

ASSESSMENT & EXAMINATIONS, Old Bundy Building, Schornville, KWT.

* Private Bag 4571* KWT * 5600 * REPUBLIC OF SOUTH AFRICA * Enquiries: Mr. Ndzause

*Tel: +27 (0)43 604 7712 REFERENCE 13/P

Fax: 043 604 7749 *Website: ecprov.gov.za * Email: andile.ndzause@edu.ecprov.gov.za

ASSESSMENT INSTRUCTION 15 OF 2010

TO: DEPUTY DIRECTOR-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: 03 MARCH 2010

2010 NATIONAL SENIOR CERTIFICATE EXAMINATION (NSC) APPLICATION FOR APPOINTMENT AS A MARKING MODERATOR OR CHIEF MARKER

- 1. Application for appointment as a Marking Moderator in the 2010 NSC Examination (Green form) ANNEXURE 1
- 2. Application for appointment as a Chief Marker in the 2010 NSC Examination (Green form) ANNEXURE 2

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 Educators are appointed to these critically important positions.

Application forms to be handed in at **DISTRICT OFFICES**. Subject Advisors who qualify and have applied as marking moderator/chief marker must also hand in applications to DCES: 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.

WHO QUALIFIES TO APPLY AS A MARKING MODERATOR OR CHIEF MARKER?

- All experienced Examiners, Deputy Examiners, Senior Markers and Moderators may apply as Chief Markers and Moderators (Attach a copy of Appointment letter and a short CV).
- Teachers qualify to apply to be Marking Moderators or Chief Markers of the NSC examination only if one has taught Grades 10, 11 and 12 during the period 2006 to 2010 and has been a Senior Marker, Examiner, or a Deputy Examiner in the last 5 years. (2006 2010).
- School Management Team members who taught Grades 10, 11 and 12 during the period 2006 to 2010 and who have a strong support staff that will manage the school in their absence.

• Subject Advisors and DCESs in the FET phase with a second year qualification in the subject that they are advising on.

2. WHO DOES NOT QUALIFY FOR MARKING?

- Office-based educators who are not directly involved in training and supporting subject teachers e.g. CESs, Education Development Officer (EDO) Curriculum Advisors in the GET Phase, must not apply as a marking moderator or chief marker.
- Office-based educators who have never been examiners, deputy examiners, moderators or senior markers in the last 5 years may not apply as a Marking Moderator or Chief Marker.
- SBA Cluster leaders and SBA Co- Ordinators who have never been examiners, deputy examiners, moderators or senior markers in the last 5 years may not apply as a Marking Moderator or Chief Marker.

3. <u>VERIFICATION AT SCHOOL LEVEL</u>:

- Principal to convene a meeting with the applicants and the school management team
- All applicants must be quality assured jointly at this meeting
- Complete the LIST OF APPLICANTS (ANNEXURE 3) that will be signed by each applicant and his/her HOD.
- Signing this document confirms that the information contained therein is true.
- Principals must present the list of applicants to the whole staff before he/she appends his/her signature.
- Any false information on this document will result in the blacklisting of the whole school for two
 years.

INSTRUCTIONS TO PRINCIPALS

- Approval must only be given by signing the form if the subject teacher was/is responsible for teaching the subject in Grades 10, 11 and 12 during the period 2005 -2006.
- Do not sign application forms of teachers who are <u>not teaching in your school.</u>
- As principal of the school, do not sign your own application form. This form must be signed by the Education Development Officer (EDO).
- NB: Principals must ensure that information provided on application forms is accurate and verifiable.

4. VERIFICATION AT DISTRICT LEVEL:

- 4.1 The members of the <u>Verification Committee</u> to consider the application forms for <u>Marking Moderators/Chief Markers</u> will include:
 - CES: Curriculum (Chairperson)
 - CES: Governance
 - DCES: Examinations
 - Education Development Officer (EDO)
 - Subject Advisors/ABET Co-Ordinator for ABET markers
 - Teacher Union representatives as observers
 - NB: The committee must ensure that all criteria are met and information provided is verified. Reasons must be provided on the application form in the event of rejection.
- 4.2 The members of the <u>Verification Committee</u> to consider the application forms for <u>Subject</u> **Advisors and DCESs** who apply as Marking Moderators/Chief Markers will include:
 - CES: Curriculum (Chairperson)

- CES: Governance
- DCES: Examinations
- Education Development Officer (EDO)
- Teacher Union representatives as observers
- NB: In the Districts where there are appointed DCESs and SESs for individual subjects, preference must be given to the SESs (Subject Advisors)
- 4.3 The membership of the **Provincial Committee** that appoints the Marking Moderators /Chief Markers is:
 - Director Assessment & Examinations
 - Director FET Curriculum
 - CES marking processes and marking processes officials.
 - CES assessment instrument development and unit officials
 - Head Office Subject Planners
 - Teacher Union representatives as observers

5. CONDITIONS FOR APPOINTMENT

- 5.1 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.
- Appointed markers must draw up their own marking memorandum for marking the question paper they have been appointed for and submit at the Marking Centre on the day of registration. This individual memorandum cannot be shared with colleagues and must be original and not reproduced in any way.

