



ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 12 of 2012

TO: DEPUTY DIRECTOR-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF ALL PUBLIC AND INDEPENDENT SCHOOLS
(GRADES 10-12)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 23 JANUARY 2012

SENIOR CERTIFICATE (SC) EXAMINATIONS (NATED 550) APPLICATION FOR APPOINTMENT AS A MARKING MODERATOR OR CHIEF MARKER 2012-2014

1. Application for appointment as a Marking Moderator or Chief Marker in the 2012-2014 Senior Certificate examinations (NATED 550)
ANNEXURE 1. A separate application form must be completed for each post applied for.

Read the instructions on the Application Form.

NB: All officials are requested to check the Application Form carefully in order to verify that only competent and qualified Educators are appointed to these critically important positions.

Application forms to be handed in at **DISTRICT OFFICES**. **Subject Advisors who qualify and have applied as marking moderator/chief marker must also hand in applications to DCES: EXAMINATIONS at District Offices.**

DCESs who operate as Subject Advisors in their Districts may also apply. Verification and sorting will be done at School and District level by the Verification Committees.

1. **WHO QUALIFIES TO APPLY AS A MARKING MODERATOR OR CHIEF MARKER?**

- **All experienced Examiners, Moderators, Chief Markers, Marking Moderators, Deputy Chief Markers and Senior Markers may apply as Chief Markers and Marking Moderators** (Attach a copy of Appointment letter and a short CV).
- Teachers qualify to apply to be Marking Moderators or Chief Markers of the NATED 550 examinations only if one has taught Grades 12 during the period 2005 - 2007 and has been a Chief Marker, Marking Moderator, Deputy Chief Marker, Senior Marker, Examiner, or Moderator in Senior Certificate (NATED 550) in the last 5 years. (2007 – 2011).
- School Management Team members who taught Grade 12 during the period 2005 to 2007 and who have a strong support staff that will manage the school in their absence. Principals will be selected only if it is absolutely necessary to do so.
- Subject Advisors and DCEs in the FET phase with a second year qualification in the subject that they were advising on during the period 2005 – 2007.

2. **WHO DOES NOT QUALIFY FOR MARKING?**

- Office-based educators who are not directly involved in training and supporting subject teachers e.g. CESSs, Education Development Officer (EDO) Curriculum Advisors in the GET Phase, must not apply as a marking moderator or chief marker.
- Office-based educators who have never been Chief Marker, Marking Moderator, Deputy Chief Marker, Senior Marker, Examiner, or Moderator in the last 5 years may not apply as a Marking Moderator or Chief Marker.
- SBA Cluster leaders and SBA Coordinators who have never been Chief Marker, Marking Moderator, Deputy Chief Marker, Senior Marker, Examiner or Moderator in the last 5 years may not apply as a Marking Moderator or Chief Marker.

3. **VERIFICATION AT SCHOOL LEVEL:**

- Principal to convene a meeting with the applicants and the school management team
- All applications must be quality assured jointly at this meeting
- Complete the LIST OF APPLICANTS (ANNEXURE 2) that will be signed by each applicant and his/her HOD.
- Signing this document confirms that the information contained therein is true.
- Principal must present the list of applicants to the entire staff before he/she appends his/her signature.

- Any false information on this document will result in the blacklisting of the whole school from external marking processes for the next two years.

INSTRUCTIONS TO PRINCIPALS

- 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 2005 -2007.
- Do not sign application forms of teachers who are not teaching in your school.
- As principal of the school, do not sign your own application form. This form must be signed by the Education Development Officer (EDO).
- NB: Principals must ensure that information provided on application forms is accurate and verifiable.

4. VERIFICATION AT DISTRICT LEVEL:

4.1 The members of the **Verification Committee** to consider the application forms for **Marking Moderators/Chief Markers** will include:

- CES: Curriculum (Chairperson)
- CES: Governance
- DCES: Examinations
- Education Development Officer (EDO)
- Subject Advisors
- Teacher Union representatives as observers
- **NB: The committee must ensure that all criteria are met and information provided is verified. Reasons must be provided on the application form in the event of rejection.**

4.2 The members of the **Verification Committee** to consider the application forms for **Subject Advisors and DCESs** who apply as 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 for individual subjects, preference must be given to the SESs (Subject Advisors)



5 APPOINTMENT PROCESSES

The membership of the **Provincial Committee** that appoints the Marking Moderators /Chief Markers is:

- Director Assessment & Examinations
- Director FET Curriculum
- CES marking processes and marking processes officials.
- CES assessment instrument development and unit officials
- Head Office Subject Planners
- Teacher Union representatives as observers
- Human Resource Administration officials

6. CONDITIONS FOR APPOINTMENT

- Appointed Marking Moderators/Chief Markers must have attended all professional development and training programmes and have a proven track record of excellence in the subject applied for.

