

ASSESSMENT & EXAMINATIONS

Bundy Park, Schornville, KWT, *Private Bag 4571* KWT * 5600 REPUBLIC OF SOUTH AFRICA, Website: www.ecdoe.gov.za

Ref. No. 13/P Tel.: (043) 604 7708/083 760 4462

Enquiries: Mrs P. M. Edley Fax: (043) 604 7786

ASSESSMENT INSTRUCTION 22 OF 2011

TO: DEPUTY DIRECTOR-GENERAL

CHIEF DIRECTORS

HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS

CHIEF EDUCATION SPECIALISTS

EDUCATION DEVELOPMENT OFFICERS

DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS

PRINCIPALS/MANAGERS OF ABET CENTRES

TEACHER UNIONS / ORGANISATIONS

DATE: 08 MARCH 2011

2011 ABET L4 APPLICATION FOR APPOINTMENT AS A MARKING MODERATOR OR CHIEF MARKER

- Application for appointment as a Marking Moderator in the 2011 ABET L4 Examination ANNEXURE 1
- 2. Application for appointment as a Chief Marker in the 2011 ABET L4 Examination ANNEXURE 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 ABET L3 - L4 Educators are appointed to these critically important positions.

Application forms to be handed in at DISTRICT OFFICES. ABET SBA Co-ordinators who qualify and have applied as marking moderator/chief marker must also hand in applications to DCES: EXAMINATIONS at District Offices.

Verification and sorting will be done at Centre and District level by the Verification Committees.



WHO QUALIFIES TO APPLY AS AN ABET L4 MARKING MODERATOR OR CHIEF MARKER?

- All experienced ABET L4 Examiners, Deputy Examiners, Senior Markers and Moderators
 may apply as ABET L4 Chief Markers and Moderators (Attach a copy of Appointment letter and
 a short CV).
- ABET Educators qualify to apply to be ABET L4 Marking Moderators or Chief Markers of the ABET L4 examination only if one has taught ABET L 3 & 4 during the period 2006 to 2011 and has been an ABET L4 Senior Marker, Examiner, or a Deputy Examiner in the last 5 years. (2006 – 2011).
- ABET Centre Managers who taught ABET L3 & 4 during the period 2006 to 2011 and who have a strong support staff that will manage the Centre in their absence.
- ABET Educators who have a teaching qualification or an ABET Diploma.

2. WHO DOES NOT QUALIFY FOR MARKING?

- Office-based educators who are not directly involved in training and supporting ABET Centres. e.g. CESs, Education Development Officer (EDO) Curriculum Advisors in the GET Phase, must not apply as an ABET L4 marking moderator or chief marker.
- Office-based educators who have never been ABET L4 examiners, deputy examiners, moderators
 or senior markers in the last 5 years may not apply as an ABET L4 Marking Moderator or Chief
 Marker.
- ABET Educators who have only a Grade 12 certificate.

3. VERIFICATION AT CENTRE LEVEL:

- ABET Centre Manager to convene a meeting with the applicants and the Centre management team
- All applicants must be quality assured jointly at this meeting
- Complete the LIST OF APPLICANTS (ANNEXURE 3) that will be signed by each applicant.
- Signing this document confirms that the information contained therein is true.
- ABET Centre Managers must present the list of applicants to the whole staff before he/she
 appends his/her signature.
- Any false information on this document will result in the blacklisting of the whole Centre for two years.

INSTRUCTIONS TO ABET CENTRE MANAGERS

- Approval must only be given by signing the form if the educator was/is responsible for teaching the Learning Area in ABET L3 & 4 during the period 2006 -2011.
- Do not sign application forms of ABET Educators who are not teaching in your Centre.
- As Manager of the ABET Centre, do not sign your own application form. This form must be signed
 by the District ABET SBA Co-ordinator.
- NB: Centre Managers must ensure that information provided on application forms is accurate and verifiable.

