



Province of the
EASTERN CAPE
EDUCATION

CHIEF DIRECTORATE: CURRICULUM MANAGEMENT

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**TO: CENTRE MANAGERS- NSC 2015 MARKING CENTRES
CHIEF MARKERS, MARKING MODERATORS AND SENIOR MARKERS**

**FROM: ACTING CHIEF DIRECTOR: CURRICULUM MANAGEMENT
MR. E. M. MABONA**

SUBJECT: MARKING CLAIMS: ADMIN HOURS FOR NSC 2015 MARKING

DATE: 07 DECEMBER 2015

This memo is to bring uniformity and clarity on the admin hours which will be claimed by Chief Markers, Marking Moderators, Deputy Chief Markers and Senior Markers in 17 NSC Marking Centres.

In terms of the National Department of Basic Education's Guidelines on Marking and ECDoE Marking Centre Manual, Refer to the following documents:

- Guideline on the marking of the National Senior Certificate Examination paragraph 5 section 5.1 which reads as follows:

5. Duration of the marking day

- 5.1 To avoid marker fatigue, and unnecessary pressure on markers, PEDs are reminded to observe a 12 hour day, which will include 10 hours for marking purposes and 2 hours for tea and meal breaks. The DBE will monitor compliance in this regard to ensure that marking accuracy and quality are not compromised in any way.

- The ECDoE Marking Centre Manual Section 2 Centre Logistics – House Rules page 3 which reads as follows:

-  *It is recommended that the marking be done on a 10 hour basis per day only.*

The hours that are due to you from the date and time of arrival will be paid to you excluding afternoon tea and supper time.

See the breakdown of the maximum hours, below, for CM, MM, DCM and SM may claim



NSC MARKING CENTRES OPENED ON 28 NOV 2015
ADMIN HOURS

DATE	START	END	CM/MM HOURS	DCM/SM HOURS
28/11/2015	14:00	20:00	5	5
29/11/2015	08:00	20:00	10	10
30/11/2015	08:00	20:00	10	10
01/12/2015	08:00	20:00	10	10
02/12/2015	08:00	20:00	10	10
03/12/2015	08:00	20:00	10	10
04/12/2015	08:00	20:00	10	10
05/12/2015	08:00	20:00	10	10
06/12/2015	08:00	20:00	10	10
07/12/2015	08:00	20:00	10	10
08/12/2015	08:00	20:00	10	10
09/12/2015	08:00	20:00	10	10
10/12/2015	08:00	20:00	10	10
11/12/2015	08:00	20:00	10	6
12/12/2015	08:00	12:00	3	0
TOTAL			138	131

NSC MARKING CENTRES OPENED ON 30 NOV 2015
ADMIN HOURS

DATE	START	END	CM/MM HOURS	DCM/SM HOURS
30/11/2015	14:00	20:00	5	5
01/12/2015	08:00	20:00	10	10
02/12/2015	08:00	20:00	10	10
03/12/2015	08:00	20:00	10	10
04/12/2015	08:00	20:00	10	10
05/12/2015	08:00	20:00	10	10
06/12/2015	08:00	20:00	10	10
07/12/2015	08:00	20:00	10	10
08/12/2015	08:00	20:00	10	10
09/12/2015	08:00	20:00	10	10
10/12/2015	08:00	20:00	10	10
11/12/2015	08:00	20:00	10	10
12/12/2015	08:00	20:00	10	10
13/12/2015	08:00	20:00	10	6
14/12/2015	08:00	12:00	3	0
TOTAL			138	131

Your adherence to the allocation of admin hours in all 17 NSC Marking Centres is both anticipated and appreciated

Yours in Quality Education

E M Mabona

MR E M MABONA

ACTING CHIEF DIRECTOR: CURRICULUM MANAGEMENT

07 Dec 2015

DATE



Ikamva eliqaqambileyo!