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ASSESSMENT INSTRUCTION 9 OF 2015

**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 PUBLIC AND INDEPENDENT SCHOOLS (GRADES 10 – 12)
TEACHER UNIONS/TEACHER ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 23 JANUARY 2015

2015 NATIONAL SENIOR CERTIFICATE (NSC) APPLICATION FOR APPOINTMENT AS A MARKER		
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1. Application by teachers for Appointment as a Marker of the 2015 National Senior Certificate Examination (White Form) ANNEXURE 1.
2. List of marking centres per subject. (N.B. As far as possible the marking centres will not be changed except in instances where the final statistics of entries change)



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 wish to be appointed as markers must also hand in applications to **DCES: ASSESSMENT AND 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 level by the Verification Committees.

1. WHO QUALIFIES TO APPLY TO MARK NSC EXAMINATION SCRIPTS?

- 1.1 Teachers who have taught Grade 12 during the period 2013 to 2015.
- 1.2 School Management Team members (**excluding Principals**) who taught Grade 12 during the period 2013 to 2015.
- 1.3 Subject Advisors and DCES's in the FET Phase with a second year qualification in the subject that they are advising on.
- 1.4 SBA Cluster leaders who have taught Grade 12 during the period 2013 to 2015 and have a second year qualification in the subject for which they are SBA Cluster leaders.
- 1.5 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).
- 1.6 SBA Co-ordinators who taught Grade 12 during the period 2013 to 2015 and have a second year qualification in the subject for which they are SBA Co-ordinators.

2. WHO DOES NOT QUALIFY TO MARK?

- 2.1 Office-based educators who are not directly involved in training and supporting subject teachers e.g. CESs, EDOs, Curriculum Advisors in the GET Phase, must not apply to mark Grade 12.
- 2.2 Educators who never taught Grade 12 during the period 2013 to 2015 in the subject they are applying for.
- 2.3 SBA Cluster leaders and SBA Co- Coordinators who are not teaching the subject and do not have qualifications in the subject they co-ordinate.
- 2.4 Principals of schools.
- 2.5 Officials employed in the Assessment and Examinations Directorate.
- 2.6 Teachers/Officials involved in Examination Irregularities in 2014.



3. VERIFICATION AT SCHOOL LEVEL:

- 3.1 Principal to convene a meeting with the applicants and the School Management Team.
- 3.2 All application forms must be quality assured jointly at this meeting.
- 3.3 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.
- 3.4 The signing of the application form is legally binding and it certifies the accuracy and the ownership of the information provided by all signatories.
- 3.5 Principals must present the list of applicants to the whole staff before signing it.
- 3.6 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.

3.1.1 INSTRUCTIONS TO PRINCIPALS

- 3.1.1.1 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 2013 to 2015.
- 3.1.1.2 Do not sign application forms of teachers who are not teaching in your school.
- 3.1.1.3 NB: Principals must ensure that information provided on application forms is accurate and verifiable.
- 3.1.1.4 **Principals are reminded that under no circumstances can they submit applications for themselves for Grade 12 NSC marking.**

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:
 - 4.1.1 CES: Curriculum (Chairperson)
 - 4.1.2 CES: Governance
 - 4.1.3 DCES: Assessment & Examinations
 - 4.1.4 Education Development Officer (EDO)
 - 4.1.5 Subject Advisors
 - 4.1.6 Teacher Union representatives as observers
 - 4.1.7 **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 the application being rejected.**
- 4.2 The members of the Verification Committee to consider the application forms for Subject Advisors and DCESs who apply to mark NSC will include:
 - 4.2.1 CES: Curriculum (Chairperson)
 - 4.2.2 CES: Governance
 - 4.2.3 DCES: Assessment & Examinations
 - 4.2.4 Education Development Officer (EDO)
 - 4.2.5 Teacher Union representatives as observers
 - 4.2.6 **NB: In the Districts where there are appointed DCESs and SESs for individual subjects, preference must be given to the SESs (Subject Advisors)**
 - 4.2.7 ***Under NO circumstances must the Verification Committee recommend both the Subject Advisor and the DCES.***



4.2.8 **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 the application being rejected.**

4.3 The membership of the **Provincial Committee** that recommends NSC markers to the Acting Deputy Director General: IOM for appointment is as follows:

- 4.3.1 Assessment and Examinations official as a Chairperson
- 4.3.2 Marking Moderator for the specific subject
- 4.3.3 Chief Marker for the subject
- 4.3.4 Head Office Subject Planners
- 4.3.5 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 Appointed markers must bring their own Question Papers (and addendum if applicable) and recommended colour of the pens as it will be indicated on the appointment letter to the Marking Centre.
- 5.4 In respect of Languages, educators who are teaching these Languages in 2015 should specify the set works they are teaching.
- 5.5 Educators must have obtained at least 50 % pass rate in the subject applying for in 2014 Grade 12 NSC Examinations.

