



**ASSESSMENT AND EXAMINATIONS DIRECTORATE**

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**ASSESSMENT INSTRUCTION 19 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: 26 FEBRUARY 2015**

**SENIOR CERTIFICATE (SC)  
APPLICATION FOR APPOINTMENT AS A CHIEF MARKER OR  
MARKING MODERATOR: 2015 TO 2016**

**1. GENERAL INFORMATION**

- 1.1 Application by teachers for Appointment as a Chief Marker/Marking Moderator for the 2015 Senior Certificate Examination (**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 Chief Marker/Marking Moderator must also hand in application forms to DCES: ASSESSMENT AND 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 the appointed Subject Advisors.
- 1.7 Verification and sorting process will be done at School and District levels by appropriate Verification Committees



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

- 2.1 A teacher may apply to be a Chief Marker or Marking Moderator of the Senior Certificate Examinations provided he/she taught the subject he/she is applying for in Grade 12 during the period 2011 to 2014 and was either an Examiner, Setting 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 2011 to 2014 and who have a strong support staff that will manage the school in their absence.
- 2.3 Subject Advisors and DCES's in the FET Phase with a second year University/Teacher qualification in the subject that they are advising on.
- 2.4 SBA Cluster leaders and Co-ordinators who have taught Grade 12 during the period 2011 to 2014 and have been either Examiner, Setting Moderator, Chief marker, Deputy Chief Marker, Marking Moderator or Senior Marker in the subject applied for.
- 2.5 Teachers who have an ACE qualification must include a transcript of results from the University showing the phase (FET) and the year of study (2<sup>nd</sup>).
- 2.6 **Teachers must have taught the subject and obtained 80% pass rate in 2014 in the subject applied for.**

## **3. WHO DOES NOT QUALIFY TO MARK?**

- 3.1 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.
- 3.2 Educators who never taught Grade 12 during the period 2011 to 2014 in the subject they are applying for.
- 3.3 Teachers who were never appointed as Examiner, Setting Moderator, Chief Marker, Deputy Chief Marker, Marking Moderator or Senior Marker in the subject applied for during the period 2011 to 2014.
- 3.4 SBA Cluster leaders and SBA Co- Coordinators who are not teaching the subject and do not have qualifications in the subject they co-ordinate.
- 3.5 A teacher who does not have at least 3 years of recent teaching /advising experience in the subject in Grade 12.
- 3.6 Principals of schools.
- 3.7 Officials employed in the Assessment and Examinations Directorate.
- 3.8 Teachers/Officials involved in Examination Irregularities in 2014.

## **4. VERIFICATION AT SCHOOL LEVEL:**

- 4.1 Principal to convene a meeting with the applicants and the School Management Team.
- 4.2 All application forms must be quality assured jointly at this meeting.

- 4.3 Complete the LIST OF APPLICANTS (ANNEXURE 2), that will be signed by each applicant and his/her Head of Department (HOD). The signed attendance register must be attached to this form.
- 4.4 The signing of the application form is legally binding and it certifies the accuracy and the ownership of the information provided by all signatories.
- 4.5 Principals must present the list of applicants to the entire staff members before signing it.
- 4.6 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.

#### 4.1.1 INSTRUCTIONS TO PRINCIPALS

- 4.1.1.1 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 2011 to 2014.
- 4.1.1.2 Do not sign application forms of teachers who are not teaching in your school.
- 4.1.1.3 NB: Principals must ensure that information provided on application forms is accurate and verifiable.
- 4.1.1.4 **Principals are reminded that under no circumstances can they submit applications for themselves for Grade 12 SC marking.**

#### 5. VERIFICATION AT DISTRICT LEVEL:

5.1 The members of the Verification Committee to consider the application forms for SC Grade 12 Markers will include:

- 5.1.1 CES: Curriculum (Chairperson)
- 5.1.2 CES: Governance
- 5.1.3 DCES: Assessment & Examinations
- 5.1.4 Education Development Officer (EDO)
- 5.1.5 Subject Advisors
- 5.1.6 Teacher Union representatives as observers
- 5.1.7 **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.**

5.2 The members of the Verification Committee to consider the application forms for Subject Advisors and DCESs who apply to mark SC will include:

- 5.2.1 CES: Curriculum (Chairperson)
- 5.2.2 CES: Governance
- 5.2.3 DCES: Assessment & Examinations
- 5.2.4 Education Development Officer (EDO)
- 5.2.5 Teacher Union representatives as observers
- 5.2.6 **NB: In the Districts where there are appointed DCESs and SESs for individual subjects, preference must be given to the SESs (Subject Advisors).**
- 5.2.7 ***Under NO circumstances must the Verification Committee in the District recommend both the Subject Advisor and the DCES.***



**5.2.8 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.**

## **6. APPOINTMENT AT HEAD OFFICE**

6.1 The membership of the **Provincial Committee** that recommends SC Chief Markers/Marking Moderators to the Acting Deputy Director General: IOM for appointment is as follows:

6.1.1 CES: Marking Processes and Marking Processes Officials

6.1.2 CES: Instrument Development

6.1.3 CES: Internal Assessment

6.1.4 DD: IT and Certification

6.1.5 Human Resource Administration

6.1.6 Head Office Subject Planners

6.1.7 Teacher Union representatives as observers

## **7 CONDITIONS FOR APPOINTMENT**

7.1 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.

