 3.7.3 Do not sign application forms of tutors who are **not teaching in your centre.**
- 3.7.4 NB: AET Centre Managers must ensure that information provided on application forms is accurate and verifiable.
- 3.7.5 **Centre Managers to attach a letter of recommendation for tutors who do not have the required qualifications in the relevant Learning Area, BUT have been teaching it on full time basis, motivating the competence of the tutor in the Learning Area.**
- 3.7.6 **Centre Managers are reminded that under no circumstances can they submit applications for themselves for AET L4 marking.**

4. VERIFICATION AT DISTRICT LEVEL:

- 4.1 The members of the **Verification Committee** to consider the application forms for AET L4 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 AET Co-ordinators

- 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 not being recommended.**
- 4.1.9 **AET Co-ordinators must attach a letter of recommendation for tutors who do not have the required qualifications in the relevant Learning Area, BUT have been teaching it on full time basis, motivating the competence of the tutor in the Learning Area.**
- 4.1.10 **All application forms must be signed by the Chairperson/AET Co-ordinator after verification.**
- 4.2 The members of the **Verification Committee** to consider the application forms for **AET Co-ordinators who apply to mark AET L4 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 AET Co-ordinator and the DCES.***
- 4.3 **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.**

5. VERIFICATION AT PROVINCIAL LEVEL:

- 5.1 **The membership of the Provincial Committee that recommends ET L4 markers to the Superintendent General: Education for appointment is as follows:**
 - 5.1.1 Assessment and Examinations official as a Chairperson
 - 5.1.2 Marking Moderator for the specific Learning Area
 - 5.1.3 Chief Marker for the Learning Area
 - 5.1.4 Head Office AET Co-ordinators
 - 5.1.5 Teacher Union representatives as observers

6. CONDITIONS FOR APPOINTMENT

- 6.1.1 Appointed markers will receive appointment letters which must be produced on arrival at the marking centres, signed by the school Centre Manager that he/she has been released from his/her school/office.
- 6.1.2 **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.**

- 6.3 This individual memorandum cannot be shared with colleagues and must be original, and handwritten and not reproduced in any way.
- 6.4 Appointed markers must bring their own Question Papers (and addendum if applicable) recommended colour of the pens as it will be indicated on the appointment letter to the Marking Centre.
- 6.5 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.
- 6.6 Tutors must have obtained at least 50 % pass rate in the subject applying for in 2016 AET L4 Examinations.
- 6.7 Appointed markers who have relatives who will be writing the AET L4 Examination in the year marking is applied for, must declare this by signing the form attached to the application form. **(ANNEXURE 3)**

7. CRITERIA FOR REJECTION OF APPLICATIONS:

- 6.2 Incomplete or illegible applications will not be considered.
- 6.3 Application forms that are not signed by Centre Managers will not be considered and will be regarded as incomplete.
- 6.4 Application forms received at the District Office after the due date will not be considered.
- 6.5 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.

8. IMPORTANT DATES:

| | |
|--|------------------------------------|
| Closing date for receiving application forms at the District: | Thursday, 31 August 2017 |
| Closing date for the capturing of application forms at the District | Monday, 8 September 2017 |
| Closing date for receiving application forms at the Provincial Office: | Thursday, 12 September 2017 |
| Selection date of AET L4 Markers: | 14-15 September 2017 |
| Final List of Markers ready for distribution to Districts: | Friday, 22 September 2017 |
| Final List of Markers ready for posting on ECDOE web site: | Monday, 6 October 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
DEPUTY DIRECTOR GENERAL: EPEM

| | | | |
|-----------------|---|-------------|--|
| Name of Bank | | Branch Name | |
| Account Number | | Branch Code | |
| Type of Account | <input type="checkbox"/> Savings Account <input type="checkbox"/> Current Account <input type="checkbox"/> Transmission Account | | |

D. LANGUAGE COMPETENCY

| | | | |
|--|-----------|--|--|
| Marking language preference for all subjects | English | | |
| | Afrikaans | | |

E. QUALIFICATIONS (In the subject applied 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 Learning Area in AET L4 i.e 2014, 2015 or 2016 | | | | |
| Subject | Years of Study | Degree/Diploma Name | Year obtained | Obtained at |
| <i>E.g. English</i> | <i>2</i> | <i>B. Sc.</i> | <i>1990</i> | <i>Fort Hare</i> |
| | | | | |
| | | | | |
| | | | | |
| TEACHING QUALIFICATIONS (i.e. HDE) | | | | |

F. MARKING EXPERIENCE

| Year | Learning Area Code | Learning Area Description | Rank (e.g. Marker / Senior Marker) |
|------|--------------------|---------------------------|------------------------------------|
| 2014 | | | |
| 2015 | | | |
| 2016 | | | |

G. PARTICULARS OF POST

| | | |
|---|------------------------------|-----------------------------|
| Have you taught/advised the Learning Area in AET L4 between 2014- 2016? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Are you presently teaching/advising the Learning Area in AET L4? | <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 |

