



**CHIEF DIRECTORATE: EXAMINATIONS AND ASSESSMENT**

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**ASSESSMENT INSTRUCTION NO 11 OF 2025**

**TO: DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
CIRCUIT MANAGERS  
DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADES 10 – 12)  
TEACHER UNIONS/TEACHER ORGANISATIONS  
SCHOOL GOVERNING BODIES**

**DATE: 27 JANUARY 2025**

**NATIONAL SENIOR CERTIFICATE (NSC) APPLICATION FOR APPOINTMENT AS  
A CHIEF MARKER OR MARKING MODERATOR: 2025 TO 2027**

**1. GENERAL INFORMATION**

- 1.1 Application form by educators for appointment as a Chief Marker/Internal Moderator for the 2025-2027 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 Application forms are to be handed in at Examinations and Assessment offices in relevant District Offices/CMCs.





- 1.5 Subject Advisors who qualify and have applied as Chief Markers/Internal Moderators must also hand in application forms to the same offices mentioned at 1.4.
- 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 standing/interim Subject Advisors in the absence of an appointed one.
- 1.7 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.)
- 1.8 Verification and sorting processes will be done at School and District levels by appropriate Verification Committees.
- 1.9 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 INTERNAL MODERATOR?**

- 2.1 **An educator** may apply to be a Chief Marker or Internal Moderator of the National Senior Certificate (NSC) Examinations provided he/she taught the subject he/she is applying for in Grade 12 during the period 2020 to 2024 and from 2020 to 2024 was either an/a
  - 2.1.1 Provincial/ National Examiner
  - 2.1.2 Provincial/National Question Paper Setting Moderator
  - 2.1.3 Chief Marker
  - 2.1.4 Internal Moderator
  - 2.1.5 Deputy Chief Marker or
  - 2.1.6 Senior Marker





2.2 **A Subject Advisor** who has been advising in the subject he/she is applying for during the period 2020 to 2024 and from 2020 to 2024 was either a/an

2.2.1 Provincial/ National Examiner

2.2.2 Provincial/National Question Paper Setting Moderator

2.2.3 Chief Marker

2.2.4 Internal Moderator

2.2.5 Deputy Chief Marker or

2.2.6 Senior Marker

2.3 An educator with recognized three-year post school qualification which must include the subject concerned at second year or third year level, or other appropriate post grade 12 qualification.

2.4 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., 2<sup>nd</sup>.

2.5 ***Educators must have taught the subject and obtained 80% pass rate in 2020 - 2024 in the subject applied for.***

2.6 *In addition to the above criteria, preference shall be given to the serving educators who are presently teaching the subject concerned.*

### **3. WHO DOES NOT QUALIFY TO APPLY AS CHIEF MARKER / MARKING MODERATOR?**

3.1 Office-based educators who are not directly involved in training and supporting subject educators e.g., CESSs, Circuit Managers, Curriculum Advisors in the GET Phase, must not apply as Chief markers and Internal moderators.

3.2 Educators who have not taught Grade 12 during the period 2020 to 2024 in the subject they are applying for.

3.3 Educators who do not have experience as:

3.3.1 Provincial/National Examiner



- 3.3.2 Provincial/National Question Paper Setting Moderator
- 3.3.3 Chief Marker
- 3.3.4 Marking Moderator
- 3.3.5 Deputy Chief Marker or
- 3.3.6 Senior Marker in the subject applied for during the period 2020 to 2024.
- 3.4 Principals of schools.
- 3.5 Officials employed in the Examinations and Assessment Chief Directorate.
- 3.6 Educators/Officials who have been found to have contravened the Examination Regulations and are still serving sanction.

#### 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)/Principal. A 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 the entire staff before signing it.
- 4.6 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 consecutive years. Furthermore, disciplinary action shall be taken against the principal.



## 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 2020 to 2024.
- 5.2 Do not sign application forms of educators who are **not teaching in your school or who have outstanding documents.**
- 5.3 NB: Principals must ensure that information provided on application forms is accurate and verifiable.
- 5.4 **Principals must submit signed minutes of the meeting to the District Office.**
- 5.5 **Principals must keep a copy of the list of recommended applicants and minutes for future reference.**

## 6. VERIFICATION AT DISTRICT LEVEL:

- 6.1 The members of the **Verification Committee** to consider the application forms for NSC Grade 12 Chief Markers / Internal Moderators will include:
  - 6.1.1 CES: Curriculum (Chairperson)
  - 6.1.2 CES: School Administration
  - 6.1.3 CES/A/CES/DCES: Examinations & Assessment
  - 6.1.4 Representation of Circuit Managers
  - 6.1.5 FET 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, and not on the front cover of the application form. Rejected application forms must be kept at the district.**