4. <u>VERIFICATION AT DISTRICT LEVEL</u>:

- 4.1 The members of the <u>Verification Committee</u> to consider the application forms for <u>ABET L4 Marking Moderators/Chief Markers</u> will include:
 - CES: Curriculum (Chairperson)
 - CES: Governance
 - DCES: Examinations
 - Education Development Officer (EDO)
 - ABET Co-Ordinator for ABET SB
 - Teacher Union representatives as <u>observers</u>

Page 2 of 15
Assessment Instruction 22 of 2011
Eastern Cape Provincial Assessment Instruction

- 4.2 The members of the <u>Verification Committee</u> to consider the application forms for ABET SBA Coordinators who apply as ABET L4 Marking Moderators/Chief Markers will include:
 - CES: Curriculum (Chairperson)
 - CES: Governance
 - DCES: Examinations
 - Education Development Officer (EDO)
 - Teacher Union representatives as observers
 - NB: In the Districts where there are appointed DCESs and SESs ABET, preference must be given to the SES.
- 4.3 The membership of the **Provincial Committee** that appoints the ABET L4 Marking Moderators /Chief Markers is:
 - Director Assessment & Examinations
 - Provincial ABET L4 Curriculum Co-ordinator
 - Provincial CES & DCES Marking Processes.
 - Provincial ABET L4 Examinations Co-ordinator
 - Teacher Union representatives as <u>observers</u>

5. CONDITIONS FOR APPOINTMENT

5.1 Appointed ABET L4 marking moderators/chief markers must have attended all professional development and training programmes and have a proven track record of excellence in the Learning Area applied for.

6. CRITERIA FOR REJECTION OF APPLICATIONS:

- Incomplete or illegible applications will not be considered.
- Application forms received at the District Office after the due date will not be considered.
- No application forms will be accepted at the Provincial Office. All applicants must come through the District Office and be verified at District level

7. IMPORTANT DATES:

- Closing date for application forms at the District: <u>31 March 2011.</u>
- Closing date for submission of the application forms at the Provincial Office: 16 April 2011

Kindly note that all the information in application forms will be **verified** with the **database** in the **Provincial Office** as well as with **EMIS**. Applicants are therefore reminded that provision of inaccurate and fraudulent information constitutes grounds for immediate disciplinary action and disqualification. In particular, Centre Managers and Chairpersons of Verification Committees are cautioned not to append their signatures if all criteria are not met.

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

S.P. GOVENDER

CHIEF DIRECTOR - CURRICULUM MANAGEMENT

MARKING MODERATOR ABET L4 ECDE/EXAMS/MARKER06



ANNEXURE 1	
ASSESSMENT INSTRUCTION 22 OF 2011	

LEARNING AREA APPLIED FOR:	

Place ID Photo Here

APPLICATION: MARKING MODERATOR ABET L4 EXAMINATIONS: 2011

CLOSING DATE: 31 MARCH 2011



[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT AFTER THE CLOSING DATE - NO FAXES ACCEPTABLE]

INSTRUCTIONS TO COMPLETE THIS FORM

- . Any person found to have given fraudulent information will be disqualified from marking.
- 2. A **separate** application form must be completed for each Learning Area and paper applied for.
- 3. Certified copies of academic qualifications MUST accompany every application. If the Certificate/Degree does not show the specific major Learning Area, then a copy of the **Learning Area ABET L4 transcript** must accompany the Certificate/Degree.
- 4. Criteria for appointments: Please see the extract of the Government Gazette of 17 September 2004 or refer to page 4.
- 5. Attach a short CV detailing experience as an ABET L4 Examiner, Deputy Examiner, Senior Marker or Moderator.
- 6. Attach a **certified copy** of your ID Document to this form.
- 7. Attach ONE recent ID Photo of yourself to the top right corner of this form.
- 8. An EDO may not apply as an ABET L4 Moderator.
- 9. Only ABET educators from the Department of Education Eastern Cape may apply. No applications from other Departments and other Provinces will be accepted

accepted.								
			PERSONA	L INFORMATION				
PERSAL No.		ID	No			Pate of Birth	YYM	M D D
Surname				First Names				
Title		Initials		Postal Address				
Tel. No. (W)								
Tel. No. (H)								
Cell Number				Postal	Code			
Present Post	☐ Examiner	☐ Dep. Exan	niner 🗌 Moder	rator Senior Marker				
ABET Cen	itre Number			District Name				
Institution/C	Centre Name							
			POPUL	ATION GROUP				
			To which populat	ion group do you belong?				
☐ Black	Coloured	☐ Indian	☐ White	☐ Other	r, please spe	ecify:		
			HO	SPITALITY		_		
If succ	essful, will you	need accommo	odation during m	narking period?	YES		NO	
Gender					М		F	
Meals - Norn	nal				YES		NO	
- Vegetarian	(NB: All meals	HALAAL)			YES		NO	

