



ASSESSMENT & EXAMINATIONS

Bundy Park, Schornville, KWT, *Private Bag 4571* KWT * 5600
REPUBLIC OF SOUTH AFRICA, Website: www.ecdoe.gov.za
E-mail: funiwe.bikitsha@edu.ecprov.gov.za

Ref. No. 13/P Tel.: 043 604 7730/072 378 2817
Enquiries: Mrs F. Bikitsha Fax: 043 604 7749/086 759 8017

ASSESSMENT INSTRUCTION 16 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 ABET CENTRES
TEACHER UNIONS/TEACHER ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 26 JANUARY 2012

**2012 NOVEMBER/DECEMBER ABET L4
APPLICATION FOR APPOINTMENT AS A MARKER**

- 1. Application for Appointment as a Marker in the Nov/Dec 2012 ABET Level 4 Examination ANNEXURE 1**

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**.

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

1. WHO QUALIFIES TO APPLY FOR MARKING?

- ABET Tutors who taught a Learning Area in ABET L4 during the period 2009 to 2012
- Curriculum Advisors in the GET Phase may apply for ABET L4 marking if they have a two year tertiary qualification in the Learning Area for which they apply.

2. WHO DOES NOT QUALIFY FOR MARKING?

- Office-based educators who are not directly involved in training and supporting Learning Area tutors e.g. CESSs, EDOs. SBA Cluster leaders and SBA Co-Ordinators who are not teaching the Learning Area and do not have qualifications in the Learning Area they co-ordinate.

3. VERIFICATION AT ABET CENTRE LEVEL:

- Centre Manager to convene a meeting with the applicants.
- All application forms must be quality assured jointly at this meeting
- Complete the LIST OF APPLICANTS (ANNEXURE 2) that will be signed by each applicant and Centre Manager. 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.
- Centre Managers 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 ABET CENTRE MANAGERS

- Signature of approval must only be appended if Learning Area tutor was/is responsible for teaching the Learning Area during the period 2009 to 2012.
- Do not sign application forms of tutors who are not teaching at your centre.
- As Centre Manager do not sign your own application form. This form must be signed by the District ABET Co-ordinator.
- NB: Centre Managers 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 ABET L4 markers will include:



- CES: Curriculum (Chairperson)
- CES: Governance
- DCES: Examinations
- Education Development Officer (EDO)
- District ABET officials
- Subject Advisors/ABET Co-ordinator
- Teacher Union representatives as observers
- **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 **District Co-ordinators** who apply to mark ABET L4 will include:

- CES: Curriculum (Chairperson)
- CES: Governance
- DCES: Examinations
- Education Development Officer (EDO)
- District ABET officials
- Teacher Union representatives as observers
- NB: In the Districts where there are appointed DCESs and SESs for individual Learning Areas, preference must be given to the SESs

4.3 The membership of the **Provincial Committee** that recommends ABET L4 markers to the Chief Director: Curriculum Management for appointment is as follows:

- Moderator for the specific Learning Area
- Chief Marker for the specific Learning Area
- Head Office ABET officials
- 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 hand-written 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 and not reproduced in any way.

6. CRITERIA FOR REJECTION OF APPLICATIONS:

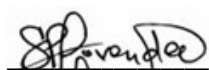
- Incomplete or illegible applications will not be considered.
- Application forms received at the District Office after the due date will not be considered.
- No application forms will be accepted at the Provincial Office. All applicants must come through the District Office and be verified at District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

7. IMPORTANT DATES:

- Closing date for application forms at the District: **Friday, 30 March 2012.**
- Closing date for application forms at the Provincial Office: **Monday, 23 April 2012**
- Selection of ABET L4 Markers: **19 – 21 May 2012**
- Final List of Markers ready for distribution to Districts: **Tuesday, 31 July 2012**
- Final List of Markers 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** at 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





MARKER APPLICATION FORM

LEARNING AREA APPLIED FOR:
.....

Place
ID Photo
Here

ABET LEVEL 4 EXAMINATIONS: 2012

CLOSING DATE: 30 MARCH 2012

[APPLICATIONS WILL NOT BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT]

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 Learning Area applied for.
3. Certified copies of academic qualifications **MUST** accompany your application. If the Certificate/Degree does not show the specific major subject, then a copy of the subject advice sheet should accompany the Certificate/Degree.
4. Criteria for appointments: Please see the Government Gazette of 5 July 2002 or refer to page 3.
5. Attach one **certified copy** of your ID Document to this form.
6. Attach a 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																			
Present Post	<input type="checkbox"/> Centre Manager										<input type="checkbox"/> Educator										Specify Other:									
ABET Level 4 Exam Centre No.											District Name																			
Institution Name																														

POPULATION GROUP

It is required that an equal spread of markers from the different population groups is appointed. To which population group do you belong?