H. TEACHING/ADVISING EXPERIENCE (Relative to the subject applied for on this application)

| Learning Area Code | Learning Area Description | Grade 12 | | | Name of Centre | Centre Contact No. |
|--------------------|---------------------------|------------|----------|-------------|--------------------|--------------------|
| | | Year Start | Year End | Total Years | | |
| LCEN 4 | English | 2014 | 2014/15 | 2 | Middledrift Prison | (043) 8511030 |
| | | 2015 | | | | |
| | | 2016 | | | | |

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

| Year | Learning Area Code | Learning Area Description | Learning Area Pass % | Learning Area Average % | No of learners in the Learning Area |
|------|--------------------|---------------------------|----------------------|-------------------------|-------------------------------------|
| 2014 | | | | | |
| 2015 | | | | | |
| 2016 | | | | | |

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 CENTRE MANAGER**

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 2017 and must return to school if marking is completed prior to official closure of schools. Tutors appointed as markers are to complete their work at their institution before reporting to the marking centre.

Print Name/Initials_____
Signature: Centre Manager_____
Date

SCHOOL

STAMP

**RECOMMENDATION BY AET CO-ORDINATOR/ CES: CURRICULUM
(Chairperson of Verification Committee)**

To my knowledge the above-mentioned information is true and correct. I confirm and certify that the applicant is currently teaching AET L4 for the Learning Area applied for and fully complied with the SBA moderation requirements.

Print Name_____
Signature: AET Co-ordinator /CES: Curriculum_____
Contact Number_____
Date

DISTRICT OFFICE

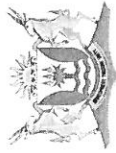
STAMP

| | | | | |
|---|--|---|------------------------|-------------------------------------|
| DISTRICT VERIFICATION: Recommended [] : Not Recommended [] | | PROVINCIAL SELECTION PANEL Indicate with a tick ✓ | | |
| If Not Recommended: Committee to state reason(s) why applicant is not recommended | | | | |
| | | SUCCESSFUL | RESERVE LIST NUMBER | UNSUCCESSFUL |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Surname/Initials (Print) CES: CURRICULUM MANAGEMENT | | Signature Chairperson | | |
| | | Surname & Initials (Print) Chief Marker/Moderator | | Signature Chief Marker/Moderator |
| | | | | |
| Date | | | | 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 Learning Area for which he or she applies at Level 4.



LIST OF APPLICANTS – 2017 AET L4

NAME OF DISTRICT

NAME OF CENTRE

| NO | SURNAME & INITIALS | PERSAL NO. | ID NUMBER | LEARNING AREA | PAPER | APPLICANT'S SIGNATURE | HOD SIGNATURE |
|----|--------------------|------------|-----------|---------------|-------|-----------------------|---------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |

NB. IF ANY OF THE INFORMATION PROVIDED ABOVE IS FOUND TO BE INCORRECT, ALL TUTORS WHO PARTICIPATED IN THE VERIFICATION MEETING SHALL BE DISQUALIFIED WITH IMMEDIATE EFFECT.

Centre Manager Full Name (Print)

Centre Manager Signature

Date

CENTRE STAMP

CENTRE VERIFICATION

1. CENTRE VERIFICATION TEAM

Centre Manager – Chairperson

ALL TUTORS APPLYING TO MARK 2017AET L4

2. CENTRE 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 Centre Manager should table the tutors' application forms before the Verification Committee.
3. The Committee must verify if each applicant qualifies to apply to be a Marker of the AET L4 Examination and if he/she has taught AET L4 during the period 2014 to 2016.
- When a tutor's application has been approved, the tutor must sign next to his/her name.
 - The Head of Department (HOD) must append his/her signature next to the name of the tutor he/she supervises.
 - The List of Applicants must be presented to the whole staff.
4. The Centre signs the List of Applicants, after the staff has accepted that the applicants taught AET L4 during the period 2014 to 2016. First time applicants must have taught the subject for at least two years.
- The Centre Manager 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.

NOVEMBER 2017 AET L4 MARKING CENTRE

| MARKING CENTRE | DISTRICT | SUBJECT |
|------------------------------------|--------------------------------|-------------------------------------|
| STUTTERHEIM HIGH SCHOOL | KING WILLIAM'S TOWN | APPLIED AGRIC & AGRIC TECHNOLOGY L4 |
| | | NATURAL SCIENCES L4 |
| | | INFORMATION TECHNOLOGY L4 |
| | | SESOTHO L4 |
| | | XHOSA L4 |
| | | ECONOMIC AND MANAGEMENT SCIENCES L4 |
| | | MATHS & MATHS SCIENCES L4 |
| | | EARLY CHILDHOOD DEVELOPMENT L4 |
| | | MATHEMATICAL LITERACY L4 |
| | | TRAVEL AND TOURISM L4 |
| | | ENGLISH L4 |
| | | ANCILLIARY HEALTH CARE L4 |
| | | HUMAN AND SOCIAL SCIENCES L4 |
| | | LIFE ORIENTATION L4 |
| | | SMALL MEDIUM & MICRO ENTERPRISES L4 |
| | | WHOLESALE & RETAIL L4 |