



ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 15 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 PUBLIC AND INDEPENDENTSCHOOLS
(GRADES 10 – 12)
TEACHER UNIONS/TEACHER ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 27 JANUARY 2012

2012 NATIONAL SENIOR CERTIFICATE (NSC) APPLICATION FOR APPOINTMENT AS A MARKER		
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1. **Application by teachers for Appointment as a Marker in the 2012 NSC Examination (White form) ANNEXURE 1**
2. **Application by DCES and Subject Advisors for Appointment as a Marker in the 2012 National Senior Certificate Examination (Yellow form) 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 Markers are appointed to these critically important positions.

Application forms to be handed in at **DISTRICT OFFICES**. **Subject Advisors who qualify and have applied to mark 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 levels by the Verification Committees.

1. WHO QUALIFIES TO APPLY TO MARK?

- Teachers qualify to apply to be Markers of the NSC examination only if one has taught Grade 12 during the period 2009 to 2012.
- School Management Team members who taught Grade 12 during the period 2009 to 2012 and who have a strong School Management Team (SMT) who will manage the school in their absence.
- Subject Advisors and DCESs in the FET phase with a second year qualification in the subject that they are advising on.
- SBA Cluster leaders who have taught Grade 12 during the period 2009 to 2012 and have a second year qualification in the subject for which they are SBA Cluster leaders.
- Teachers who have an ACE qualification must include a transcript of results from the University showing the phase (FET) and the year of study (2nd).
- SBA Coordinators who taught Grade 12 during the period 2009 to 2012 and have a second year qualification in the subject for which they are Cluster leaders.



2. **WHO DOES NOT QUALIFY TO MARK?**

- Office-based educators who are not directly involved in training and supporting subject teachers e.g. CESs, EDOs, Curriculum Advisors in the GET Phase, may not apply to mark Grade 12.
- SBA Cluster leaders and SBA Coordinators who are not teaching the subject and do not have qualifications in the subject they co-ordinate.
- Principals of Schools
- Officials employed in the Assessment and Examinations Directorate

3. **VERIFICATION AT SCHOOL LEVEL:**

- Principal to convene a meeting with the applicants and the school management team.
- All application forms must be quality assured jointly at this meeting.
- Complete the LIST OF APPLICANTS (ANNEXURE 3) that will be signed by each applicant and his/her Head of Department (HOD). The signed attendance register must be attached to this form.
- The signing of the application form is legally binding and it certifies the accuracy and the ownership of the information provided by all signatories.
- Principals must present the list of applicants to the whole staff before signing the list.
- 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.

3.1 **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 2009 to 2012.
- Do not sign application forms of teachers who are not teaching in your school.

4. **VERIFICATION AT DISTRICT LEVEL:**

4.1 The members of the **Verification Committee** to consider the application forms for NSC_Grade 12 Markers will include:

- CES: Curriculum (Chairperson)
- CES: Governance
- DCES: Assessment & Examinations
- Education Development Officer (EDO)
- Subject Advisors
- Teacher Union representatives as observers

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Eastern Cape Provincial Assessment Instruction



Ikamva eliqaqambileyo!

- **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 rejection.**
- 4.2 The members of the **Verification Committee** to consider the application forms for **Subject Advisors and DCEs** who apply to mark NSC will include:
- CES: Curriculum (Chairperson)
 - CES: Governance
 - DCE: Assessment & Examinations
 - Education Development Officer (EDO)
 - Teacher Union representatives as observers
- NB: In the Districts where there are appointed DCEs and SESs for individual subjects, preference must be given to the SESs (Subject Advisors)
 - It was noted that there were no reasons provided for some markers who were not recommended by District. Please use the space provided in the application form for this purpose.
- 4.3 The membership of the **Provincial Committee** that recommends NSC markers to the Chief Director: Curriculum Management for appointment is as follows:
- Marking Moderator for the specific subject
 - Chief Marker for the subject
 - Head Office Subject Planners
 - Teacher Union representatives as observers

5. **CONDITIONS FOR APPOINTMENT**

- 5.1 Appointed markers must have attended all professional development and training programmes.
- 5.2 **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.** This individual memorandum cannot be shared with colleagues and must be original, handwritten and not reproduced in any way.
- 5.3 In respect of Languages, educators who are teaching these subjects in 2012 should specify the set works they are teaching.