- Black
 Coloured
 Indian
 White
 Other
 If other, please specify:



HOSPITALITY				
If successful, will you need accommodation during marking period?	YES		NO	
Gender	M		F	
Meals - Normal	YES		NO	
Meals – Specific Diet _____	YES		NO	

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	

LEARNING AREA APPLIED FOR				
Learning Area Code			Learning Area applied for	
Other Learning Areas you applied to mark in 2012				

LANGUAGE COMPETENCY			
Marking abilities for content subjects	English Home		Afrikaans Huistaal
	English Additional		Afrikaans Addisioneel

QUALIFICATIONS (In the Learning Area applied for on this form)				
Qualification for Marking: 1. A recognised 3 year teacher qualification or a recognised ABET Tutor's Certificate. 2. Learning Area competency. 3. Appropriate teaching experience in the Learning Area concerned at Level 4.				
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>
TEACHING QUALIFICATIONS (i.e. HDE)				

PARTICULARS OF POST	
Are you presently teaching the Learning Area on Level 4?	<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 VSP?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you currently employed by the Eastern Cape Education Dept?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Did the Department remunerate you for marking in 2010?	<input type="checkbox"/> YES <input type="checkbox"/> NO



TEACHING EXPERIENCE (Relative to the Learning Area applied for on this application)						
Learning Area Code	Learning Area Description	Level 4			Name of School	School Contact No.
		Year Start	Year End	Total Years		
<i>E.g. 7412</i>	<i>Maths Literacy</i>	<i>2002</i>	<i>2004</i>	<i>3</i>	<i>Bhisho High School</i>	<i>(040) 604 1234</i>

PERFORMANCE AT OWN CENTRE (Relative to the Learning Area applied for on this application)					
Year	Learning Area Code	Learning Area Description	Average %	% Pass Rate	Highest Symbol
2008					
2009					
2010					
2011					

MARKING EXPERIENCE (ABET Level 4 marking experience in any Learning Area)				
Year	Learning Area Code	Learning Area Description	Level	Rank (e.g. Marker / Snr Marker)
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 ABET CENTRE MANAGER			
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 2011 and must return to the centre after marking if marking is completed prior to official closure of centres.			
Tutors appointed as markers are to complete their work at their institution before reporting to the marking centre.			
			ABET CENTRE
_____	_____	_____	STAMP
Print Name	Signature: Centre Manager	Date	



**RECOMMENDATION BY ABET CO-ORDINATOR, 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, as early and must return to the centre after marking if marking is completed prior to official closure of centres. Teachers appointed as markers are to complete their work at their institution before reporting to the marking centre.

DISTRICT OFFICE

 Print Name

 Signature: Subject Advisor /Abet
co-ordinator/ CES: Curriculum

 Date

 STAMP

DISTRICT VERIFICATION COMMITTEE REASON(S) WHY APPLICANT IS NOT RECOMMENDED	PROVINCIAL SELECTION PANEL		
	SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL
	<p align="center">_____ SIGNATURE: EXAMINER</p> <p align="center">DATE: _____</p>		



EXTRACT FROM GOVERNMENT GAZETTE, 5 JULY 2002 [No. 23590 Page 27]

The criteria to qualify for appointment as an ABET marker (including senior marker, deputy chief marker and chief marker) should include the following:

- (1) A recognised three year teacher qualification or a recognized ABET Tutor's Certificate.
- (2) Appropriate teaching experience, in the Learning Area concerned, at Level 4.
- (3) Learning Area competency.
- (4) In addition to the above criteria, preference should be given to serving ABET educators who are presently teaching.

LIST OF ABET LEVEL 4 LEARNING AREAS AND THEIR CODES

7401	LCAF	Afrikaans L4	7416	EMSC	Economic and Management Science L4
7402	LCEN	English L4	7417	ARTC	Arts and Culture L4
7403	LCSO	Sesotho L4	7418	LIFO	Life Orientation L4
7405	LCXH	IsiXhosa L4	7419	SMME	Small, Medium and Micro Enterprises
7412	MLMS	Maths Literacy	7420	AAAT	Applied Agric and Agric Technology
7413	NATS	Natural Sciences L4	7421	TRVT	Travel and Tourism
7414	TECH	Technology L4	7422	ANHC	Ancillary Health Care

**ANNEXURE 2
ASSESSMENT INSTRUCTION 16 OF 2012**

LIST OF MARKERS – 2012 OCT ABET L4

NAME OF CENTRE	
NAME OF DISTRICT	

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

CENTRE PRINCIPAL FULL NAME	CENTRE PRINCIPAL SIGNATURE	DATE



CENTRE VERIFICATION

1. CENTRE VERIFICATION TEAM

Centre Principals – Chairperson

All tutors applying to mark ABET L4 OCTOBER examinations

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 Principals should table the tutors' application forms before the Verification Committee
- The Committee must verify if each applicant is applying for the Learning Area qualify to apply to be markers in the ABET examination only if one has taught during the period 2007 to 2011.
- When an tutor's application has been approved, the tutor must sign next to his/her name
- The Centre Principal must append his/her signature next to the name of the tutor he/she supervises
- The List of Applicants must be presented to the whole staff
- The Centre Principal signs the List of Applicants, after the staff has accepted that the applicants taught ABET during the period 2007 to 2011.
- The Centre Principal must submit the list to the District Office, and sign for it on submission

