



**Assessment and Examinations Directorate**

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**ASSESSMENT INSTRUCTION 49 OF 2012**

**TO:** DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS  
CHIEF EDUCATION SPECIALISTS  
EDUCATION DEVELOPMENT OFFICERS  
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS  
PRINCIPALS OF ALL SCHOOLS OFFERING GRADES 3, 6 & 9  
TEACHER UNIONS / ORGANISATIONS  
SCHOOL GOVERNING BODIES

**DATE:** 27 AUGUST 2012

**ANNUAL NATIONAL ASSESSMENTS (ANA)  
THE SELECTION AND APPOINTMENT OF PERSONNEL  
FOR CENTRALISED MODERATION**

**1. BACKGROUND**

- 1.1 The Annual National Assessment (ANA) will be written in every public school offering Grades 1 to 6 & 9 between 18 and 21 September 2012. These assessments will be marked and internally moderated in schools for learners in all grades, however the scripts for grades 3, 6 & 9 will be re-marked and moderated centrally in the Province.

- 1.2 This Assessment Instruction outlines the procedure that will be followed in the selection of moderation markers for the Annual National Assessment in Grades 3, 6 & 9.

## **2. NOMINATION OF MODERATION MARKERS FOR THE ANNUAL NATIONAL ASSESSMENTS**

### **2.1 TESTS TO BE MODERATED**

- Eleven Home Language tests at Grade 3 level.
- One Mathematics test in 11 official languages at Grade 3 level.
- Four language tests per grade in Grades 6 and 9: English Home Language, English First Additional Language, Afrikaans Home Language and Afrikaans First Additional Language,
- One Mathematics test in English and Afrikaans per grade at Grades 6 and 9 levels.

### **2.2 WHO QUALIFIES TO DO MODERATION MARKING?**

2.2.1 Applicants must be nominated by the school principal and staff.

2.2.2 General criteria for the selection of ANA moderation marking officials:

- Teachers/officials must be permanently employed by the PED and must have no intention to resign, retire or terminate their services with the PED by 30 October of the year in which application is made.
- All nominated teachers/officials must be in possession of a recognised three-year post Senior Certificate teacher's qualification at the appropriate phase level and be registered with SACE.
- The nominated teacher must be currently teaching the subject, language and grade.
- A teacher may only be nominated for one subject/language/grade.

### **2.3 SPECIFIC REQUIREMENTS FOR MODERATING MARKERS**

Nominees must have a minimum of 3 years' experience in the subject, language and grade, and must currently teach or render curriculum services in the subject, language and grade applied for.

### **3. NOMINATION PROCESS**

- 3.1 The school principal calls a meeting of the staff of the school and calls for nominations of teachers to be appointed for the centralised moderation marking of Grade 3, 6 and Grade 9 ANA tests.
- 3.2 The school staff reaches consensus on one nominee per test per Grade 3, 6 and Grade 9 tests written at the school.
- 3.3 The principal enters the details of the nominated teachers on the School Nomination Form. (ANNEXURE A)
- 3.4 Each nominee completes an ANA Moderation Marking Nominee Profile form. (ANNEXURE B)
- 3.5 Each nominee attaches a motivation for selection of approximately half a page, but **less** than one page, to the ANA Moderation Marking Nominee Profile form.

### **4. VERIFICATION OF MARKER DETAILS AT SCHOOL LEVEL:**

- 4.1 The principal informs teachers that they sign the Marker Nominee Profile in the knowledge that it is legally binding and certifies the accuracy of the information provided.
- 4.2 Any false information supplied on the Marker Nominee Profile will result in the disqualification of the nominee from appointment to the moderation process for two years.
- 4.3 The principal verifies the information and confirms that the teacher is teaching the subject, language and grade for which he/she is applying.
- 4.4 The principal signs the Marker Nominee Profile.

## **5. ROLES AND RESPONSIBILITIES OF MARKERS**

Markers appointed to a centralised venue to moderate marking are responsible for re-marking all scripts in exact accordance with the marking memorandum.