6. **CRITERIA FOR REJECTION OF APPLICATIONS:**

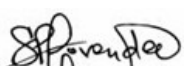
- Incomplete or illegible applications will not be considered.
- Application forms received at the District Office after the due date will not be considered.
- No application forms will be accepted at the Provincial Office. All applications must be submitted through the District Office and be verified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

7. **IMPORTANT DATES:**

- Closing date for receiving application forms at the District: **Friday, 30 March 2012.**
- Closing date for receiving application forms at the Provincial Office: **Monday, 23 April 2012.**
- Selection date of NSC Markers: **19 to 21 May 2012.**
- Final List of Markers shall be ready for distribution to Districts: **Tuesday, 31 July 2012.**
- Final List of Markers shall be ready for posting on ECDOE web site: **Wednesday, 8 August 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 disqualification and disciplinary action

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



S.P. GOVENDER
CHIEF DIRECTOR – CURRICULUM MANAGEMENT



APPLICATION FORM: MARKER

ANNEXURE 1
ASSESSMENT INSTRUCTION 15 OF 2012



Province of the
EASTERN CAPE
EDUCATION

SUBJECT: _____

PAPER: 1/2/3 _____

Place
ID Photo
Here

GRADE 12 NSC EXAMINATION: 2012

CLOSING DATE: 30 MARCH 2012
At the District Office

[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. This applies to ACE qualifications also.
4. Criteria for appointments: Please see the Government Gazette of 17 September 2004 or refer to page 3.
5. Attach a **certified copy** of your ID Document to this form.
6. Attach **ONE** recent ID Photo of yourself to the top right corner of this form.
7. Only educators from the Department of Education Eastern Cape may apply. No applications from other Departments and Provinces will be accepted.

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											
Present Post	<input type="checkbox"/> Principal		<input type="checkbox"/> Dep. Principal			<input type="checkbox"/> ES			<input type="checkbox"/> Educator			Specify Other:											
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		Afrikaans Huistaal
	English Additional		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 recent teaching experience in the subject from Grade 10 - 12. 3. Must have taught grade 12 in 2010, 2011 and 2012			
Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<i>B. Sc.</i>	1990	<i>ForthHare</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

MARKING EXPERIENCE

Year	Subject Code	Subject Description	Subject Paper (1/2/3)	Rank (e.g. Marker / Snr Marker)
2008				
2009				
2010				
2011				

SET WORK BEING TAUGHT IN 2012



PARTICULARS OF POST

Have you taught the subject in grade 10 – 12 between 2008- 2012?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you presently teaching the 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 December 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 on this application)

Subject Code	Subject Description	Grade 12			Name of School	School Contact No.
		Year Start	Year End	Total Years		
<i>MLIT</i>	<i>Mathematics literacy</i>	<i>2007</i>	<i>2008/9</i>	<i>3</i>	<i>BhishoHigh School</i>	<i>(040) 604 1234</i>
		<i>2008</i>				
		<i>2009</i>				
		<i>2010</i>				
		<i>2011</i>				
		<i>2012</i>				

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

Year	Subject Code	Subject Description	Subject Pass %	School Pass %
<i>2007</i>				
<i>2008</i>				
<i>2009</i>				
<i>2010</i>				
<i>2011</i>				

DECLARATION BY APPLICANT

Should there be any change in my employment status, I will inform the District office or the marking centre manager immediately.

_____ Print Name	_____ Signature: Applicant	_____ Date
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DECLARATION BY PRINCIPAL

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as 01 December 2012 and must return to school after marking if marking is completed prior to official closure of schools. Teachers appointed as markers are to complete their work at their institution before reporting to the marking centre.

SCHOOL

STAMP

Print Name

Signature: Principal

Date

RECOMMENDATION BY SUBJECT ADVISOR

To my knowledge the above-mentioned information is true and correct. I confirm and certify that the applicant is currently teaching Grade 12 for the subject applied for and fully comply with the SBA moderation requirements.