7.2 Educators must have obtained at **least 80 % pass rate** in the subject applying for in 2014 Grade 12 NSC Examinations.

7.3 A copy of appointment letter as Examiner, Setting Moderator, Chief marker, Deputy Chief Marker, Marking Moderator or Senior Marker and a short resume' must be attached.

7.4 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.

7.5 At least 3 years of recent teaching /advising experience in the subject in Grade 12 during the period 2011 to 2014.

## **8 CRITERIA FOR REJECTION OF APPLICATIONS:**

8.1 Incomplete or illegible applications will not be considered.

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

8.3 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.

8.4 Educators obtained less than 80% pass in the subject applying for in 2014.

8.5 Failure to attach the appointment letter as Examiner, Setting Moderator, Chief marker, Deputy Chief Marker, Marking Moderator or Senior Marker and a short resume'.



## 9 IMPORTANT DATES:

Closing date for receiving application forms at the District:	<b>Friday, 20 March 2015</b>
Closing date for the submission of application forms at the Provincial Office	<b>Friday, 27 March 2015</b>

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

26/02/2015





Province of the  
**EASTERN CAPE**  
DEPARTMENT OF EDUCATION

SUBJECT:

PAPER:1/2/3

SHORT CODE:

Place  
ID Photo  
Here

## APPLICATION FORM: 2015 - 2016 GRADE 12 SENIOR CERTIFICATE EXAMINATIONS

(Tick the appropriate block)

**CHIEF MARKER**

**MARKING MODERATOR**

**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.
5. Attach a certified copy of your ID Document to this form.
6. Attach an appointment letter and a short CV detailing experience as an Examiner, Setting Moderator, Chief Marker, Marking Moderator, Deputy Chief Marker or Senior Marker.
7. Attach FOUR recent ID Photo of yourself to the top right corner of this form.
8. An EDO and a Principal must not apply as Chief Marker/Marking Moderator.
9. 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	Y	Y	M	M	D	D
Surname				First Names								
Title	Initials			Postal Address								
Tel. No. (W)												
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	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 recent teaching /advising experience in the subject in Grade 12 i.e 2012, 2013 or 2014

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)				

**MARKING EXPERIENCE**

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

**PARTICULARS OF POST**

Have you taught/advised the subject in Grade 12 between 2011 - 2014?	<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	2011	2014/15	3	Kwenxura High School	(043) 851 1030
		2012				
		2013				
		2014				
		2015				

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

Year	Subject Code	Subject Description	No of Candidates	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.

DISTRICT OFFICE

STAMP

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature: Subject Advisor /CES: Curriculum

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Date







## LIST OF GRADE 12 SENIOR CERTIFICATE SUBJECTS AND CODES

	SUBJECT	SHORT CODE
<b>OFFICIAL LANGUAGES AT HOME AND FIRST ADDITIONAL LEVEL</b>		
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
<b>AGRICULTURE</b>		
8	Agricultural Sciences	AGRS
<b>BUSINESS, COMMERCE AND MANAGEMENT STUDIES</b>		
9	Accounting	ACCN
10	Business Studies	BSTD
11	Economics	ECON
<b>HUMAN AND SOCIAL STUDIES</b>		
12	Geography	GEOG
13	History	HIST
14	Religion Studies	RLGS
<b>PHYSICAL, MATHEMATICAL, COMPUTER AND LIFE SCIENCES</b>		
15	Computer Applications Technology	CATN
16	Information Technology	INFT
17	Life Sciences	LFSC
18	Physical Sciences	PHSC
19	Mathematical Literacy	MLIT
20	Mathematics	MATHS





Province of the  
**EASTERN CAPE**  
DEPARTMENT OF EDUCATION

**LIST OF APPLICANTS – 2015 SENIOR CERTIFICATE**

**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 SENIOR CERTIFICATE (SC)

## 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 Chief Marker/Marking Moderator for the SC Examination and if he/she has taught Grade 12 during the period 2011 to 2014.
- 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 2011 to 2014.
- 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.