6 CRITERIA FOR REJECTION OF APPLICATIONS:

- 6.1 Incomplete or illegible applications will not be considered.
- 6.2 Application forms received at the District Office after the due date will not be considered.
- 6.3 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, 20 March 2015
Closing date for the capturing of application forms at the District	Monday, 30 March 2015
Closing date for receiving application forms at the Provincial Office:	Thursday, 2 April 2015
Selection date of NSC Markers:	14 – 18 April 2015
Final List of Markers ready for distribution to Districts:	Friday, 14 August 2015
Final List of Markers ready for posting on ECDOE web site:	Wednesday, 19 August 2015



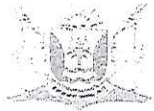
Kindly note that all the information in application forms will be **verified** with the **database** in the **Provincial Office** as well as the **EMIS database**. Applicants are therefore reminded that provision of inaccurate and fraudulent information constitutes grounds for immediate disqualification and disciplinary action.

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



DR A.S NUKU
DDG: INSTITUTIONAL OPERATIONS MANAGEMENT





SUBJECT:

PAPER:1/2/3

SHORT CODE:

Place
ID Photo
Here

**APPLICATION FORM: MARKER
GRADE 12 NSC EXAMINATION: 2015**

**CLOSING DATE: 20 MARCH 2015
At the District Office**

[NO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT 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. An EDO and a Principal must not apply for marking.
8. 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					
Surname					First Names						
Title	Initials										
Tel. No. (W)					Postal Address						
Tel. No. (H)											
Cell Number						Postal Code					
Present Post	<input type="checkbox"/> DCES	<input type="checkbox"/> SES	<input type="checkbox"/> Dep. Principal	<input type="checkbox"/> HOD	<input type="checkbox"/> Educator	<input type="checkbox"/> Other: Specify					
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:

HOSPITALITY

If successful, will you need accommodation during marking period?	YES	Y	NO	No
Gender	Male	M	Female	F
Meals - Normal	YES	Y	NO	No
Vegetarian (NB: All meals HALAAL)	YES	Y	NO	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		



LANGUAGE COMPETENCY

Marking language preference for all subjects

English Home
English Additional

Afrikaans Huistaal
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 /advising experience in the subject in Grade 12 i.e 2013, 2014 or 2015

Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<i>B. Sc.</i>	<i>1990</i>	<i>Fort Hare</i>
TEACHING QUALIFICATIONS (i.e. HDE)				

MARKING EXPERIENCE

Year	Subject Code	Subject Description	Subject Paper (1/2/3)	Rank (e.g. Marker / Senior Marker)
2012				
2013				
2014				

SET WORK BEING TAUGHT IN 2015 (SES'S/DCES'S to indicate the set work they can mark)

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.....

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.....

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PARTICULARS OF POST

Have you taught/advised the subject in Grade 12 between 2013- 2015?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you presently teaching/advising the Subject in Grade 12?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you in a Governing Body Post? (applicable to educators)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Did you take the VSP?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you resigning from your post in the Education Dept. on or before December 2015?	<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/ADVISING 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		
ACCN	Accounting	2012	2014/15	3	Kwenxura High School	(043) 851 1030
		2013				
		2014				
		2015				

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

Year	Subject Code	Subject Description	Subject Pass %	School % Pass Rate
2012				
2013				
2014				

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 true and correct. I accept that the above person may leave the institution, if appointed, as early as 01 December 2015 and must return to school 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.

Print Name/Initials

Signature: Principal

Date

SCHOOL
STAMP

**RECOMMENDATION BY SUBJECT ADVISOR / CES: CURRICULUM
(Chairperson of Verification Committee)**

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 complied with the SBA moderation requirements.

