Teaching the subjects concerned

1.6 It must be noted that the PAM document Gazetted No. 39684, page 155, D.4.4,

1.5 Deputy Chief Education Specialists who operate as Subject Advisors in their Districts

forms the Head of Examinations at the relevant District Offices.

1.4 Subject Advisors who qualify and have applied as Markers must also hand in application

process.

1.3 Officials at all levels must check the application forms carefully and verify that only

1.2 Applicants are required to carefully read all instructions on the application form.

1.1 An application form by educators for appointment as a Marker for the December 2020

ANNEXURE 1

GENERAL INFORMATION

December 2020

APPLICATION FOR APPOINTMENT AS A MARKER

NATIONAL SENIOR CERTIFICATE (NSC) EXAMINATIONS

DATE: 03 March 2020

TO: DEPUTY DIRECTORS-GENERAL
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF DIRECTORS
CHIEF EDUCATION SPECIALISTS
CIRCUIT MANAGERS
DEPUTY CHIEF/SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS (GRADES 10 – 12)
TEACHER UNIONS/TEACHER ORGANISATIONS
TEACHERS

SCHOOL GOVERNING BODIES

Republic of South Africa, Western Cape Province of the Eastern Cape

Office of the Director

17 MAR 2020

ERU: 13 OF 2020

To: Mr. Z. Lawuwa

E-mail: zkumela@edc2020.gov.za

Tel: 0940607070

Republic of South Africa, Western Cape Province of the Eastern Cape

Department of Education

Education and Assessments Chief Directorate

17 MAR 2020

Received

Office of the Director

EXAMINATIONS AND ASSESSMENTS CHIEF DIRECTORATE

Eastern Cape
Meeting must be attached to each application form.

4.3 Complete the LIST OF APPLICANTS (ANNEXURE 2), that will be signed by each applicant and the Head of Department (HOD) of the school.

4.2 All application forms must be readily available at this meeting.

4.1 Principal to convene a meeting with all the applicants and the School Management Team.

**VERIFICATION AT SCHOOL LEVEL:**

3.6 School Principals.

3.5 Educators/Officials who have been found to have contravened the Examination Regulations.

3.4 Officials employed in the Assessment and Examination Directorate.

3.3 Educators who are no longer serving as secondary school educators.

3.2 Educators who have not taught Grade 12 during the period 2016 to 2019 in the subject they are applying for.

3.1 Office-based educators who are not directly involved in training and supporting subject specialists.

WHO DOES NOT QUALIFY TO APPLY AS A MARKER?

Obtaining a 60% and above pass rate will have an added advantage for applying for the years 2015-2019. Educators/Subject Advisors who have applied for the years 2015-2019 and have not qualified for the same.

NB: Application of markers will be based on the performance in the subject one is qualified.

2.9 Second year level.

2.8 Subjects considered at a second or third-year level, or other appropriate post Grade 12 qualifications.

2.7 An educator with a recognised three-year post school qualification which must include the subject the educator may apply to be a marker in the National Senior Certificate (NSC) Examinations.

2.6 An educator may apply to be a marker in the National Senior Certificate (NSC) Examinations.

2.5 Quality and training process of applications will be done at school and district levels by

2.4 Attendees of the verification committee. All levels must ensure that all documents provided are correct and the subject the educator is applying for is in Grade 12 during any of the years between 2016 to 2019, within the FET Phase.

2.3 Educators who have taught Grade 12.

2.2 An educator has a recognised three-year post school qualification which must include the subject the educator may apply to be a marker in the National Senior Certificate (NSC) Examinations.

2.1 Who should apply as a marker?

1.8 Chairpersons of the verification committees.

1.7 Verification and sorting process of applications will be done at school and district levels by...
6.1.9 Under no circumstances must the Verification Committee in the District, recommend or verify their application forms. Office-based educators should, pursue themselves when the Verification Committee.

Office-based educators should, pursue themselves when the Verification Committee.

6.1.8 NB: The committee must ensure that all criteria are met and information provided is verified against the checklist.

6.1.7 Secretariat from HRA.
6.1.6 Teacher Union Representatives as observers.
6.1.5 FEI Subject Advisors.
6.1.4 Representation of Circuit Managers.
6.1.3 DCES: Assessment and Examinations.
6.1.2 CSS: School Administration.
6.1.1 CEC: Curriculum (Chairperson).

Grade 12 Markers, for educators, will include:

6.1 The members of the Verification Committee to consider the application forms for NSC.

6. Verification at District Level:

5.5 Principals must keep a copy of the list of recommended applicants for future reference.
5.4 Principals must submit signed minutes of the meetings to the District Office.
5.3 NB: Principals must ensure that information provided on application forms is accurate

6.2 Principals must present the list of applicants to the entire staff before signing it.
6.1 Approval must only be given by signing the form if the educator was/is responsible for the counseling of the subject in grade 12 during the period 2015 to 2019.