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. <u>IMPORTANT DATES</u>:

- Closing date for application forms at the District: **31 March 2010**.
- Closing date for application forms at the Provincial Office: 16 April 2010

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

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

S.P. GOVENDER
CHIEF DIRECTOR – CURRICULUM MANAGEMENT

MARKING MODERATOR GRADE 12 NSC ECDE/EXAMS/MARKER06



ANNEXURE 1 ASSESSMENT INSTRUCTION 15 OF 2010	
SUBJECT & PAPER APPLIED FOR:	
	Place ID Photo Here

APPLICATION: MARKING MODERATOR GRADE 12 NSC EXAMINATIONS: 2010

CLOSING DATE: 31 MARCH 2010

INO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT AFTER THE CLOSING DATE - NO FAXES ACCEPTABLE]

INSTRUCTIONS TO COMPLETE THIS FORM

- . 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.
- 4. Criteria for appointments: Please see the extract of the Government Gazette of 17 September 2004 or refer to page 4.
- 5. Attach a short CV detailing experience as an Examiner, Deputy Examiner, Senior Marker or Moderator.
- 6. Attach a **certified copy** of your ID Document to this form.
- 7. Attach ONE recent ID Photo of yourself to the top right corner of this form.
- 8. An EDO may not apply as a Moderator.
- 9. Only educators from the Department of Education Eastern Cape may apply. No applications from other Departments and other Provinces will be accepted.

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Qualification for	Marking: 2	 At least a second y At least 3 years of r Must have taught 0 	rear pass at a tertiary recent teaching expe	v level in the su erience in the s	bject to be m	arked.			
	Subject		Years of Study	Degree/D	iploma Nar	ne	Year obtained		Obtained at
E.,	g. Mathema	atics	2	E	3. Sc.		1990		Fort Hare
				ULARS OF	POST			7	
Have you taugh	t the subje	ct in grade 10 – 12 k	between 2006- 20	10? ————			L] YES	□NO
Are you present	tly teaching	the Subject in Grad	de 12?] YES	□NO
Are you in a Go	verning Bo	dy Post?] YES	□NO
Did you take the	e VSP?] YES	□NO
Are you resignir	ng your pos	t in the Education D	Dept. on/or before	December 20)10?] YES	□NO
Are you current	ly employed	d by the Eastern Ca	pe Education Dep	t?] YES	□NO
Did the Departm	nent remun	erate you for markir	ng in 2009?] YES	□NO
	TEA	CHING EXPERIE	NCE (Relative t	to the subje	ect applied	d for	on this applicat	ion)	
Culaiaat				rade 10 - 12					Cabaal
Subject Code	Sub	ject Description	Year Start(Gr 10)	Year End(Gr 12)	Total Years		Name of School		School Contact No.
MLIT	Math	nematics literacy	2007	2008/9	3	В	Rhisho High Schoo	1	(040) 604 1234
			2008						
			2009						
	<u></u>		2010						

	PERFORMAN	ICE AT OWN CENTRE (Relative to	the Subject app	lied for on th	is applica	tion)
Year	Subject Code	Subject Description	Subject Average %	Subject % Pass Rate	Subjec Level	st School % pa
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2009						
		MARKING EX	PERIENCE			
Year	Subject Code	Subject Des	cription		Subject Paper	Rank (e.g. Marke / Snr Marker)
2008						
2009						
		DECLARATION B	V ADDI ICANT			
	Print N	ame Si	gnature: Applicant			Date
		DECLARATION B	Y PRINCIPAL			
early a	as 01 December 20	mentioned information is correct. I accep 110 and must return to school after mark I as markers are to complete their work a	ing if marking is co	mpleted prior to	official clos	ure of schools.
						SCHOOL
						STAMP
	Print Name	Signature: Prince	cipal	Date		
	R	ECOMMENDATION BY SUBJECT			JM	
		(Chairperson of Verifi mentioned information is correct. I accep 0. <u>Teachers</u> appointed as markers are t marking c	ot that the above pe o complete their wo	rson may leave		
					DIS	TRICT OFFICE
						STAMP
	Print Name	Signature: Subject CES: Curricu		Date		J 17 (1911