- 6.1.9 **Office-based educators should recuse themselves when the Verification Committee in the District Office verifies their application forms.**
- 6.1.10 ***Under NO circumstances must the Verification Committee in the District recommend both the Subject Advisor and the DCES of the same subject.***
- 6.2 The members of the **Verification Committee** to consider the application forms for **Subject Advisors and DCESs** who apply to be NSC Chief Markers / Internal Moderator will include:
- 6.2.1 CES: Curriculum (Chairperson)
  - 6.2.2 CES: School Administration
  - 6.2.3 CES/ACES/DCES: Examinations and Assessment
  - 6.2.4 Representative of Circuit Managers
  - 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 Chief Markers / Internal Moderators to the Deputy Director General: CM&D for appointment is as follows:
- 7.1.1 Chairpersons of the Selection Panels.



- 7.1.2 CES: Marking Processes and Marking Processes
- 7.1.3 CES: Instrument Development
- 7.1.4 CES: Policy Unit
- 7.1.5 CES: Curriculum Management
- 7.1.6 DD: IT and Certification
- 7.1.7 DD: Human Resource Administration
- 7.1.8 Head Office Subject Planners
- 7.1.9 Teacher Union representatives as observers
- 7.1.10 Secretariat from HRA

## **8 CONDITIONS FOR APPOINTMENT**

- 8.1 At least 5 years of recent teaching/advising experience in the subject in Grade 12 during the period 2020 to 2024. Teaching/advising experience must be within FET phase.
- 8.2 Subject Advisors must submit District pass percentage in the subject applied for.
- 8.3 Applicant must have SACE certificate.
- 8.4 Applicant must attach an academic record if certificate does not specify area of specialization.
- 8.5 Educators with foreign qualifications must attach SAQA & DHET Certificates as well as valid work permit covering the period applied for.
- 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 records.
- 8.7 NB: For each applicant, the Subject Advisors should complete the checklist and sign it. Copies of minutes of school verification must be attached to each application form before submission to District/CMC.





**9 IMPORTANT DATES:**

Closing date for receiving application forms at the district:	Friday, 20 March 2025
Closing date for the submission of application forms at the Provincial Office	Friday, 28 March 2025

**10 CRITERIA FOR REJECTION OF APPLICATIONS:**

10.1 Incomplete or illegible applications will not be considered.

10.2 Application forms received at the District Office after the due date will not be considered.

10.3 No application forms will be accepted at the Provincial Office. All applications must be submitted through the District Office, Examinations and Assessment Unit and be verified at District level. Applicants who obtained less than 80% pass in the subject applying will not be considered.

10.4 Head office will not accept any forms from the district after the due date.

***In instances where the subjects consist of papers e.g. P1, 2, and or 3, an applicant may be considered and deployed after appointment in any of the papers including those that may not have been applied for, based on the prerogative of the provincial selection panel.***

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.

Co-operation of all education stakeholders in this important process is both anticipated and appreciated.

**MR R. T. WAKADI**  
**DDG: CURRICULUM MANAGEMENT AND DELIVER**







For Office use: Captured By: _____  _____ Signature	<b>ANNEXURE 1</b>  <b>ASSESSMENT INSTRUCTION 09 OF 2025</b>
_____ Date	

 Province of the <b>EASTERN CAPE</b> EDUCATION	SUBJECT: _____  INDICATE YOUR PREFERENCE IN THE ORDER AS FOLLOWS:  NB: ONE APPLICATION PER SUBJECT	Place Two ID Photos  Here								
Did you mark in 2020-24? Yes <input type="checkbox"/> No <input type="checkbox"/>  If Yes, which Subject & Paper?  Subject:.....Paper:.....	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 33%;">PREFERENCE</th> <th style="width: 33%;">PAPER (1/2/3)</th> </tr> </thead> <tbody> <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> </tbody> </table>	PREFERENCE	PAPER (1/2/3)	1		2		3		
PREFERENCE	PAPER (1/2/3)									
1										
2										
3										







Present Post	(Mark with X)	<input type="checkbox"/> DCES	<input type="checkbox"/> SES	<input type="checkbox"/> Educator
Employment status		<input type="checkbox"/> ECDoE employed educator	<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) All markers will be accommodated at the marking centre.**

If successful, will you need accommodation during marking period?	Yes	No
Gender	Male	Female
Meals - Normal, but no pork	Yes	No
Vegetarian (NB: All meals are HALAAL)	Yes	No

**D. LANGUAGE OF TEACHING**

Marking language preference (Mark with X)

<input type="checkbox"/> English	<input type="checkbox"/> Afrikaans	<input type="checkbox"/> Both
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**E. 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 2 years of recent teaching/advising experience in the subject in Grade 12 within the period 2018-2022.			
Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g., Geography</i>	3	<i>Bachelor of Arts</i>	1996	<i>Unitra</i>





TEACHING QUALIFICATIONS (i.e.HDE)			
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**F. PRESCRIBED SET WORK / SETWORK THAT CAN BE MARKED (In order of preference regardless of paper applied for,) where applicable.**

1. ....
2. ....
3. ....
4. ....



