



ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 18 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 INDEPENDENT SCHOOLS
(GRADES 10 – 12)
TEACHER UNIONS/TEACHER ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 22 FEBRUARY 2012

2012 NATIONAL SENIOR CERTIFICATE EXAMINATION (NSC) APPLICATION FOR APPOINTMENT AS A MARKING MODERATOR OR CHIEF MARKER

1. GENERAL INFORMATION

- 1.1 Application for appointment as a Marking Moderator/Chief Marker for the 2012-2014 National Senior Certificate Examination (Green form) ANNEXURE 1
- 1.2 Applicants are required to carefully read all instructions on the application form.
- 1.3 All officials must check the Application Forms carefully and verify that only application forms for competent and qualified teachers undergo the final selection process
- 1.4 Application forms are to be handed in at the Examinations Unit in the Education District Office.
- 1.5 Subject Advisors who qualify and have applied as Marking Moderator/Chief Marker must also hand in application forms to DCES: ASSESSMENT & EXAMINATIONS at District Offices.



- 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 stand-in/interim Subject Advisors in the absence of appointed Subject Advisors.
- 1.7 Verification and sorting process will be done at School and District levels by the appropriate Verification Committees.

2. WHO SHOULD APPLY AS A MARKING MODERATOR OR CHIEF MARKER?

- 2.1 A teacher may apply to be a Marking Moderator or Chief Marker of the NSC Examinations provided he/she taught the subject he/she is applying for in Grade 12 during the period 2009 – 2012 and was either an Examiner, Moderator, Chief Marker, Deputy Chief Marker, Marking Moderator or Senior Marker during this period.
- 2.2 School Management Team members (excluding Principals) who taught Grade 12 during the period 2009 to 2012 and who have a strong support staff that will manage the school in their absence.
- 2.3 Subject Advisors and DCESSs in the FET phase with a second year University qualification in the subject that they are advising on.
- 2.4 Office -based educators who are directly involved in training and supporting subject teachers in the subject applied for.
- 2.5 SBA cluster leaders and SBA Coordinators who have been Examiners, Moderators, Chief Markers, Deputy Chief Markers, Marking Moderators and Senior Markers during the period 2009 to 2012 in the subject applied for.
- 2.6 Officials that are not employed in Assessment and Examinations Directorate.

3. VERIFICATION PROCEDURE OF THE APPLICATION FORMS

3.1 VERIFICATION AT SCHOOL LEVEL:

- 3.1.1 Principal to convene a meeting with the applicants and the school management team
- 3.1.2 All applications must be quality assured jointly at this meeting
- 3.1.3 Complete the LIST OF APPLICANTS (ANNEXURE 2) that will be signed by each applicant and his/her HOD.
- 3.1.4 Signing this document confirms that the information contained therein is true.
- 3.1.5 Principal must present the list of applicants to entire staff before he/she appends his/her signature.
- 3.1.6 Any false information on this document will result in the blacklisting of the whole school from external marking processes for the next two years.

3.1.7 INSTRUCTIONS TO PRINCIPALS

- (a) Approval must only be given by signing the form if the applicant was/is responsible for teaching the subject in Grade 12 during the period 2009 to 2012.

- (b) Principals must not sign the application forms if the applicant does or did not teach the subject in the school.
- (c) Principals must ensure that information provided in the application forms is accurate and verifiable.

3.2 VERIFICATION AT DISTRICT LEVEL:

3.2.1 The composition of the **District Verification Committee** mandated to consider the application forms for **Marking Moderators/Chief Markers** is as follows:

- (a) CES: Curriculum (Chairperson)
- (b) CES: Governance and Management
- (c) DCES: Assessment & Examinations
- (d) Education Development Officer (EDO)
- (e) Subject Advisors (who have not applied)
- (f) Teacher Union Representatives as observers

3.2.2 The committee must ensure that all criteria are met and information provided is verified.

3.2.3 Reasons must be provided on the application form in the event of rejection.

3.2.4 In the Districts where there are appointed DCES's and SES's for individual subjects, preference must be given to the SES's.

4. APPOINTMENT AT HEAD OFFICE

4.1 The composition of the **Provincial Selection Committee** that considers the Marking Moderators /Chief Markers' application forms is as follows:

- (a) Deputy Director Marking Processes and Marking Processes officials.
- (b) CES :Instrument Development and unit officials
- (c) Head Office Subject Planners
- (d) Human Resource Administration
- (e) Teacher Union Representatives as observers

5. CONDITIONS FOR APPOINTMENT

5.1 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 and must attach references.

5.2 Incomplete or illegible applications will not be considered.

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

5.4 No application forms will be accepted at the Provincial Office (Head Office). All applications must come through the District Office and be verified at District level.

5.5 A copy of appointment letter and a short resume' must be attached.



5.6 The Department reserves the right to reverse any appointment if there is evidence that the applicant has misrepresented him/herself by providing fraudulent or inaccurate information both work or academic related.

6. IMPORTANT DATES:

- Closing date for lodging application forms at the District: **Friday, 16 March 2012.**
- Due date for forwarding application forms at the Provincial Office: **Friday, 23 March 2012**

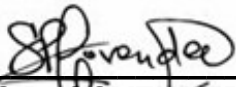
7. INFORMATION VERIFICATION

7.1 Kindly note that all the information provided in application forms will be **verified** against **Provincial Office records** and with **EMIS database**.

7.2 Applicants are therefore reminded that provision of inaccurate and fraudulent information constitutes grounds for immediate disciplinary action and disqualification.

8. CONCLUSION

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



S.P. GOVENDER
CHIEF DIRECTOR – CURRICULUM MANAGEMENT



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 teaching experience in the subject from Grade 10 - 12.
 3. Must have taught Grade 12 in 2009 – 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>

PARTICULARS OF POST

Have you taught the subject in grade 12 between 2009 - 2012?	<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.
	ECONOMICS	2005	3	<i>Bhisho High School</i>	<i>(040) 604 1234</i>
		2009			
		2010			
		2011			
		2012			

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
2009					
2010					
2011					



NATIONAL SENIOR CERTIFICATE (NSC) MARKING EXPERIENCE

Year	Subject Code	Subject Description	Paper	Rank (e.g. Marker / Snr Marker)
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

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

Print Name

Signature: Subject Advisor

Date

STAMP



DISTRICT VERIFICATION COMMITTEE

RECOMMENDED:	
NOT RECOMMENDED REASON(S) WHY APPLICANT IS NOT RECOMMENDED	
Name of the Verification Committee Chairman	Signature

PROVINCIAL VERIFICATION COMMITTEE

RECOMMENDED:	
NOT RECOMMENDED REASON(S) WHY APPLICANT IS NOT RECOMMENDED	
Name of the Verification Committee Chairman	Signature

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 NATIONAL SENIOR CERTIFICATE
(NSC) 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



HANDLING OF APPLICANT'S SCHOOL VERIFICATION PROCESS

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 2009 to 2012 and has been a Chief Marker, Marking Moderator, Deputy Chief Marker, Examiner, Moderator and Senior Marker in the last 3 years. (2008 – 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 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