			BANK	PARTICUL	.ARS						
Name of Ba	ank			В	ranch Name	9					
Account Nun	nber			В	ranch Code)					
Type of Acco	ount	☐ Savings A	ccount	☐ Cı	ırrent Accou	ınt		□т	ransm	ission Account	
			LANGUA	GE COMP	TENCY						
Marking	language	e preference for all L		E	inglish Ho glish Addi		ıl			s Huistaal Addisioneel	
		QUALIFICATION	ONS (In the Le	arning Are	a applied	for o	n this fo	rm)			
Qualification for	Marking:	 At least a second ye At least 3 years of re Must have taught Al 	ar pass at a tertiary ecent teaching expe	level in the Lerience in the l	earning Area	to be ı	marked.	· · ·			
l	Learning /	Area	Years of Study	Degree/I	Diploma Nai	me	Year ob	tained		Obtained at	
E.	.g. Mather	natics	2		B. Sc.		19	90		Fort Hare	
			PARTIC	ULARS OF	POST						
Have you taugh	nt the Lea	rning Area in ABET L3	OR 4 between 2	006- 2011?] YES	□ N)
Are you presen	tly teachir	ng the Learning Area?] YES	□ No)
Are you resigning	ng your po	ost in the Education De	ept. on/or before	December 2	011?] YES	□ No	<u> </u>
Are you current	tly employ	red by the Eastern Cap	e Education Dep	ıt?] YES	□ No	
Did the Departr	ment remu	unerate you for marking	g in 2010?] YES	□ No	
<u> </u>	TEACI	HING EXPERIENCE	(Relative to the	ne I earnin	n Area ani	nlied	for on th	nis appli	icatio	in)	
	12/(0)	III DE EXILENCE		BET L 3 - 4	<i>y</i> 7 11 0 0 0 0 p		101 011 11	по арри			
Learning Area Code	Learn	ing Area Description	Year Start L3	Year End L4	Total Years		Name of	Centre		Centre Contact No.	
MLIT	Ма	thematics literacy	2008	2008/9	3	Е	Bhisho ABI	ET Centre	е	(040) 604 55	555
			2009								
			2010								
			2011								

Year 2009 2010 Year 2009 2010	Learning Area Code Learning Area Code	Learning Area Description MARKING EXF Learning Area Description		Learning % Pass		Learning A Level		Centre % pas rate
2010 Year 2009								
Year 2009								
2009								
2009								
2009		Learning Area Desc	cription					
					Learn	ning Area		nk (e.g. Marke Snr Marker)
2010								
		DECLARATION B	V ADDI ICANT					
	Print Name		anatura: Applicant				—— Data	
	Pilit Name		gnature: Applicant			L	Date	
early and	d must return to Centi	entioned information is correct. I acce re after marking if marking is complet narkers are to complete their work at	ept that the above p ted prior to official c	erson ma closure of	Centre	es. Educato	ors ap g cent	pointed as
							ST	AMP
	Print Name	Signature: Centre M	<i>l</i> lanager	Dat	:e			
		N BY LEARNING AREA ABET L (Chairperson of Verific	cation Committe	e)				
To my knov early. <u>Ec</u>	wledge the above-me <u>lucators</u> appointed as	entioned information is correct. I acce s Moderators or Chief markers are to marking ce	complete their wor	erson ma k at their	ay leave institut	e the institu ion before i	tion, i report	if appointed, ting to the
						DIS	TRIC	T OFFICE

DISTRICT VERIFICATION COMMITTEE REASON(S) WHY APPLICANT IS NOT RECOMMENDED	PROVINCIAL SELECTION PANEL Indicate with a tick √									
	SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL							
	Sign: Examine Date	r								

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.

LIST OF ABET L4 LEARNING AREAS AND CODES								
LEARNING AREA	SHORT COD							
AFRIKAANS	LCAF							
ENGLISH	LCEN							
SESOTHO	LCSO							
ISIZULU	LCZU							
ISIXHOSA	LCXH							
APPLIED AGRIC. AND AGRIC. TECHNOLOGY.	AAAT							
ANCILLIARY HEALTH CARE	ANHC							
ARTS AND CULTURE	ARTC							
ECONOMIC AND MANAGEMENT SCIENCES	EMSC							
HUMAN AND SOCIAL SCIENCES	HSCC							
LIFE ORIENTATION	LIFO							
MATHS LITERACY	ML							
MATHEMATICS & MATHEMATICAL SCIENCE	MS							
NATURAL SCIENCES	NATS							
SMALL, MEDIUM AND MICRO ENTERPRISES	SMME							
TECHNOLOGY	TECH							
TRAVEL AND TOURISM	TRVT							

