

ASSESSMENT & EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION 10 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 AET CENTRES
TEACHER UNIONS/TEACHER ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 23 JANUARY 2015

**2015 NOVEMBER/DECEMBER AET L4
APPLICATION FOR APPOINTMENT AS A MARKER**

1. Application for Appointment as a Marker of the Nov/Dec 2015 AET Level 4 Examination ANNEXURE 1

Read the Instructions on the 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 AET Centres at District level by the Verification Committees.

List of Marking Centres per subject. NB (As far as possible, the Marking Centres will not change except in instances where the final entries change).



1. WHO QUALIFIES TO APPLY FOR MARKING?

- AET tutors who taught the Learning Area applying for in AET L4 during the period 2012 to 2015
- Curriculum Advisors in the GET Phase may apply for AET 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 of Learning Area tutors e.g. CESs, 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 AET CENTRE LEVEL:

- AET 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 AET L4 CENTRE MANAGERS

- Signature of approval must only be appended if Learning Area tutor was/is responsible for teaching the Learning Area during the period 2012 to 2015.
- 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 AET L4 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 AET L4 markers will include:



- CES: Curriculum (Chairperson)
- CES: Governance
- DCES: Assessment and Examinations
- Education Development Officer (EDO)
- District AET officials
- Subject Advisors/AET 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 AET L4 will include:

- CES: Curriculum (Chairperson)
- CES: Governance
- DCES: Examinations
- Education Development Officer (EDO)
- District AET 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 AET L4 markers to the Deputy Director General: Institutional Operations Management for appointment is as follows:

- Assessment and Examinations Official as the Chairperson
- Moderator for the specific Learning Area
- Chief Marker for the specific Learning Area
- Head Office Curriculum AET 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 bring their own question papers and draw up their own handwritten marking memoranda for marking the 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 the recommended colour of pens as it will be indicated on the appointment letter to the Marking Centre

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:	27 February 2015
Closing date for application forms at the Provincial Office:	27 March 2015
Selection of AET L4 Markers:	24 April 2015
Final List of Markers ready for distribution to Districts	7 August 2015
Final List of Markers ready for posting on ECDOE web site:	21 August 2015

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

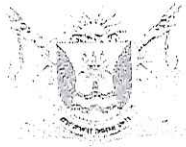
The co-operation of all education stakeholders in this important process is both anticipated and appreciated.



DR A.S NUKU
(A) DEPUTY DIRECTOR GENERAL:
INSTITUTIONAL OPERATIONS MANAGEMENT

23/1/2015





MARKER APPLICATION FORM

LEARNING AREA APPLIED FOR:

.....
AET LEVEL 4 EXAMINATIONS: 2015

Place
ID Photo
Here

CLOSING DATE: 27 FEBRUARY 2015

[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	V	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:						
AET 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 2015					

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 AET 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 2014?	<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		
E.g. 7412	Maths Literacy	2012	2014	3	Bhisho High School	(040) 604 1234

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
2011					
2012					
2013					
2014					

MARKING EXPERIENCE (AET Level 4 marking experience in any Learning Area)

Year	Learning Area Code	Learning Area Description	Level	Rank (e.g. Marker / Snr Marker)
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 AET 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 2015 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.

AET CENTRE

Print Name

Signature: Centre Manager

Date

Signature



**RECOMMENDATION BY AET 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 /AET
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">..... SURNAME & INITIALS (CHIEF MARKER/MODERATOR)</p> <p align="center">..... SIGNATURE (CHIEF MARKER/MODERATOR)</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 AET marker (including senior marker, deputy chief marker and chief marker) should include the following:

- (1) A recognised three year teacher qualification or a recognized AET 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 AET educators who are presently teaching.

LIST OF AET LEVEL 4 LEARNING AREAS AND THEIR CODES

7401	LCAF4	Afrikaans L4	7417	ARTC4	Arts and Culture L4
7402	LCEN4	English L4	7418	LIFO4	Life Orientation L4
7403	LCSO4	Sesotho L4	7419	SMME4	Small, Medium and Micro Enterprises L4
7405	LCXH4	IsiXhosa L4	7420	AAAT4	Applied Agric and Agric Technology L4
7412	MLMS4	Maths Literacy	7421	TRVT4	Travel and Tourism L4
7413	NATS4	Natural Sciences L4	7422	ANHC4	Ancillary Health Care L4
7414	TECH4	Technology L4	7423	MMSC4	Maths and Maths Science L4
7415	HSSC4	Human and Social Sciences L4	7424	ECDV4	Early childhood Development L4
7416	EMSC4	Economic and Management Science L4	7425	INCT4	Information & Communication Technology L4
7426	WHRT4	Wholesale and Retail L4			



LIST OF APPLICANTS – 2015 OCT/NOV AET 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 MANAGER FULL NAME CENTRE MANAGER SIGNATURE DATE
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SCHOOL STAMP



CENTRE VERIFICATION

1. CENTRE VERIFICATION TEAM

Centre Managers – Chairperson

All tutors applying to mark AET L4 October/November 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 Managers should table the tutors' application forms before the Verification Committee.
- The Committee must verify if each applicant is applying for the Learning Area one has taught during the period 2012 to 2015.
- When a tutor's application has been approved, the tutor must sign next to his/her name.
- The Centre Manager 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 Managers signs the List of Applicants, after the staff has accepted that the applicants taught AET L4 during the period 2012 to 2015.
- The Centre Manager must submit the list to the District Office, and sign for it on submission.