DISTRICT VERIFICATION COMMITTEE REASON(S) WHY APPLICANT IS NOT RECOMMENDED		INCIAL SELECTION	
	SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL
	Sign: Examiner	_	Date

EXTRACT FROM GOVERNMENT GAZETTE, 17 SEPTEMBER 2004 [No. 26789 Page 68]

Appointment of Markers: Norms and Standards

- (1) Markers are appointed in terms of the Personnel Administration Measures (PAM).
- (2) All selection panels should be chaired by the relevant provincial Head of Education or his / her designee, since the provincial education department is finally responsible for the appointment of markers.
- (3) In order to ensure that the information provided by the applicant for the position of marker is correct, it must be verified by his or her employer. A person applying for the post of marker must be an educator currently offering the subject for which he or she applies in the FET band.

LIST OF GRADE 12 NSC SUBJECTS AND CODES **SUBJECT SHORT CODE** OFFICIAL LANGUAGES AT HOME AND FIRST ADDITIONAL LEVEL **GROUP A** Afrikaans Home Language **AFRHL** Afrikaans First Additional Language **AFRFA** 2 3 **English Home Language ENGHL English First Additional Language ENGFA** 4 IsiXhosa Home Language XHOHL 5 IsiXhosa First Additional Language 6 **XHOFA** 7 IsiZulu Home Language **ZULHL** IsiZulu First Additional Language 8 **ZULFA** 9 Sesotho Home Language **SESHL** 10 Sesotho First Additional Language SESFA MATHEMATICAL SCIENCE **Mathematical Literacy** MLIT 11 12 Mathematics MATH **HUMAN AND SOCIAL SCIENCE** 13 Life Orientation LIFE **AGRICULTURE** GROUP B 14 **Agricultural Management Practices AGRM** 15 **Agricultural Science AGRS** Agricultural Technology 16 **AGRT** 17 **Dance Studies** DNCE 18 Design **DSGN Dramatic Arts** DRMA 19 20 Music **MUSC** 21 Visual Arts VSLA **BUSINESS. COMMERCE AND MANAGEMENT STUDIES** 22 Accounting **ACCN** 23 **Business Studies** BSTD ECON 24 **Economics** OFFICIAL LANGUAGES AT SECOND ADDITIONAL LEVEL AND NON OFFICIAL LANGUAGES 25 Afrikaans Second Additional Language **AFRSA English Second Additional Language** 26 **ENGSA** 27 IsiXhosa Second Additional Language XHOSA IsiZulu Second Additional Language 28 **ZULSA** 29 Sesotho Second Additional Language SESSA **ENGINEERING AND TECHNOLOGY** CVLT 30 **Civil Technology** Electrical Technology ELTT 31 32 **Mechanical Technology MCHT Engineering Graphics and Design** GRDES 33 **HUMAN AND SOCIAL STUDIES** 34 GEOG Geography 35 History HIST **Religion Studies RLGS** 36 PHYSICAL, MATHEMATICAL, COMPUTER AND LIFE SCIENCE CATN 37 **Computer Applications Technology** 38 Information Technology INFT Life Sciences **LFSC** 39 40 **Physical Sciences PHSC SERVICES** 41 **Consumer Studies** CNST 42 **Hospitality Studies HOSP** TRSM Tourism OFFICIAL LANGUAGES AT SECOND ADDITIONAL LEVEL AND NON OFFICIAL LANGUAGES (CONT)

ARBSA

FRHSA

GRMSA

43

44 45 **Arabic Second Additional Language**

French Second Additional Language

German Second Additional Language

MARKER GRADE 12 NSC ECDE/EXAMS/MARKER05 Province of the EASTERN CAPE DEPARTMENT OF EDUCATION

ANNEXURE 2 ASSESSMENT INSTRUCTION 15 OF 2010
SUBJECT & PAPER APPLIED FOR:

Place **ID Photo** Here

APPLICATION: CHIEF MARKER GRADE 12 NSC EXAMINATIONS: 2010

CLOSING DATE: 31 MARCH 2010

INO APPLICATION WILL BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT AFTER THE CLOSING DATE - NO FAXES ACCEPTABLE]

INSTRUCTIONS TO COMPLETE THIS FORM

- 10. Any person found to have given fraudulent information will be disqualified from marking.
- 11. A **separate** application form must be completed for each subject and paper applied for.
- 12. 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.
- Criteria for appointments: Please see the extract of the Government Gazette of 17 September 2004 or refer to page 4.
- 14. Attach a short CV detailing experience as an Examiner, Deputy Examiner, Senior Marker or Moderator.
- 15. Attach a certified copy of your ID Document to this form.
- 16. Attach ONE recent ID Photo of yourself to the top right corner of this form.
- An EDO may not apply as a Chief Marker.