Print Name

Signature: Subject Advisor /CES: Curriculum

Contact Number

Date

DISTRICT OFFICE
STAMP



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	Sesotho Home Language	SESHL
8	Sesotho First Additional Language	SESFA
MATHEMATICAL SCIENCE		
9	Mathematical Literacy	MLIT
10	Mathematics	MATH
GROUP B		
11	Agricultural Management Practices	AGRM
12	Agricultural Science	AGRS
BUSINESS, COMMERCE AND MANAGEMENT STUDIES		
13	Accounting	ACCN
14	Business Studies	BSTD
15	Economics	ECON
OFFICIAL LANGUAGES AT SECOND ADDITIONAL LEVEL AND NON OFFICIAL LANGUAGES		
16	Afrikaans Second Additional Language	AFRSA
17	English Second Additional Language	ENGSA
18	IsiXhosa Second Additional Language	XHOSA
19	IsiZulu Second Additional Language	ZULSA
20	Sesotho Second Additional Language	SESSA
ENGINEERING AND TECHNOLOGY		
21	Civil Technology	CVLT
22	Electrical Technology	ELTT
23	Mechanical Technology	MCHT
24	Engineering Graphics and Design	GRDES
HUMAN AND SOCIAL STUDIES		
25	Geography	GEOG
26	History	HIST
27	Religion Studies	RLGS
PHYSICAL, MATHEMATICAL, COMPUTER AND LIFE SCIENCE		
28	Computer Applications Technology	CATN
29	Information Technology	INFT
30	Life Sciences	LFSC
31	Physical Sciences	PHSC
SERVICES		
32	Consumer Studies	CNST
33	Hospitality Studies	HOSP
34	Tourism	TRSM





Province of the
EASTERN CAPE
DEPARTMENT OF EDUCATION

LIST OF APPLICANTS – 2015 NSC

NAME OF DISTRICT _____

NAME OF SCHOOL _____

NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	SUBJECT	PAPER	APPLICANT'S SIGNATURE	HOD 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 (Print) _____

Principal Signature _____

Date _____

SCHOOL STAMP

SCHOOL VERIFICATION

1. SCHOOL VERIFICATION TEAM

Principal – 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 Principal should table the educators' application forms before the Verification Committee.
- 3 The Committee must verify if each applicant qualifies to apply to be a Marker of the NSC Examination and if he/she has taught Grade 12 during the period 2013 to 2015.
- 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.
- 4 The Principal signs the List of Applicants, after the staff has accepted that the applicants taught Grade 12 during the period 2013 to 2015.
- The Principal must submit the list to the District Office, and the district official receiving the list must print his/her name and append a signature as acknowledgement of receipt of the list.



NOVEMBER/DECEMBER 2015 NSC MARKING CENTRES

MARKING CENTRE	DISTRICT	SUBJECT
ADELAIDE GYMNASIUM	FORT BEAUFORT	
		HISTORY P1
		HISTORY P2
		E G & DESIGN P1
		E G & DESIGN P2
		AFR HL P3
ALIWAL NORTH HIGH	STERKSPRUIT	
		AGRIC SCIENCES P1
		AGRIC SCIENCES P2
		ECONOMICS P1
		ECONOMICS P2
BURGERSDORP HIGH	STERKSPRUIT	
		GEOGRAPHY P1
		GEOGRAPHY P2
BYLETTS HIGH SCHOOL	EAST LONDON	
		ISIXHOSA HL P1
		ENGLISH HL P2
CRADOCK HIGH SCHOOL	CRADOCK	
		CONSUMER STUDIES P1
		HOSP STUDIES P1
		ISIXHOSA HL P3
		AFRIKAANS FAL P3
DANIEL PIENAAR TECH	UITENHAGE	
		LIFE SCIENCES P2
		BUSINESS STUDIES P1
		AFRIKAANS FAL P1
GILL COLLEGE	SOMERSET EAST	
		PHYSICAL SCIENCES P1
		PHYSICAL SCIENCES P2
GRAEME COLLEGE	GRAHAMSTOWN	
		ACCOUNTING P1
		TOURISM P1

NOVEMBER/DECEMBER 2015 NSC MARKING CENTRES

MARKING CENTRE	DISTRICT	SUBJECT
GRENS HIGH	EAST LONDON	ENGLISH HL P3
		ISIXHOSA HL P2
		RELIGION STUDIES P1
		RELIGION STUDIES P2
		CAT P1
		CAT P2
PHANDULWAZI AGRIC	FORT BEAUFORT	ENGLISH FAL (P2)
		SESOTHO HL P1
		SESOTHO HL P2
QUEENSTOWN GIRLS	QUEENSTOWN	ENGLISH FAL P3
		SESOTHO HL P3
ST JOHNS COLLEGE	MTHATHA	ISIXHOSA FAL P1
		ISIXHOSA FAL P2
		ISIXHOSA FAL P3
		ENG FAL P1
STRELITZIA HIGH	UITENHAGE	MATHEMATICS P1
		MATHEMATICS P2
		AFRIKAANS FAL P2
STUTTERHEIM	KING WILLIAMS TOWN	LIFE SCIENCE P1
		AFRIKAANS HL P1
UNION & VOLKSKOOL	GRAAFF REINET	AFRIKAANS HL P2
		ENGLISH HL P1
		MATHS LIT P1
		MATHS LIT P2