



**ASSESSMENT AND EXAMINATIONS DIRECTORATE**

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REPUBLIC OF SOUTH AFRICA, Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

Ref. No. 13/P

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**ASSESSMENT INSTRUCTION NO. 11 OF 2019**

**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: 21 JANUARY 2019**

**NATIONAL SENIOR CERTIFICATE  
APPLICATION FOR APPOINTMENT AS A MARKER  
DECEMBER 2019**

**1. GENERAL INFORMATION**

- 1.1 Application form by educators for Appointment as a Marker for the December 2019 National Senior Certificate Examination is attached as **ANNEXURE 1**.
- 1.2 Applicants are required to carefully read all instructions on the application form.
- 1.3 Officials at all levels must check the application forms carefully and verify that only application forms for competent and qualified educators are submitted for the final selection process.
- 1.4 Subject Advisors who qualify and have applied as Markers must also hand in application forms to the Head of Examinations at the relevant District Offices.
- 1.5 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 an appointed one.



1.6 It must be noted that, the PAM document, Gazette No 39684, page 155, D.4.4.4, provides that ***preference should be given to serving educators who are presently teaching the subject concerned.***

1.7 Verification and sorting process 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 MARKER?**

2.1 An educator may apply to be a Marker of the National Senior Certificate (NSC) Examinations, provided he/she taught the subject he/she is applying for in Grade 12 during the period, 2016 to 2018.

2.2 An educator with a recognized three-year post school qualification which must include the subject concerned at a second or third year level.

2.3 Educators 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. second year level.

2.4 Technical Subjects educators must indicate areas of specialization.

**2.5 Educators must have taught the subject in Grade 12 and obtained a minimum of 50% pass rate in any of these years (2016 – 2018) in the subject applied for.**

**2.6 Office-based educators must provide DISTRICT PASS RATE**

## **3. WHO DOES NOT QUALIFY TO APPLY AS A MARKER?**

3.1 Office-based educators who are not directly involved in training and supporting subject teachers e.g. CESs, EDOs, Curriculum Advisors in the GET Phase.

3.2 Educators who have not taught Grade 12 during the period 2016 to 2018 in the subject they are applying for.

3.3 Officials employed in the Assessment and Examinations Directorate.

3.4 Educators/Officials involved/implicated in Examination Irregularities in 2018.

3.5 School Principals.

## **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 School Principal completes the LIST OF APPLICANTS (**ANNEXURE 2**), that will be signed by each applicant and his/her Head of Department (HOD). A signed attendance register must be attached to this form.





4.3 The signing of the application form is legally binding, and it certifies the accuracy and the ownership of the information provided by all signatories.

4.4 Principals must present the list of applicants to the entire staff before signing it.

4.5 Any false information supplied in this document will result in the disqualification of all the participants in the school verification process 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 educator was/is responsible for teaching the subject in Grade 12 during the period 2016 to 2018.

5.2 Do not sign application forms of educators who are **not teaching in your school.**

5.4 NB: Principals must ensure that information provided on application forms is accurate and verifiable.

## 6. VERIFICATION AT DISTRICT LEVEL:

6.1 The members of the **Verification Committee** to consider the application forms for NSC Grade 12 Markers will include:

6.1.1 CES: Curriculum (Chairperson)

6.1.2 CES: IDS&G

6.1.3 DCES: Assessment and Examinations

6.1.4 Education Development Officer (EDO)

6.1.5 Subject Advisors.

6.1.6 Teacher Union representatives as observers

6.1.7 Secretariat from HRA

6.1.8 **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.**

6.2 The members of the **Verification Committee** to consider the application forms for Subject **Advisors and DCESs** who apply to mark NSC will include:

6.2.1 CES: Curriculum (Chairperson)

6.2.2 CES: IDS&G

6.2.3 DCES: Assessment and Examinations

6.2.4 Education Development Officer (EDO)

6.2.5 Teacher Union representatives as observers

6.2.6 Secretariat from HRA

6.2.7 **NB: In the Districts where there are appointed DCESs and SESs for individual subjects, preference must be given to the SESs (Subject Advisors).**