## G. MARKING EXPERIENCE

Year	Subject Code	Subject Description	Subject Paper (1/2/3)	Rank (e.g., Chief Marker / Marking Moderator / Senior Marker)
2020				
2021				
2022				
2023				
2024				

## H. PARTICULARS OF POST

Have you taught/advised the subject in FET phase between 2020-2024?  YES  NO

Are you presently teaching/advising the Subject in Grade 12?  YES  NO

Are you in a Governing Body Post? (applicable to educators)  YES  NO

Did you take the VSP?  YES  NO

Are you resigning from your post in the Education Dept. on or before December 2025?  YES  NO

Are you currently employed by the Eastern Cape Education Department?  YES  NO

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

Subject Description (Technical Subjects to specify area of specialization)  <i>e.g., Geography:</i>	Grade 12		
	Year	Name of School/District	School/District Contact No.
	2019	JS Skenjana SSS	047-7481842
	2020		
	2021		
	2022		
	2023		
	2024		

Information must relate to personal performance at the centre/s listed above in I.

## J. PERSONAL PERFORMANCE AT OWN CENTRE / DISTRICT (Relative to the Subject applied for on this application)

Year	Name of School	Centre No	District Name	Subject Pass %	Subject Average %	No of learners in the subject
<i>e.g., 2019</i>	<i>JS Skenjana SSS</i>	<i>4351028</i>	<i>Amatole East</i>	<i>82</i>	<i>54</i>	<i>124</i>
2020						
2021						
2022						
2023						
2024						

ASSESSMENT INSTRUCTION NO. 00 OF 2025: APPLICATION FOR CHIEF MARKERS AND INTERNAL MODERATORS

*building blocks for growth*

*building blocks for growth*

*Ikamva eliqaqambileyo!*





<b>K. HAVE YOU APPLIED FOR ANY OTHER SUBJECT?</b>		<b>Y E S</b>	<b>NO</b>
If yes, specify:	SUBJECT	PAPER	

**DECLARATION BY APPLICANT**

Should there be any change in my employment status, I will inform the District office or the Marking Processes & Feedback Unit 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 / CHIEF EDUCATION SPECIALIST**

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/Subject advisors/Deputy Chief Education Specialist appointed as Chief Markers/Internal Moderators are to complete their work at their institutions before reporting to the Marking Centre.)

**SCHOOL/DISTR  
ICT STAMP**

Print Name & Initials:.....Signature:.....Date: .....

**VERIFICATION AT DISTRICT/CMC**

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

To my knowledge the information provided by the applicant is true and correct. I confirm and certify that the applicant is currently teaching /advising Grade 12 for the subject applied for.

Recommended

Not Recommended

Reasons for not recommending:





<p>_____</p> <p>_____</p> <p>_____</p>	<p><b>DISTRICT OFFICE STAMP</b></p>
<p>Print Name                      Signature: Subject Advisor /CES Curriculum                      Contact Number                      Date</p>	

**PROVINCIAL OFFICE USE ONLY**

<b>APPOINTED</b>		<b>NOT APPOINTED</b>	
<b>If not appointed provide reasons:</b>			
<b>CHAIRPERSON OF THE PANEL:</b>		<b>DATE:</b>	

**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 second- 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
<b>OFFICIAL LANGUAGES AT HOME AND FIRST ADDITIONAL LEVEL</b>		
1	Afrikaans Home Language P1, P2 & P3	AFRHL
2	Afrikaans First Additional Language P1, P2 & P3	AFRFA
3	English Home Language P1, P2 & P3	ENGHL
4	English First Additional Language P1, P2 & P3	ENGFA
5	IsiXhosa Home Language P1, P2 & P3	XHOHL
6	IsiXhosa First Additional Language P1, P2 & P3	XHOFA
7	Sesotho Home Language P1, P2 & P3	SESHL
<b>MATHEMATICAL SCIENCE</b>		
8	Mathematical Literacy P1 and P2.	MLIT
9	Mathematics P1 and P2.	MATH
10	Technical Mathematics P1 and P2.	TMAT
<b>BUSINESS, COMMERCE AND MANAGEMENT STUDIES</b>		
11	Accounting P1	ACCN
12	Accounting P2	ACCN
13	Business Studies P1	BSTD
14	Business Studies P2	BSTD
15	Economics P1 and P2.	ECON
<b>ENGINEERING AND TECHNOLOGY</b>		
16	Civil Technology (Construction, Civil Services, Woodworking)	CVLT
17	Electrical Technology (Digital Systems; Electronics; Power Systems)	ELTT
18	Mechanical Technology (Automotive; Fitting and Machining; Metalwork and Welding)	MCHT
19	Engineering Graphics and Design P1 and P2.	GRDES
<b>HUMAN AND SOCIAL STUDIES</b>		
20	Geography P1 and P2.	GEOG
21	History P1 and P2.	HIST
22	Religion Studies P1 and P2.	RLGS
<b>PHYSICAL, MATHEMATICAL, COMPUTER AND LIFE SCIENCE</b>		
23	Agricultural Sciences P1 and P2.	AGRSDE
24	Agricultural Management Practice	AGRM
25	Computer Applications Technology P1 and P2.	CATN
26	Information Technology P1 and P2.	INFT
27	Life Sciences P1 and P2.	LFSC
28	Physical Sciences P1 and P2.	PHSC
29	Technical Science P1 and P2.	TCSC
<b>SERVICES</b>		
30	Consumer Studies	