A marker must:

- 5.1 Mark scripts, which includes:
  - marking of allocated question/s
  - adherence to the marking memorandum
  - adding up of total marks on the script
  - carrying marks over to the front page of the script and adding up
  - adding his/her marker code
  - transferring marks of moderated marks to mark sheets and appending his/her code.
- 5.2 Mark only allocated batches of scripts.
- 5.3 Respect the confidentiality agreement by not asking any questions, seeking or acquiring information in respect of the marks attained by any candidate at his/her school, or to whom he/she is related or where he/she has a friendship with a candidate and/or his/her family.
- 5.4 Identify and report all alleged irregularities identified during the marking process to the Senior Marker/Chief Marker.
- 5.5 Assist with School Moderation Reports as required.
- 5.6 Accurately complete and submit all claim forms.

## **6. RECOMMENDATION OF NOMINEES BY DISTRICT OFFICES**

- 6.1 District selection committees recommend markers for appointment by the PED. (ANNEXURE C)
- 6.2 District selection committees nominate chief markers from suitably qualified curriculum officials/subject advisors or, where necessary, lead teachers, etc.
- 6.3 Teacher Union representatives attend the selection meetings as observers of the process to select marking personnel. (ANNEXURE D)
- 6.4 A PED selection committee will select chief markers, senior markers and markers and recommend them to the HOD for appointment.

6.5 All marking personnel are appointed by the Head of Department or delegated representative.

**7. CRITERIA TO BE TAKEN INTO ACCOUNT IN SELECTION OF MODERATING MARKERS BY DISTRICTS:**

- 7.1 Must teach at a state school
- 7.2 Must be currently teaching or supporting the subject/language/grade
- 7.3 Markers must be drawn from a range of schools. There cannot be a predominance of moderating markers from any one school.
- 7.4 Ensure that sufficient markers are appointed who can mark in the languages in which learners wrote the tests.
- 7.5 Consider the spread across quintiles
- 7.6 Consider equality across gender, where appropriate
- 7.7 Consider equality across race, where appropriate

**8. CLOSING DATES:**

- 8.1 Schools must submit all relevant documentation to the District Office no later than **Friday, 14 September 2012.**
- 8.2 Districts must submit all relevant documentation to Assessment & Examinations Directorate by no later than **Wednesday 19 September 2012.**

**9. ENQUIRIES**

Direct enquiries to Mr. H. Du Plessis, Tel 043 604 7739, Cell No. 072 1428 853, Email: [Lodie.duplessis@edu.ecprov.gov.za](mailto:Lodie.duplessis@edu.ecprov.gov.za)

**10. CONCLUSION**

It is essential that the best teachers are employed to moderate the ANA scripts. Principals and District Officials are requested to take this selection process very seriously and to nominate the best teachers for this task.



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**S. P. GOVENDER**  
**(A) DEPUTY DIRECTOR-GENERAL: TLS**

ANNEXURE A ASSESSMENT INSTRUCTION 49 OF 2012

**DEPARTMENT OF BASIC EDUCATION**

SCHOOL NOMINATION FORM DISTRICT: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

Schools may only nominate one teacher per test written at the school. Teachers must be informed that a nomination does not mean an appointment.

Attach a CV and motivation of less than 1 page per nominee.

Name	Persal No.	Years' Exp	Subject	Language	Grd

Principal's Name:

Principal's signature:

Contact No:

School stamp

ANNEXURE B OF ASSESSMENT INSTRUCTION 49 OF 2012

**DEPARTMENT OF BASIC EDUCATION  
ANA MODERATION MARKING NOMINEE PROFILE  
CLOSING DATE: FRIDAY 14 SEPTEMBER 2012**

**Instructions for completing this form**

1. Indicate Home language or First Additional Language, where applicable.
2. This form must be attached to the School Nomination form.
3. Nomination does not guarantee appointment as a marker as nominees will exceed the number of markers required.
4. Successful markers will be paid in accordance with the PAM document.
5. Any person found to have given fraudulent information will be disqualified from moderation marking.