5. Instructions to Principals:

5.4 Principals must present the list of applicants to the entire staff before signing it.
5.3 Any false information supplied in this document will result in the disqualification of all the applicants.
5.2 Do not sign application forms of educators who are not teaching in your school or who

consistently, years. Furthermore, disciplinary action shall be taken against the principal.

4.6 Principals must present the list of applicants to the entire staff before signing it.
4.5 The signing of the application form is legally binding, and it certifies the accuracy and

4.4 Office-based educators should, pursue themselves when the Verification Committee.
Important Dates:

To Distinction:

- Closing date for the submission of application forms at the Provincial Office: Thursday, 29 May 2020
- Closing date for the submission of application forms at the District Office: Monday, 08 May 2020

NB: For each applicant, the Subject Advisor should complete the checklist and sign it. Copies of minutes of school meetings must be attached to each application form, before submission.

8.3 Applicant must have SAQA & DHEF certificates, as well as work permit where applicable.

8.2 Lecturers in the subject applied for:

- At least 5 years of recent teaching/advising experience in the subject in Grade 12 during the period 2010 to 2019.
- ECT phase.

8.1 Subject Advisors must submit District pass percentage in the subject applied for.

8.0 Applicants must submit foreign qualifications.

8.0.1 Subject Advisors must submit foreign qualifications from independent schools with foreign qualifications.

8.0.2 Foreign qualifications must have a Passport and Work Permit, which is valid at least for a period of more than six months, which includes the marking period. From 01 November 2020 to 31 December 2020.

8.0.3 Applicant must attach a copy of their Academic Record, if certified, does not specify area of specialization.

Conditions for Appointment:

7.10 Secretariat from HRAT.

7.9 Teacher Union/Representatives as observers.

7.8 Head Office/Subject Planning.

7.7: Human Resource Administration.

7.6: IT and Certification.

7.5: Curriculum Management.

7.4: Internal Assessment.

7.3: Instrument Development.

7.2: Marking Processes and Marking Processes Officials.

7.1: Chairpersons of Selection Panels.

The membership of the Provincial Committee that recommends NSC Markers to the Deputy:

Director General: CM & D for Appointment is as follows:

Appointment at Head Office:

Page 4 of 17
The cooperation of all education stakeholders in this important process is both appreciated and

appreciated.

The provision of inaccurate and fraudulent information constitutes grounds for immediate
disqualification and disciplinary action.

Kindly note that all the information in application forms will be verified with the database in the

Provident office as well as with the EMIS database. Applicants are therefore reminded that

applications must be accurate and complete.

No application forms will be accepted at the Provincial Office. All applications must be

submitted through the Office of the District Head of Examinations and be verified at District

level.

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

Incomplete or illegible applications will not be considered.

Criteria for Rejection of Applications:

10.1

10.2

10.3
APPLICATION FORM: MARKER
GRADE 12 NSC EXAMINATION: DECEMBER 2020

INSTRUCTIONS TO COMPLETE THIS FORM

1. AN APPLICANT MAY APPLY FOR ONE SUBJECT ONLY PER FORM.

2. No application will be accepted at the Provincial office in Zwelitsha after the closing date - no faxes acceptable.

3. Certified copies of Matric and academic qualifications MUST accompany every application. If the Certificate/Degree does not show the specific major or diploma, still apply to be assessed. If the certificate does not have the qualifications in the subject, the application will be rejected. If the certificate does not have the qualifications in the subject, the application will be rejected.

4. Any person found to have given fraudulent information will be disqualified from working.

5. Only educators from the Eastern Cape Department of Education may apply. No applications from other Departments and Provinces will be accepted.

6. A certified copy of ACE certificate (if applicable) must accompany every application.

7. Attach a certified copy of your ID to the top right corner of this form.

8. If two recent ID Photos are submitted, they must be attached if the teacher does not have the qualifications in the subject.

9. Only educators on ACE contracts must apply. If the teacher is on ACE contract, the application will be rejected.

10. Any person found to have given fraudulent information will be disqualified from working.

A. PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Personal No.</th>
<th>Surname</th>
<th>Initials</th>
<th>Frst Names</th>
<th>Postal Address &amp; Email</th>
<th>Contact Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date of Birth: 
Postal Code: 
Contact Number(s): 
Independent School: 
Fax: 
Email: 
ID No.: 
Date: 
Province of the Education: 
Signature: 
For Office use: Captured By: 
Province of the Education: 
Signature: 
For Office use: Captured By: 

(building blocks for growth)
<table>
<thead>
<tr>
<th>Year</th>
<th>Subject Code</th>
<th>Subject Description</th>
<th>Rank (G. 2. Member / Senator) (1/2/3)</th>
<th>Name</th>
</tr>
</thead>
</table>

**G. MARKETING EXPERIENCE**

1. 
2. 
3. 