31	Dance Studies	DNCE
32	Design	DSGN
33	Dramatic Arts	DRMA
34	Hospitality Studies	HOSP
35	Music P1 & P2	MUSC
36	Tourism	TRSM
37	Visual Arts	VSLA



## ANNEXURE 2

LIST OF APPLICANTS – 2025 NATIONAL SENIOR CERTIFICATE – CM MARKER / IMODERATOR

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							

**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 AND DISCIPLINARY ACTION WILL BE TAKEN AGAINST THE PRINCIPAL.**

Principal Full Name (Print) \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_

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Assessment Instruction No 09 of 2025





## SCHOOL VERIFICATION

### 1. SCHOOL VERIFICATION TEAM

Principal – Chairperson

**NB:** Make copies of Assessment Instruction available for verification team.

**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 to each application form.
- 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 2020 to 2024.

- 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 2020 to 2024.

- The principal must submit the list to the District Office Exams section, and the district official receiving the list must print his/her name and append a signature as acknowledgement of receipt of the list.
- Each application form must have a checklist attached to it.
- The principal must keep a copy of the list signed by the District Official.

## DISTRICT VERIFICATION

### 1. DISTRICT VERIFICATION TEAM

- As per the Assessment Instruction
- CES Curriculum: Chairperson

**N. B. Make copies of the Assessment Instruction available to the Verification Team, and reference must be made to it during the verification process.**

### 2. DISTRICT VERIFICATION PROCEDURE

- Application forms must be received from Exams in clearly labelled batches, per Subject and Paper.
- Members of the Verification Committee are divided into various subjects.
- Start by setting aside SGB educators' applications, as well as those for educators with foreign qualifications. Verification to be done as per Assessment Instruction.
- Check the accurate completion of the application form. If not, set aside and state the reason in the space for recommending/not recommending.
- Verify the information on the school/district performance in the subject applied for.
- Verify teaching experience in the relevant subject. If incorrect information has been supplied, do not recommend and comment as such in the provided space.
- In the remaining applications check if all the required documents, as per the Assessment Instruction, have been attached.
- Use the attached checklist to indicate what has been checked at District level (accurate execution).
- **No comments** should be written on the front cover of the application form.
- All required signatories should append their signatures and put the district stamp.
- Keep applications as per their respective Subjects and Papers.



- Applications for SGBs and educators with foreign qualifications should be batched separately, clearly identified as such.
- A typed list of applicants for each Subject and Paper must be placed on top of each batch.
- The Chairperson of the District Verification Committee must ensure that all applications are submitted to the Head Office: Marking Processes within the set time frames.
- Chairperson should make sure that a copy of all the applicants is made and kept safe at the district exams office for reference purposes and resolution of disputes, if any.



**CHECKLIST FOR THE SELECTION OF GRADE 12 NSC CHIEF  
MARKERS/INTERNAL MODERATORS**

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

NO.	ITEM	HOD/PRINCIPAL	DISTRICT	PROVINCE
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.	Has the applicant signed?			
7.	Signature by Principal and school stamp			
8.	Signature by Subject Advisor and or CES Curriculum			
9.	Valid Work Permit: <ul style="list-style-type: none"> <li>• Foreign National.</li> <li>• SARS Certificate</li> <li>• SAQA &amp; DHET verification of qualifications certificates</li> </ul>			

-----  
SURNAME & INITIALS OF HOD/PRINCIPAL

-----  
SIGNATURE

-----  
DATE

-----  
SURNAME & INITIALS OF  
SUBJECT ADVISOR/DISTRICT OFFICIAL

-----  
SIGNATURE

-----  
DATE

-----  
SURNAME & INITIALS OF  
HEAD OFFICE

-----  
SIGNATURE

-----  
DATE