6.2.8 ***Under NO circumstances must the Verification Committee in the District recommend both the Subject Advisor and the DCES of the same subject.***

**6.2.9 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 NSC Markers to the Deputy Director General: EPEM for appointment is as follows:

- 7.1.1 Chairperson of Selection Panels
- 7.1.2 CES: Marking Processes and Marking Processes Officials
- 7.1.3 CES: Instrument Development
- 7.1.4 CES: Internal Assessment
- 7.1.5 DD: IT and Certification
- 7.1.6 DD: Human Resource Administration
- 7.1.7 Head Office Subject Planners
- 7.1.8 Teacher Union representatives as observers
- 7.1.9 Secretariat from HRA

## **8 CONDITIONS FOR APPOINTMENT**

- 8.1 At least 3 years of recent teaching/advising experience in the subject in Grade 12 during the period 2016 to 2018.
- 8.2 Applicant must have obtained **at least 50 % pass rate** in the subject applying for in 2018 Grade 12 NSC Examinations.
- 8.3 **Subject Advisors must submit District pass percentage.**
- 8.3 Applicant must have SACE certificate.
- 8.4 **Foreign qualifications must have SAQA evaluation certificate and DHET evaluation certificate.**
- 8.5 **Foreign nationals must have a Passport and work permit which is valid at least from a period of more than six months, which includes the marking period- from 01 November 2019 to 31 December 2019.**
- 8.6 The Department reserves the right to disqualify any appointment if there is evidence that the applicant has misrepresented him/herself by providing fraudulent or inaccurate information, both work and academic related record.

NB: Subject Advisors should complete the checklist and sign it. Copies of minutes of school verification for each school must be compiled into a document and submitted with the applications.





## 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 Office of the District Head of Examinations and be verified at District level.
- 9.4 Applicants who obtained less than 50% pass in the subject applying for in 2018 NSC Grade 12 Examinations.

## 10 IMPORTANT DATES:

Closing date for receiving application forms at the District:	<b>Monday, 18 FEBRUARY 2019</b>
Closing date for the submission of application forms at the Provincial Office	<b>Monday, 04 MARCH 2019</b>

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**  
**DEPUTY DIRECTOR GENERAL: EPEM**



For Office use: Capture By: _____		<b>ANNEXURE 1</b> <b>ASSESSMENT INSTRUCTION 11 OF 2019</b>									
Signature _____		Date _____									
	Province of the <b>EASTERN CAPE</b> EDUCATION	<b>SUBJECT:</b> _____  INDICATE YOUR PREFERENCE IN THE ORDER AS FOLLOWS	Place Two ID Photos  Here								
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">PREFERENCE</th> <th style="width: 50%;">PAPER (1/2/3)</th> </tr> <tr> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td></td> </tr> </table>		PREFERENCE	PAPER (1/2/3)	1		2		3	
		PREFERENCE		PAPER (1/2/3)							
		1									
2											
3											

**APPLICATION FORM: MARKER**  
**GRADE 12 NSC EXAMINATION: DECEMBER 2019**

***CLOSING DATE 18 FEBRUARY 2019***  
***At the District Office***

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN ZWELITSHA 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 also applies to ACE qualifications.
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. Attach a certified SACE certificate.
8. An EDO and GET Subject Advisors **must not** apply for appointment as a Marker.
9. 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	<b>(Mark with X)</b> <input type="checkbox"/> DCES <input type="checkbox"/> SES <input type="checkbox"/> Educator <input type="checkbox"/> Principal											
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 2016, 2017 or 2018

Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<i>B. Sc.</i>	<i>2010</i>	<i>WSU</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)
2016				
2017				
2018				

**F. PARTICULARS OF POST**

Have you taught/advised the subject in Grade 12 between 2016- 2018?	<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 2019?	<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/area of specialisation on this application)