Regardless of paper applied for.

**F. PRESCRIBED SETWORk / SETWORk THAT CAN BE MARKED IN ORDER OF PREFERENCE**

**E. QUALIFICATIONS (in the subject applying for on this form)**

<table>
<thead>
<tr>
<th>Subject</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>F. Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>B. Science</td>
<td>2</td>
</tr>
<tr>
<td>UCT</td>
<td>1</td>
</tr>
<tr>
<td>Obtained</td>
<td></td>
</tr>
<tr>
<td>Degree/Diploma Name</td>
<td>Year Obtained</td>
</tr>
</tbody>
</table>

**D. LANGUAGE OF TEACHING**

<table>
<thead>
<tr>
<th>English</th>
<th>Afrikaans</th>
<th>Both</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

**Vegetarian (NB: all meals HALAL)**

- Normal, both no pork
- Meals: "For Success, will you need accommodation during marking period?"

**C. HOSPITALITY (Mark with X)**

- All markers will be accommodated at the marking centre.

**B. POPULATION GROUP (Mark with X)**

- To which population group do you belong?

**Institution/School Name**
### Declaration by Applicant

<table>
<thead>
<tr>
<th>Paper</th>
<th>Subject</th>
<th>If yes, specify:</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>YES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**K. Have you applied for any other subjects?**

### Personal Performance at Own Centre / District (Relate to the Subject applied for on this application)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>73</td>
<td>68</td>
<td>66</td>
<td>56</td>
<td>56</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**L. Teaching/Advising Experience (Relate to the Subject applied for on this application)**

<table>
<thead>
<tr>
<th>Are you currently employed by the Eastern Cape Provincial Department of Education?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you resigning from your post in the Education Dept. on or before December 2020?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Did you take the VSP?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Are you in a governing body post (aplicable to educators)</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Are you presently teaching/advising the Subject in Grade 12?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Have you successfully completed the subjects in FET phase between 2015 - 2017?</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

### H. Particulars of Post

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
### Chief Marker / Moderator

<table>
<thead>
<tr>
<th>Date</th>
<th>Not Appointed</th>
<th>Appointed</th>
</tr>
</thead>
</table>

If not appointed, provide reasons:

- [ ] Not Appointed
- [ ] Appointed

---

**Provincial Office Use Only**

**Stamp**

<table>
<thead>
<tr>
<th>Date</th>
<th>Contract Number</th>
</tr>
</thead>
</table>

Signature: Subject Advisor / CES Curriculum

**Reasons for not Recommending**

<table>
<thead>
<tr>
<th>Not Recommended</th>
<th>Recommended</th>
</tr>
</thead>
</table>

Currently teaching Grade 7 for the subject applied for.

To my knowledge the information provided by the applicant is true and correct. I confirm and certify that the applicant is subject applying for and has been teaching it for the past five years.

The letter of recommendation must be attached if the educator does not have qualifications in the subject area.

***Verification and Recommendation by Subject Advisor / CES Curriculum***

---

**Stamp**

<table>
<thead>
<tr>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
</table>

Principal/Supervisor

---

Educators appointed as markers are to complete their work at their institutions before reporting to the marking centre.

To my knowledge the above-mentioned information is true and correct. I accept that the above person may have the declaration by Provincial/Supervisor.
<table>
<thead>
<tr>
<th>Criteria for the Appointment of Educators for Examination-Related Work (Markers)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Markers are appointed in terms of the Personnel Administration Measures (PAM), which states among other the following:</td>
</tr>
<tr>
<td>2. A recognised three-year post school qualification which must include the subject concerned at second or third year level or</td>
</tr>
<tr>
<td>3. Appropriate teaching experience, including teaching experience at the appropriate level (FET band), in the subject concerned.</td>
</tr>
<tr>
<td>4. Preference should be given to serving educators who are presently teaching the subject concerned.</td>
</tr>
<tr>
<td>5. The selection of markers for a specific examination paper should be carried out by a panel comprising of Chief Marker and</td>
</tr>
<tr>
<td>Marking Moderator, Relevant departmental officials; Teacher unions (as observers).</td>
</tr>
<tr>
<td>SUBJECT</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>LIST OF GRADE 12 NSC SUBJECTS AND CODES</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>----</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
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<tr>
<td>4</td>
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<tr>
<td>5</td>
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<tr>
<td>6</td>
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<tr>
<td>7</td>
</tr>
<tr>
<td>8</td>
</tr>
<tr>
<td>9</td>
</tr>
</tbody>
</table>

NB: If any of the information provided above is found to be incorrect, all educators who participated in the verification meeting shall be disciplined with immediate effect and disciplinary action will be taken against the Principal.