**SUBJECT:** \_\_\_\_\_ **LANGUAGE:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

CIRCLE POSITION APPLIED FOR		Marker	Senior Marker	Chief Marker			
PERSAL NO.	ID NO.						
TITLE	EQUITY CRITERIA: Gender			Race			
	Female	Male	Asian	African	Coloured	White	
SURNAME							
FULL FIRST NAMES							
POSTAL ADDRESS							
POSTAL CODE	TEL. (HOME)			CELL NO			
EMAIL ADDRESS							
CURRENT INSTITUTION							
POSITION							
ARE YOU REMUNERATED BY THE DEPARTMENT?				YES		NO	
DO YOU INTEND LEAVING THE DEPARTMENT FOR ANY REASON WHATSOEVER PRIOR TO 30 OCTOBER THIS YEAR?				YES		NO	
QUALIFICATIONS – Please indicate the highest APPROPRIATE qualification							
ACADEMIC QUALIFICATION				PROFESSIONAL QUALIFICATION			
DEGREE/DIPLOMA/CERTIFICATE:				DEGREE/DIPLOMA/CERTIFICATE:			
EXAMINING BODY:				EXAMINING BODY:			
YEAR OBTAINED:				YEAR OBTAINED:			
NUMBER OF YEARS' TEACHING IN SUBJECT, LANGUAGE & GRADE WHICH YOU ARE APPLYING FOR :							
LANGUAGE(S) IN WHICH YOU ARE ABLE TO MARK							
I hereby certify that the above information is correct in all respects.				I hereby CERTIFY that the above information is correct in all respects and that the nominee is teaching/supporting the subject/language/grade for which he/she has been nominated.			
SIGNATURE OF APPLICANT _____ DATE: _____				SIGNATURE OF PRINCIPAL/SUPERVISOR _____ DATE _____			
				OFFICIAL STAMP OF SCHOOL/INSTITUTION			





ANNEXURE C ASSESSMENT INSTRUCTION 49 OF 2012

**DEPARTMENT OF BASIC EDUCATION**

**DISTRICT LIST OF MARKER NOMINEES RECOMMENDED FOR SELECTION FOR CENTRALISED MODERATION**

SUBJECT: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

LANGUAGE: \_\_\_\_\_ GRADE: \_\_\_\_\_

Name	Persal No	School	Yrs' exp	Gender	Race	School Quintile	Rec/ Not Rec	Ranking	Reasons for recommending/ Not recommending (Additional notes on CV where necessary)

Nominee Profiles and single page motivations for recommendations attached

Signed: District Selection Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

## **CRITERIA FOR SELECTION OF NOMINEE MARKERS FOR CENTRALISED MODERATION**

Criteria to be taken into account in selection of moderating markers:

1. Must teach at a state school
2. Must be currently teaching or supporting the subject/language/grade
3. Markers must be drawn from a range of schools. There cannot be a predominance of moderating markers from any one school.
4. Ensure that sufficient markers are appointed who can mark in the languages in which learners wrote the tests.
5. Consider the spread across quintiles
6. Consider equality across gender, where appropriate
7. Consider equality across race, where appropriate

**DEPARTMENT OF BASIC EDUCATION**

The Chairperson:

\_\_\_\_\_

Fax: \_\_\_\_\_

**INVITATION TO OBSERVE SELECTION OF MARKERS FOR ANA MODERATION MARKING**

Dear Colleagues

You are cordially invited to participate as observers in the selection of markers for ANA Marking Moderation.

Details are as follows:

Date :

Time :

Venue :

It would be appreciated if you could inform the undersigned, in writing, whether your union will participate in the above-mentioned process and if so, the name of your representative.

You are requested to make every effort to avail your organisation of this opportunity as the process will continue, even in the event of your non-participation.

Yours sincerely

\_\_\_\_\_

Date: \_\_\_\_\_