CHIEF MARKER ABET L4 ECDE/EXAMS/MARKER06

ANNEXURE 2	
ASSESSMENT INSTRUCTION 22 OF 2011	

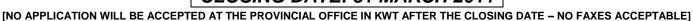


LEARNING AREA APPLIED FOR:	

Place ID Photo Here

APPLICATION: CHIEF MARKER ABET L4 EXAMINATIONS: 2011

CLOSING DATE: 31 MARCH 2011



INSTRUCTIONS TO COMPLETE THIS FORM

- 10. Any person found to have given fraudulent information will be disqualified from marking.
- 11. A separate application form must be completed for each Learning Area and paper applied for.
- 12. Certified copies of academic qualifications MUST accompany every application. If the Certificate/Degree does not show the specific major Learning Area, then a copy of the **Learning Area ABET L4 transcript** must accompany the Certificate/Degree.
- 13. Criteria for appointments: Please see the extract of the Government Gazette of 17 September 2004 or refer to page 4.
- 14. Attach a short CV detailing experience as an ABET L4 Examiner, Deputy Examiner, Senior Marker or Moderator.
- 15. Attach a **certified copy** of your ID Document to this form.
- 16. Attach ONE recent ID Photo of yourself to the top right corner of this form.
- 17. An EDO may not apply as an ABET L4 Chief Marker.
- 18. Only ABET educators from the Department of Education Eastern Cape may apply. No applications from other Departments and other Provinces will be accepted.

																													-
									PER	S	ANC	L I	INF	ORN	ΛA	TIO	N												
PERSAL No.							IE) No													Date of Birth	1	9	Υ	Υ	М	M	D	D
Surname													Fi	rst Na	am	es													
Title						Initia	ls						Pos	stal A	ddr	ess													
Tel. No. (W)																													
Tel. No. (H)																													
Cell Number													Po	stal	Cod	de													
Present Post] Exa	mine	er		Dep.	Exa	miner		M	loder	ato	or		Sen	ior M	ark	er											
ABET Cen	tre l	Numb	er												Dis	strict	Na	me											
Institution/C	enti	re Naı	me																										
									P	OF	PUL	ΑT	101	N GR	20	UP													
								To w	hich p	oop	oulat	ion	gro	oup d	о у	ou b	elo	ng?											
☐ Black] Cold	ourec	ł] Indi	an] Wh	ite				Othe	r		If o	ther	, ple	ease	e specify:								
											НО	SP	IT.	\LIT\	Y														
If succ	ess	ful, w	ill yc	ou ne	eed	acco	omm	odati	on du	rir	ng m	ar	kin	g per	ioc	d?				ΥE	S			N	0				
Gender																				M					F				
Meals - Norm	nal																			ΥE	s			N	Ю				
- Vegetarian (NB	: All	mea	ls H	AL	AAL)														ΥE	s			N	Ю				

			BANK	PARTICUL	.ARS				
Name of Ba	ank			Ві	ranch Name	;			
Account Nur	mber			В	ranch Code				
Type of Acc	ount	☐ Savings A	ccount	☐ Cı	ırrent Accou	ınt	T	ransn	nission Account
			LANGUA	GE COMPE	TENCY				
Marking	language	e preference for all L	earning Areas		inglish Ho glish Addit				s Huistaal Addisioneel
		QUALIFICATION	ONS (In the Le	arning Are	a applied	for on	this form)		
Qualification for	Marking:	4. At least a second ye5. At least 3 years of re6. Must have taught A	ar pass at a tertiary	/ level in the Le erience in the L	earning Area	to be m	arked.		
	Learning /	Area	Years of Study	Degree/[Diploma Nar	ne	Year obtained		Obtained at
Ε	.g. Mather	matics	2		B. Sc.		1990		Fort Hare
			PARTIC	ULARS OF	POST				
Have you taugl	ht the Lea	rning Area in ABET L3			1001] YES	S 🔲 NO
Are you preser	ntly teachir	ng the Learning Area?] YES	S □ NO
Are you resigni	ing your p	ost in the Education De	ept. on/or before	December 20	011?			YES	S 🔲 NO
Are you curren	tly employ	red by the Eastern Cap	e Education Dep					YES	B □ NO
		unerate you for marking	•					YES	<u> </u>
	TEACI	HING EXPERIENCE	,		g Area app	olied f	or on this appl	icatio	on)
Learning Area Code	Learn	ing Area Description	Year Start L3	Year End L4	Total Years	-	Name of Centre		Centre Contact No.
MLIT	Ма	nthematics literacy	2008	2008/9	3	Bh	nisho ABET Centr	e	(040) 604 5555
			2009						
			2010						
			2011						

