



Province of the  
**EASTERN CAPE**  
EDUCATION

---

**ASSESSMENT & EXAMINATIONS DIRECTORATE**

Bundy Park Building, Schornville, King Williams Town, Private Bag 4571, King Williams Town 5600• Eastern Cape  
\*REPUBLIC OF SOUTH AFRICA• Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)  
Email: [funiwe.bikitsha@edu.ecprov.gov.za](mailto:funiwe.bikitsha@edu.ecprov.gov.za)

Ref. No: 13/P  
Enquiries: Mrs F. Bikitsha

Tel: 043-604 7742/072 378 2817  
Fax: 043-604 7749/086 759 8017

---

**ASSESSMENT INSTRUCTION 26 OF 2014**

**TO:** DEPUTY DIRECTORS-GENERAL  
CHIEF DIRECTORS  
HEAD OFFICE 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:** 17 MARCH 2014

**ANNUAL NATIONAL ASSESSMENTS (ANA)  
THE SELECTION AND APPOINTMENT OF MARKERS  
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 during September 2014. 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 Provincial Education Department (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 Provincial 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, 23 May 2014.**
- 8.2 Districts must submit all relevant documentation to Assessment & Examinations Directorate by no later than **Friday, 06 June 2014.**

**9. ENQUIRIES:**

Direct enquiries to Mrs F. Bikitsha @ Tel 043 604 7749, Cell No. 072 378 2817,  
Email: [funiwe.bikitsha@edu.ecprov.gov.za](mailto:funiwe.bikitsha@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.

  
DEPUTY DIRECTOR GENERAL: IOM  
R. TYWAKADI

19/03/2014





Province of the  
**EASTERN CAPE**  
 EDUCATION

ASSESSMENT INSTRUCTION 26 OF 2014  
 ANNEXURE A

**ASSESSMENT & EXAMINATIONS DIRECTORATE**

Bundy Park Building, Schornville, King Williams Town, Private Bag 4571, King Williams Town 5600• Eastern Cape  
 \*REPUBLIC OF SOUTH AFRICA• Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)  
 Email: [funiwe.biktisha@edu.ecprov.gov.za](mailto:funiwe.biktisha@edu.ecprov.gov.za)

**DEPARTMENT OF BASIC EDUCATION**  
**SCHOOL NOMINATION FORM**

DISTRICT: \_\_\_\_\_ SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

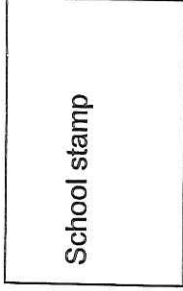
Schools may only nominate one teacher per test written at the school. Teachers must be informed that a nomination does not mean an appointment.  
 Attach a CV and motivation of less than 1 page per nominee.

Name	Persal No.	Years' Experience	Subject	Language	Grade

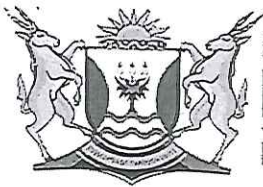
Principal's Name: \_\_\_\_\_

Principal's signature: \_\_\_\_\_

Contact No: \_\_\_\_\_



School stamp



**ASSESSMENT & EXAMINATIONS DIRECTORATE**

Bundy Park Building, Schornville, King Williams Town, Private Bag 4571, King Williams Town 5600• Eastern Cape  
\*REPUBLIC OF SOUTH AFRICA• Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

**DEPARTMENT OF BASIC EDUCATION**  
**ANA MODERATION MARKING NOMINEE PROFILE**  
**CLOSING DATE: FRIDAY 23 MAY 2014**

**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.

<b>SUBJECT:</b> .....		<b>LANGUAGE</b>		<b>HL/FAL</b>	<b>GRADE:</b> .....		
<b>PERSAL NO.</b>	<b>ID NO.</b>						
<b>TITLE</b>	<b>EQUITY CRITERIA:</b>			<b>Race</b>			
	<b>Gender</b>						
<b>SURNAME</b>	Female	Male	Asian	African	Coloured	White	
<b>FULL FIRST NAMES</b>							
<b>POSTAL ADDRESS</b>							
<b>POSTAL CODE</b>	<b>TEL. (HOME)</b>			<b>CELL NO</b>			
<b>EMAIL ADDRESS</b>							
<b>CURRENT INSTITUTION</b>							
<b>POSITION</b>							
<b>ARE YOU REMUNERATED BY THE DEPARTMENT?</b>				YES		NO	
<b>DO YOU INTEND LEAVING THE DEPARTMENT FOR ANY REASON WHATSOEVER PRIOR TO 30 OCTOBER THIS YEAR?</b>				YES		NO	
<b>QUALIFICATIONS – Please indicate the highest APPROPRIATE qualification</b>							
<b>ACADEMIC QUALIFICATION</b>				<b>PROFESSIONAL QUALIFICATION</b>			
<b>DEGREE/DIPLOMA/CERTIFICATE:</b>				<b>DEGREE/DIPLOMA/CERTIFICATE:</b>			
<b>EXAMINING BODY:</b>				<b>EXAMINING BODY:</b>			
<b>YEAR OBTAINED:</b>				<b>YEAR OBTAINED:</b>			
<b>NUMBER OF YEARS' TEACHING IN SUBJECT, LANGUAGE &amp; GRADE WHICH YOU ARE APPLYING FOR :</b>							
<b>LANGUAGE(S) IN WHICH YOU ARE ABLE TO MARK</b>							



I hereby certify that the above information is correct in all respects.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

DATE: \_\_\_\_\_

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 PRINCIPAL/SUPERVISOR DATE \_\_\_\_\_

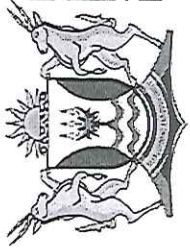
OFFICIAL STAMP OF  
SCHOOL/INSTITUTION

SELECTION PANEL (District Level)				SELECTION PANEL'S REASON(S) WHY NOMINEE IS NOT RECOMMENDED
SUCCESSFUL		UNSUCCESSFUL		
WAITING LIST		PRIORITY NUMBER		
SIGNATURE OF CHAIR: SELECTION PANEL _____				DATE _____

**FOR OFFICIAL USE**

SELECTION PANEL (Provincial Level)				SELECTION PANEL'S REASON(S) WHY NOMINEE IS NOT RECOMMENDED
SUCCESSFUL		UNSUCCESSFUL		
WAITING LIST		PRIORITY NUMBER		
POSITION SELECTED FOR:				
SIGNATURE OF CHAIR: SELECTION PANEL _____				DATE _____





Province of the  
**EASTERN CAPE**  
 EDUCATION

ASSESSMENT INSTRUCTION 26 OF 2014  
 ANNEXURE C

**ASSESSMENT & EXAMINATIONS DIRECTORATE**

Bundy Park Building, Schornville, King Williams Town, Private Bag 4571, King Williams Town 5600- Eastern Cape  
 \*REPUBLIC OF SOUTH AFRICA\* Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)  
 Email: [funiwe.bikitisha@edu.ecprov.gov.za](mailto:funiwe.bikitisha@edu.ecprov.gov.za)

**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: \_\_\_\_\_





**ASSESSMENT & EXAMINATIONS DIRECTORATE**

Bundy Park Building, Schornville, King Williams Town, Private Bag 4571, King Williams Town 5600• Eastern Cape  
\*REPUBLIC OF SOUTH AFRICA• Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

**DEPARTMENT OF BASIC EDUCATION**

The Chairperson:

\_\_\_\_\_

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

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

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: \_\_\_\_\_



*Ikamva eliqaqambileyo!*