Name of School

Name of District

List of Applicants - 2020 National Senior Certificate - Marker

Annexure 2

Eastern Cape Provincial Assessment Instruction No. 13 of 2020

Page 12 of 17

Principal Full Name (Print)

Date

Principal Signature

Examining Board for Growth

Building blocks for growth
2. SCHOOL VERIFICATION PROCEDURE

ALL EDUCATORS APPLYING AS MARKERS: NATIONAL SENIOR CERTIFICATE

NB: Make copies of Assessment Instruction available for verification team.

Provincial – Chairperson

1. SCHOOL VERIFICATION TEAM

3. The Committee must verify if each applicant qualifies to apply to be a Marker for the Verification Committee.

The Principal should table the educators’ application forms before the Verification Committee.

All members of the Verification Committee must be present.

All applicants must be present.

All minutes of the meeting should be attached to each application form.

When an educator’s application has been recommended, the educator must sign next to his/her name.

The list of applicants must be presented to the whole staff.

The Head of Department (HOD) must append his/her signature next to the name of the educator he/she supervises.

The principal must submit the list to the District Office, HRA, and the district official.

Receiving the list must print his/her name and append a signature as acknowledgment.

Applicants taught Grade 12 during the period 2015 to 2019.

The principal signs the list of Applicants.

The principal must keep a copy of the list signed by the district official.

Each application form must have a checklist attached to it.

Of receipt of the list.

The principal must verify all relevant documents have been attached.

NSC Examination and if he/she has taught Grade 12 during the period 2015 to 2019.

The Committee must verify if each applicant qualifies to apply to be a Marker for the Verification Committee.

The Principal should table the educators’ application forms before the Verification Committee.

All members of the Verification Committee must be present.

All applicants must be present.

All minutes of the meeting should be attached to each application form.

When an educator’s application has been recommended, the educator must sign next to his/her name.

The list of applicants must be presented to the whole staff.

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The principal must submit the list to the District Office, HRA, and the district official.

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Applicants taught Grade 12 during the period 2015 to 2019.

The principal signs the list of Applicants.

The principal must keep a copy of the list signed by the district official.

Each application form must have a checklist attached to it.

Of receipt of the list.

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The principal must keep a copy of the list signed by the district official.

Each application form must have a checklist attached to it.

Of receipt of the list.

The principal must submit the list to the District Office, HRA, and the district official.

Receiving the list must print his/her name and append a signature as acknowledgment.

Applicants taught Grade 12 during the period 2015 to 2019.

The principal signs the list of Applicants.
District Verification Procedure

1. **District Verification Team**

   - CES Curriculum: Chairperson
   - As per Assessment Instruction

2. **District Verification Procedure**

   - N.B. Make copies of the Assessment Instruction available to the Verification Team.

   - District Verification Team

---

**District Verification**
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>ID photos attached</td>
</tr>
<tr>
<td>2.</td>
<td>Certified copy of ID</td>
</tr>
<tr>
<td>3.</td>
<td>Certified copies of Matric</td>
</tr>
<tr>
<td>4.</td>
<td>Certified copies of qualifications (transcripts recording Grade 12 year)</td>
</tr>
<tr>
<td>5.</td>
<td>Certified copy of SACE certificate</td>
</tr>
<tr>
<td>6.</td>
<td>Letter of recommendation from the Principal if the Teacher does not have a qualification but has been teaching the subject</td>
</tr>
<tr>
<td>7.</td>
<td>Letter of recommendation from the Subject Advisor if the Teacher has been teaching the subject but has no qualifications</td>
</tr>
<tr>
<td>8.</td>
<td>Has the applicant signed?</td>
</tr>
<tr>
<td>9.</td>
<td>Signature by Principal and school stamp</td>
</tr>
<tr>
<td>10.</td>
<td>Signature by Subject Advisor</td>
</tr>
<tr>
<td>11.</td>
<td>Work permit (if SGB employed) and or CSE curriculum</td>
</tr>
<tr>
<td></td>
<td>Qualifications verification of SAGA &amp; DGET</td>
</tr>
<tr>
<td></td>
<td>SARS Certificate</td>
</tr>
</tbody>
</table>

December 2020:
Foreign National (Valid up to 31 January 2021)
and Independent School of Learning and Development School of Learning.

**Signature of Subject Advisor**

**Signature of District Official**

**Signature of Hod**

**Date**

**Surname & initials of Hod**

**Date**

**Signature**

**Signature of Subject Advisor/District Official**

**Checklist for the Selection of Grade 12 NSC Markers**