7. 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.

8. IMPORTANT DATES:

- **Closing date for application forms at the District: Friday, 17 February 2012.**
- **Closing date for application forms from the district offices at the Provincial Office: Wednesday, 29 February 2012.**

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.

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



S.P. GOVENDER
CHIEF DIRECTOR – CURRICULUM MANAGEMENT





Province of the
EASTERN CAPE
EDUCATION

APPLICATION FORM

SUBJECT:

PAPER:

GRADE: HG / SG _____ APPLIED FOR

Place
ID Photo
Here

MARKING MODERATOR

CHIEF MARKER

GRADE 12 SENIOR CERTIFICATE (NATED 550) 2012-2014

**CLOSING DATE: 17 FEBRUARY
2012**

[NO APPLICATION WILL BE ACCEPTED AT THE DISTRICT OFFICE AFTER THE CLOSING DATE – NO FAXES ACCEPTABLE]

INSTRUCTIONS TO COMPLETE THIS FORM

1. Any person found to have given fraudulent information will be disqualified from marking.
2. A **separate** application form must be completed for each subject and paper applied for.
3. Certified copies of 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.
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 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.

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																											
Previous Post	<input type="checkbox"/> Chief Marker		<input type="checkbox"/> Marking Moderator		<input type="checkbox"/> Examiner		<input type="checkbox"/> Moderator		<input type="checkbox"/> Deputy Chief Marker		<input type="checkbox"/> Senior Marker																																
Grade 12 Exam Centre Number																																						District Name					
Institution/School Name																																											

POPULATION GROUP

To which population group do you belong?

Black Coloured Indian White Other If other, please specify:

BANK PARTICULARS

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															



LANGUAGE COMPETENCY

Marking language preference for all subjects

English Home
English Additional

Afrikaans Huistaal
Afrikaans Addisioneel

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 teaching experience in the subject from Grade 10 - 12.
 3. Must have taught Grade 12 in 2005 – 2007.

Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<i>B. Sc.</i>	1990	<i>Fort Hare</i>

PARTICULARS OF POST

- | | | |
|--|------------------------------|-----------------------------|
| Have you taught the subject in grade 12 between 2005 - 2007? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Are you presently teaching the equivalent NSC Subject in Grade 12? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Are you in a Governing Body Post? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Did you take the VSP? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Are you resigning your post in the Education Dept. on/or before July 2012? | <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 |

TEACHING EXPERIENCE (Relative to the subject applied for)

Subject Code	Subject Description	Grade 12	Total Years	Name of School	School Contact No.
2404	ECONOMICS SG	2005	3	<i>Bhisho High School</i>	<i>(040) 604 1234</i>
		2005	3		
		2006			
		2007			
		2008			
		2009			
		2010			
		2011			

PERFORMANCE AT OWN CENTRE (Relative to the equivalent NSC Subject applied for on this application)

Year	Subject Code	Subject Description	Subject Pass %	Subject: Highest Level	School % past rate
2008					
2009					
2010					
2011					



SENIOR CERTIFICATE (NATED 550) MARKING EXPERIENCE

Year	Subject Code	Subject Description	Paper	Grade HG/SG	Rank (e.g. Marker / Snr Marker)
2007					
2008					
2009					
2010					
2011					

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 correct. I accept that the above person may leave the institution, if appointed, prior to official closure of schools. Teachers appointed as Marking Moderators/ Chief Marker are to complete their work at their institution before reporting to the marking centre.

SCHOOL

Print Name

Signature: Principal

Date

STAMP

RECOMMENDATION BY SUBJECT ADVISOR / CES: CURRICULUM (Chairperson of Verification Committee)

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, prior to official closure of schools. Teachers appointed as Marking Moderators / Chief Marker are to complete their work at their institution before reporting to the marking centre.

DISTRICT OFFICE

Print Name

Signature: Subject Advisor /

Date

STAMP



DISTRICT VERIFICATION COMMITTEE	
REASON(S) WHY APPLICANT IS NOT RECOMMENDED	
NAME	SIGNATURE/DATE

PROVINCIAL VERIFICATION COMMITTEE	
REASON(S) WHY APPLICANT IS NOT RECOMMENDED	
NAME	SIGNATURE/DATE

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 subject for which he or she applies in the FET band.



**2012-2014 SENIOR CERTIFICATE (NATED 550)
MARKING MODERATORS OR CHIEF MARKERS**

NAME OF SCHOOL	
NAME OF DISTRICT	

NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	SUBJECT	GRADE	PAPER	APPLICANT'S SIGNATURE	PRINCIPAL 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.