Subject Description	Grade 12		
	Year	Name of School/District	School/District Contact No.
<i>e.g. Business Studies</i>	2015	<i>Xolani High School</i>	<i>040-6392772</i>
	2016		
	2017		
	2018		

**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. 2015</i>	<i>Xolani High</i>	Information must relate to personal performance at the centres listed above in G.	73	56	68
2016					
2017					
2018					

**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 and go for marking, if appointed.

(Educators appointed as Markers are to complete their work at their institutions before reporting to the Marking Centre.)

SCHOOL

STAMP

\_\_\_\_\_  
Print Name/Initials\_\_\_\_\_  
Signature: Principal\_\_\_\_\_  
Date



**VERIFICATION AT DISTRICT****VERIFICATION and RECOMMENDATION BY SUBJECT ADVISOR / CES CURRICULUM**

(The letter of recommendation must be attached if the educator does not have qualifications in the subject applying for and has been teaching it for the past three years)

To my knowledge the information provided by the applicant 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:

DISTRICT OFFICE

Print Name

Signature: Subject Advisor /CES Curriculum

Contact Number

Date

STAMP

**PROVINCIAL OFFICE USE ONLY**

APPOINTED

NOT APPOINTED

If not appointed provide reasons:

CHAIRPERSON OF THE PANEL

DATE:

**EXTRACT FROM GOVERNMENT GAZETTE, 12 FEBRUARY 2016 [No. 39684 Pages 143-145]****CRITERIA FOR THE APPOINTMENT OF EDUCATORS FOR EXAMINATION-RELATED WORK (MARKERS)**

- (1) Markers are appointed in terms of the Personnel Administration Measures (PAM), which states among other, the following: -
- (2) A recognised three-year post school qualification which must include the subject concerned at secondary or third year level or other appropriate post grade 12 qualifications.
- (3) Appropriate teaching experience, including teaching experience at the appropriate level (FET band), in the subject concerned.
- (4) Preference should be given to serving educators who are presently teaching the subject concerned.
- (5) The selection of markers for a specific examination paper should be carried out by a panel comprising of Chief Marker and Marking Moderator; Relevant departmental officials; Teacher unions (as observers).



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
10	Technical Mathematics	TMAT
BUSINESS, COMMERCE AND MANAGEMENT STUDIES		
11	Accounting	ACCN
12	Business Studies	BSTD
13	Economics	ECON
ENGINEERING AND TECHNOLOGY		
<i>Please indicate the specialisation you are applying for</i>		
14	Civil Technology (Construction, Civil Services, Woodworking)	CVLT
15	Electrical Technology (Digital Systems, Electronics, Power Systems)	ELTT
16	Mechanical Technology (Automotive, Fitting & Machining, Welding & Metal)	MCHT
17	Engineering Graphics and Design	GRDES
HUMAN AND SOCIAL STUDIES		
18	Geography	GEOG
19	History	HIST
20	Religion Studies	RLGS
PHYSICAL, MATHEMATICAL, COMPUTER AND LIFE SCIENCE		
21	Computer Applications Technology	CATN
22	Information Technology	INFT
23	Life Sciences	LFSC
24	Physical Sciences	PHSC
25	Technical Sciences	
SERVICES		
26	Consumer Studies	CNST
27	Hospitality Studies	HOSP
28	Tourism	TRSM