Year 2009 2010	Learning Area Code	T OWN CENTRE (Relative to the Learning Area Description	Learning Area	T	1	
	 		Learning Area % Pass Rate	Learning A Level	rate	
2010						
		MARKING EX	PERIENCE			
Year	Learning Area Code	Learning Area Des	scription	Lear	ning Area	Rank (e.g. Mark / Snr Marker)
2009						
2010						
		DECLARATION E	CV ADDI ICANT			
	·	· 				
	Print Nam	ie S	Signature: Applicant			Date
		DECLARATION BY C				
early an	nd must return to Cen	nentioned information is correct. I acc htre after marking if marking is comple markers are to complete their work a	eted prior to official o	closure of Centre	es. Educator	rs appointed as
						CENTRE
			_			STAMP
	Print Name	Signature: Centre	Manager	Date		
	ECOMMENDATIC	ON BY LEARNING AREA ABET	L4 SBA CO-ORD	INATOR / CE	S: CURRI	CULUM
		(Chairperson of Verif	fication Committe	ee)		
		nentioned information is correct. I acc as Moderators or Chief markers are to marking o	to complete their wor			
, _						
, _					DIS.	TRICT OFFICE

DISTRICT VERIFICATION COMMITTEE REASON(S) WHY APPLICANT IS NOT RECOMMENDED	PROVINCIAL SELECTION PANEL Indicate with a tick $\sqrt{}$		
	SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL
	Cian Enguin		Data
	Sign: Examiner D		Date

LIST OF ABET L4 LEARNING AREAS AND CODES			
LEARNING AREA SHORT CODE			
AFRIKAANS	LCAF		
ENGLISH	LCEN		
SESOTHO	LCSO		
ISIZULU	LCZU		
ISIXHOSA	LCXH		
APPLIED AGRIC. AND AGRIC. TECHNOLOGY.	AAAT		
ANCILLIARY HEALTH CARE	ANHC		
ARTS AND CULTURE	ARTC		
ECONOMIC AND MANAGEMENT SCIENCES	EMSC		
HUMAN AND SOCIAL SCIENCES	HSCC		
LIFE ORIENTATION	LIFO		
MATHS LITERACY	ML		
MATHEMATICS & MATHEMATICAL SCIENCE	MS		
NATURAL SCIENCES	NATS		
SMALL, MEDIUM AND MICRO ENTERPRISES	SMME		
TECHNOLOGY	TECH		
TRAVEL AND TOURISM	TRVT		

EXTRACT FROM GOVERNMENT GAZETTE, 17 SEPTEMBER 2004 [No. 26789 Page 68]

Appointment of Markers: Norms and Standards

- (4) Markers are appointed in terms of the Personnel Administration Measures (PAM).
- (5) 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.
- (6) 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.

2011 ABET L4 MARKING MODERATORS CHIEF MARKERS

NAME OF CENTRE	
NAME OF DISTRICT	

NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	LEARNING AREA	APPLICANT'S SIGNATURE	ABET CENTRE MANAGER 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 EDUCATORS WHO PARTICIPATED IN THE VERIFICATION MEETING SHALL BE DISQUALIFIED WITH IMMEDIATE EFFECT.

CENTRE MANAGER	CENTRE MANAGER	DATE
FULL NAME	SIGNATURE	

ABET CENTRE VERIFICATION

1. ABET CENTRE VERIFICATION TEAM

ABET Centre Managers – Chairperson

ALL ABET EDUCATORS APPLYING TO MARK

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 ABET educators' application forms before the Verification Committee.
- The Committee must verify if each applicant applying for the Learning Area qualifies to apply to be Marking Moderators or Chief Markers of the ABET L4 examination. Only if one has taught ABET L3 & 4 during the period 2006 to 2011 and has been a Senior Marker, Examiner, or a Deputy Examiner in the last 5 years. (2006 – 2010).
- When an educator's application has been approved, the educator must sign next to his/her name.
- The List of Applicants must be presented to the whole staff.
- The ABET Centre Manager signs the List of Applicants, after the staff has accepted that the applicants taught ABET L3 & 4 during the period 2006 to 2011 and has been an ABET Senior Marker, Examiner, or a Deputy Examiner in the last 5 years.
- The ABET Centre Manager must submit the list to the District Office, and sign for it on submission.