PRINCIPAL FULL NAME	PRINCIPAL SIGNATURE	DATE



SCHOOL VERIFICATION

1. SCHOOL VERIFICATION TEAM

Principals – Chairperson

ALL EDUCATORS APPLYING TO MARK

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 Principals should table the educators' application forms before the Verification Committee
- The Committee must verify if each applicant is applying for the Subject qualify to apply to be Marking Moderators or Chief Markers of the NSC examination only if one has taught Grade 12 during the period 2005 to 2007 and has been a Chief Marker, Marking Moderator, Deputy Chief Marker, Examiner, Moderator and Senior Marker in the last 5 years. (2007 – 2011).
- When an educator's application has been approved, 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
- The Principal signs the List of Applicants, after the staff has accepted that the applicants taught Grade 12 during the period 2005 to 2007 and has been a Senior Marker, Examiner, or a Deputy Examiner in the last 5 years.
- The Principals must submit the list to the District Office, and sign for it on submission



LIST OF GRADE 12 SENIOR CERTIFICATE SUBJECTS AND CODES						
#	SUBJECT CODE	SUBJECTS	PAPER	GRADE	POSITION CHIEF MARKER	POSITION MARKING MODERATOR
1.	01401	Accounting		HG	CHIEF MARKER	MARKING MODERATOR
2.	02401	Accounting		SG	CHIEF MARKER	MARKING MODERATOR
3.	01802	Agricultural Science	1	HG	CHIEF MARKER	MARKING MODERATOR
4.	01802	Agricultural Science	2	HG	CHIEF MARKER	MARKING MODERATOR
5.	02802	Agricultural Science	1	SG	CHIEF MARKER	MARKING MODERATOR
6.	02802	Agricultural Science	2	SG	CHIEF MARKER	MARKING MODERATOR
7.	01501	Biblical Studies		HG	CHIEF MARKER	MARKING MODERATOR
8.	02501	Biblical Studies		SG	CHIEF MARKER	MARKING MODERATOR
9.	01501	Biology	1	HG	CHIEF MARKER	MARKING MODERATOR
10.	01501	Biology	2	HG	CHIEF MARKER	MARKING MODERATOR
11.	02306	Biology	1	SG	CHIEF MARKER	MARKING MODERATOR
12.	02306	Biology	2	SG	CHIEF MARKER	MARKING MODERATOR
13.	01306	Business Economics		HG	CHIEF MARKER	MARKING MODERATOR
14.	02402	Business Economics		SG	CHIEF MARKER	MARKING MODERATOR
15.	02403	Commercial Mathematics		SG	CHIEF MARKER	MARKING MODERATOR
16.	01404	Economics		HG	CHIEF MARKER	MARKING MODERATOR
17.	02404	Economics		SG	CHIEF MARKER	MARKING MODERATOR
18.	02303	Functional Mathematics	1	SG	CHIEF MARKER	MARKING MODERATOR
19.	02303	Functional Mathematics	2	SG	CHIEF MARKER	MARKING MODERATOR
20.	02305	Functional Physical Science		SG	CHIEF MARKER	MARKING MODERATOR
21.	01502	Geography	1	HG	CHIEF MARKER	MARKING MODERATOR
22.	01502	Geography	2	HG	CHIEF MARKER	MARKING MODERATOR
23.	02502	Geography	1	SG	CHIEF MARKER	MARKING MODERATOR
24.	02502	Geography	2	SG	CHIEF MARKER	MARKING MODERATOR
25.	01503	History	1	HG	CHIEF MARKER	MARKING MODERATOR
26.	01503	History	2	HG	CHIEF MARKER	MARKING MODERATOR
27.	02503	History	1	SG	CHIEF MARKER	MARKING MODERATOR
28.	02503	History	2	SG	CHIEF MARKER	MARKING MODERATOR