**SGB EDUCATORS & FOREIGN NATIONALS**

**LIST OF APPLICANTS – 2019 NATIONAL SENIOR CERTIFICATE - MARKER**

**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



## LIST OF APPLICANTS – 2019 NATIONAL SENIOR CERTIFICATE - MARKER

**NAME OF DISTRICT**

**NAME OF SCHOOL**

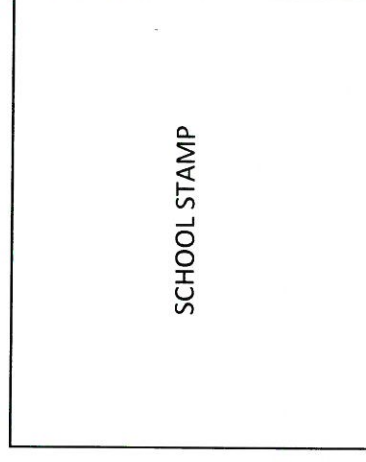
NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	SUBJECT	PAPER	APPLICANT'S SIGNATURE	HOD SIGNATURE
1							
2							
3							
4							
5							
6							
7							
8							
9							

**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 VERIFICATION

## 1. SCHOOL VERIFICATION TEAM

Principal – Chairperson

### ALL EDUCATORS APPLYING AS MARKERS: 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 Marker for the NSC Examination and if he/she has taught Grade 12 during the period 2016 to 2018.
- Verify if all relevant documents have been attached.
  - 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 2016 to 2018.
- The Principal must submit the list to the District Head of Exams, and the District official receiving the list must print his/her name and append a signature as acknowledgement of receipt of the list.
  - Each applicant form must have a checklist attached to it.
  - The principal must keep a copy of the list signed by the District Official.

# **SGB EDUCATORS AND FOREIGN NATIONALS**

## **CHECKLIST FOR THE SELECTION OF GRADE 12 NSC MARKERS**

**SURNAME & INITIALS:** ----- **SUBJECT & PAPER:**-----

NO.	ITEM	MARKER	HOD	DISTRICT	HEAD OFFICE	SELECTION PANEL
1.	ID photos attached					
2.	Certified copy of ID					
3.	Certified copies of Matric Certificate					
4.	Certified copies of qualifications (transcript reflecting 2 <sup>nd</sup> year qualification in the subject)					
5.	Certified copy of SACE certificate					
6.	Letter of recommendation from the Principal if the teacher does not have qualification but has been teaching the subject					
7.	Letter of recommendation from the Subject Advisor if the teacher does not have qualification but has been teaching the subject					
8.	Signature by Applicant					
9.	Signature by Principal and school stamp					
10.	Signature by Subject Advisor and or CES Curriculum					
11.	Work Permit ( if Foreign National) valid up to 31 December 2019. <ul style="list-style-type: none"> <li>SARS Certificate</li> <li>SAQA verification of Qualifications</li> </ul>					

-----  
SURNAME & INITIALS OF HOD

-----  
SIGNATURE

-----  
DATE

-----  
SIGNATURE OF SUBJECT ADVISOR/DISTRICT OFFICIAL

-----  
DATE





# CHECKLIST FOR THE SELECTION OF GRADE 12 NSC MARKERS

SURNAME & INITIALS: ----- SUBJECT & PAPER-----

NO.	ITEM	MARKER	HOD	DISTRICT	HEAD OFFICE	SELECTION PANEL
1.	ID photos attached					
2.	Certified copy of ID					
3.	Certified copies of Matric Certificate					
4.	Certified copies of qualifications (transcript reflecting 2 <sup>nd</sup> year qualification in the subject)					
5.	Certified copy of SACE certificate					
6.	Letter of recommendation from the Principal if the teacher does not have qualification but has been teaching the subject					
7.	Letter of recommendation from the Subject Advisor if the teacher does not have qualification but has been teaching the subject					
8.	Signature by Applicant					
9.	Signature by Principal and school stamp					
10.	Signature by Subject Advisor and or CES Curriculum					
11.	Work Permit ( if Foreign National) valid up to 31 December 2019. <ul style="list-style-type: none"> <li>SARS Certificate</li> <li>SAQA verification of Qualifications</li> </ul>					

-----  
SURNAME & INITIALS OF HOD

-----  
SIGNATURE

-----  
DATE

-----  
SIGNATURE OF SUBJECT ADVISOR/DISTRICT OFFICIAL

-----  
DATE