DISTRICT OFFICE

STAMP

Print Name

Signature: Subject Advisor

CONTACT NUMBER

Date

DISTRICT VERIFICATION COMMITTEE REASON(S) WHY APPLICANT IS NOT RECOMMENDED

PROVINCIAL SELECTION PANEL

SUCCESSFUL

RESERVE LIST
NUMBER

UNSUCCESSFUL

Reason(s) why applicant is unsuccessful:

Sign Chairman

Sign Chief Marker

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

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	IsiZulu Home Language	ZULHL
8	IsiZulu First Additional Language	ZULFA
9	Sesotho Home Language	SESHL
10	Sesotho First Additional Language	SESFA
MATHEMATICAL SCIENCE		
11	Mathematical Literacy	MLIT
12	Mathematics	MATH
HUMAN AND SOCIAL SCIENCE		
13	Life Orientation	LIFE
GROUP B		
14	Agricultural Management Practices	AGRM
15	Agricultural Science	AGRS
16	Agricultural Technology	AGRT
17	Dance Studies	DNCE
18	Design	DSGN
19	Dramatic Arts	DRMA
20	Music	MUSC
21	Visual Arts	VSLA
BUSINESS, COMMERCE AND MANAGEMENT STUDIES		
22	Accounting	ACCN
23	Business Studies	BSTD
24	Economics	ECON



OFFICIAL LANGUAGES AT SECOND ADDITIONAL LEVEL AND NON OFFICIAL LANGUAGES		
25	Afrikaans Second Additional Language	AFRSA
26	English Second Additional Language	ENGSA
27	IsiXhosa Second Additional Language	XHOSA
28	IsiZulu Second Additional Language	ZULSA
29	Sesotho Second Additional Language	SESSA
ENGINEERING AND TECHNOLOGY		
30	Civil Technology	CVLT
31	Electrical Technology	ELTT
32	Mechanical Technology	MCHT
33	Engineering Graphics and Design	GRDES
HUMAN AND SOCIAL STUDIES		
34	Geography	GEOG
35	History	HIST
36	Religion Studies	RLGS
PHYSICAL, MATHEMATICAL, COMPUTER AND LIFE SCIENCE		
37	Computer Applications Technology	CATN
38	Information Technology	INFT
39	Life Sciences	LFSC
40	Physical Sciences	PHSC
SERVICES		
41	Consumer Studies	CNST
42	Hospitality Studies	HOSP
	Tourism	TRSM
OFFICIAL LANGUAGES AT SECOND ADDITIONAL LEVEL AND NON OFFICIAL LANGUAGES (CONT)		
43	Arabic Second Additional Language	ARBSA
44	French Second Additional Language	FRHSA
45	German Second Additional Language	GRMSA



LANGUAGE COMPETENCY

Marking language preference for all subjects	English Home		Afrikaans Huistaal	
	English Additional		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 recent teaching experience in the subject from Grade 10 - 12. 3. Must have taught grade 12 in 2010, 2011 and 2012			
Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<i>B. Sc.</i>	1990	<i>FortHare</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

PARTICULARS OF POST

Have you taught (advise) the subject in grade 10 – 12 between 2008- 2012?	<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 December 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 (ADVISORY) EXPERIENCE (Relative to the subject applied for on this application)

Subject Code	Subject Description	Grade 10 - 12			Number of Schools	DISTRICT Contact No.
		Year Start	Year End	Total Years		
<i>MLIT</i>	<i>Mathematics literacy</i>	<i>2007</i>	<i>2008/9</i>	<i>3</i>		
		2008				
		2009				
		2010				
		2011				
		2012				



MARKING EXPERIENCE

Year	Subject Code	Subject Description	Subject Paper 1/2/3	Rank (e.g. Marker / Snr Marker)
2008				
2009				
2010				
2011				

PERFORMANCE OF DISTRICT (Relative to the Subject applied for on this application)

Year	Subject Code	Subject Description	Subject pass %	DISTRICT pass %
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 SUPERVISOR

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, early as 01 December 2012 and must return to the office after marking is completed. Subject Advisors/DCES's appointed as markers are to complete their work at their institution before reporting to the marking centre.

				DISTRICT STAMP
PRINT NAME	SIGNATURE: SUPERVISOR	CONTACT NUMBER	DATE	

DISTRICT VERIFICATION COMMITTEE REASON(S) WHY APPLICANT IS NOT RECOMMENDED	PROVINCIAL SELECTION PANEL		
	SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL
	REASON(S) WHY APPLICANT IS UNSUCCESSFUL:		
Sign Chairman		Sign Chief Marker	
Date		Date	



LIST OF MARKERS – 2012 NSC

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 NATIONAL SENIOR CERTIFICATE (NSC)

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 applying for the Subject qualifies to apply to be Markers of the NSC examination and if they have taught Grades 10, 11 and 12 during the period 2008 to 2012.
- 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 Grades 10, 11 and 12 during the period 2008 to 2012.
- The Principals must submit the list to the District Office, and receive a signature of the District official for it on submission.