29.	02905	Intro To Criminology		SG	CHIEF MARKER	MARKING MODERATOR
30.	02901	Intro To Ethnology		SG	CHIEF MARKER	MARKING MODERATOR
31.	02902	Law Of Crim Proc & Evidence		SG	CHIEF MARKER	MARKING MODERATOR
32.	01301	Mathematics	1	HG	CHIEF MARKER	MARKING MODERATOR
33.	01301	Mathematics	2	HG	CHIEF MARKER	MARKING MODERATOR
34.	02301	Mathematics	1	SG	CHIEF MARKER	MARKING MODERATOR
35.	02301	Mathematics	2	SG	CHIEF MARKER	MARKING MODERATOR
36.	02405	Mercantile Law		SG	CHIEF MARKER	MARKING MODERATOR
37.	01304	Physical Science	1	HG	CHIEF MARKER	MARKING MODERATOR
38.	01304	Physical Science	2	HG	CHIEF MARKER	MARKING MODERATOR
39.	02304	Physical Science	1	SG	CHIEF MARKER	MARKING MODERATOR
40.	02304	Physical Science	2	SG	CHIEF MARKER	MARKING MODERATOR
41.	01307	Physiology		HG	CHIEF MARKER	MARKING MODERATOR
42.	02307	Physiology		SG	CHIEF MARKER	MARKING MODERATOR
43.	02903	South African Criminal Law		SG	CHIEF MARKER	MARKING MODERATOR
44.	02904	Statute Law		SG	CHIEF MARKER	MARKING MODERATOR
45.	01711	Technical Drawing	1	HG	CHIEF MARKER	MARKING MODERATOR
46.	01711	Technical Drawing	2	HG	CHIEF MARKER	MARKING MODERATOR
47.	02711	Technical Drawing	1	SG	CHIEF MARKER	MARKING MODERATOR
48.	02711	Technical Drawing	2	SG	CHIEF MARKER	MARKING MODERATOR
49.	01101	Afrikaans First Language	1	HG	CHIEF MARKER	MARKING MODERATOR
50.	01101	Afrikaans First Language	2	HG	CHIEF MARKER	MARKING MODERATOR
51.	01101	Afrikaans First Language	3	HG	CHIEF MARKER	MARKING MODERATOR
52.	02101	Afrikaans First Language	1	SG	CHIEF MARKER	MARKING MODERATOR
53.	02101	Afrikaans First Language	2	SG	CHIEF MARKER	MARKING MODERATOR
54.	02101	Afrikaans First Language	3	SG	CHIEF MARKER	MARKING MODERATOR
55.	01102	Afrikaans Second Lang	1	HG	CHIEF MARKER	MARKING MODERATOR
56.	01102	Afrikaans Second Lang	2	HG	CHIEF MARKER	MARKING MODERATOR
57.	01102	Afrikaans Second Lang	3	HG	CHIEF MARKER	MARKING MODERATOR
58.	02102	Afrikaans Second Lang	1	SG	CHIEF MARKER	MARKING MODERATOR
59.	02102	Afrikaans Second Lang	2	SG	CHIEF MARKER	MARKING MODERATOR
60.	02102	Afrikaans Second Lang	3	SG	CHIEF MARKER	MARKING MODERATOR

61.	01104	English First Language	1	HG	CHIEF MARKER	MARKING MODERATOR
62.	01104	English First Language	2	HG	CHIEF MARKER	MARKING MODERATOR
63.	01104	English First Language	3	HG	CHIEF MARKER	MARKING MODERATOR
64.	02104	English First Language	1	SG	CHIEF MARKER	MARKING MODERATOR
65.	02104	English First Language	2	SG	CHIEF MARKER	MARKING MODERATOR
66.	02104	English First Language	3	SG	CHIEF MARKER	MARKING MODERATOR
67.	01105	English Second Lang	1	HG	CHIEF MARKER	MARKING MODERATOR
68.	01105	English Second Lang	2	HG	CHIEF MARKER	MARKING MODERATOR
69.	01105	English Second Lang	3	HG	CHIEF MARKER	MARKING MODERATOR
70.	02105	English Second Lang	1	SG	CHIEF MARKER	MARKING MODERATOR
71.	02105	English Second Lang	2	SG	CHIEF MARKER	MARKING MODERATOR
72.	02105	English Second Lang	3	SG	CHIEF MARKER	MARKING MODERATOR
73.	01121	IsiXhosa First Language	1	HG	CHIEF MARKER	MARKING MODERATOR
74.	01121	IsiXhosa First Language	2	HG	CHIEF MARKER	MARKING MODERATOR
75.	01121	IsiXhosa First Language	3	HG	CHIEF MARKER	MARKING MODERATOR
76.	01140	IsiXhosa Second Language	1	HG	CHIEF MARKER	MARKING MODERATOR
77.	01140	IsiXhosa Second Language	2	HG	CHIEF MARKER	MARKING MODERATOR
78.	01140	IsiXhosa Second Language	3	HG	CHIEF MARKER	MARKING MODERATOR
79.	01111	Sesotho First Language	1	HG	CHIEF MARKER	MARKING MODERATOR
80.	01111	Sesotho First Language	2	HG	CHIEF MARKER	MARKING MODERATOR
81.	01111	Sesotho First Language	3	HG	CHIEF MARKER	MARKING MODERATOR