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

19. Only scho	ool based Educators	may apply a	s Chief Ma	arkers						
			Р	ERSON	AL INFORMATION					
PERSAL No.			ID No				Date of Birth	1 9	YYN	И М D D
Surname					First Names					
Title		Initials			Postal Address					
Tel. No. (W)										
Tel. No. (H)										
Cell Number	lumber Postal Code									
Present Post	☐ Examiner	☐ Dep. Ex	aminer	☐ Mode	erator Senior Mark	er		•		
	Exam Centre Imber				District Na	ıme				
Institution/S	School Name									
				POPUL	ATION GROUP					
			To whi	ch popula	ition group do you belo	ng?				
□Black	☐ Coloured	☐ Indian		White	☐ Other If o	ther, please	specify:			
				НС	SPITALITY					
If succ	cessful, will you no	eed accom	modatio	n during	marking period?	YES	3		NO	
Gender						М			F	
Meals - Noi	rmal		·			YES	3		NO	

- Vegetarian	(NR· ΔII	meals HALAAL)				YES			NO	
			BANK	PARTICUL	.ARS					
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	Subjec	ot	Years of Study	Degree/D	iploma Name	Year o	btained		Obtaine	d at
Ε	.g. Mathe	matics	2	E	3. Sc.	19	990		Fort Ha	are
			PARTIC	ULARS OF	POST					
Have you taug	ght the sub	oject in grade 10 – 12	2 between 2006- 20	010?				YES		□NO
Are you prese	ntly teach	ing the Subject in Gr	ade 12?					YES		□NO
Are you in a G	overning	Body Post?						YES		□NO
Did you take t	he VSP?							YES		□NO
Are you resign	ning your p	post in the Education	Dept. on/or before	December 2	2010?			YES		□NO
Are you currer	ntly emplo	yed by the Eastern C	Cape Education De	pt?				YES		□NO
Did the Depar	tment rem	unerate you for mark	king in 2009?					YES		□NO
	TE	ACHING EXPERIE	ENCE (Relative t	to the subj	ect applied	for on this	applica	tion)		
				irade 10 - 12						
Subject Code	Sı	ubject Description	Year Start(Gr 10)	Year End(Gr 12)	Total Years	Name	of School			hool act No.
MLIT	Má	athematics literacy	2007	2008/9	3	Bhisho F	ligh Schoo	ol	(040) 6	04 1234
			2008							
			2009							
			2010							

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	Subject	CE AT OWN CENTRE (Relative to	Subject app	Subject	S applicat Subject	
Year	Code	Subject Description	Average %	% Pass Rate	Level	past rate
2008						
2009						
		MARKING EX	PERIENCE			
Year	Subject Code	Subject De	scription		Subject Paper	Rank (e.g. Marker / Snr Marker)
2008						,
2009						
		e in my employment status, I will inform				
-	аррпсаноп.	I hereby declare that all the information	т ѕиррпеч пт ипѕ ар	plication is true a		
	Prir	nt Name	Signature: Applic	ant		Date
		DECLARATION E	BY PRINCIPAL			
early a	as 01 December 20	nentioned information is correct. I acce 10 and must return to school after mark as markers are to complete their work	king if marking is co	npleted prior to	official closu	re of schools.
						SCHOOL
						STAMP
_	Print Na	ame Signature:	Principal	Date		
	RE	ECOMMENDATION BY SUBJECT (Chairperson of Verifi			IM	
		nentioned information is correct. I acce 0. <u>Teachers</u> appointed as markers are marking o	pt that the above pe to complete their wo	rson may leave		
					DIST	TRICT OFFICE
	Print Name	Signature: Subject CES: Curricu		Date		STAMP

DISTRICT VERIFICATION COMMITTEE REASON(S) WHY APPLICANT IS NOT RECOMMENDED		NCIAL SELECTION	
	SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL
	Sign: Examiner		Date

EXTRACT FROM GOVERNMENT GAZETTE, 17 SEPTEMBER 2004 [No. 26789 Page 68]

Appointment of Markers: Norms and Standards

- (4) Markers are appointed in terms of the Personnel Administration Measures (PAM).
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	LIST OF GRADE 12 NSC SUBJECTS AND CODES	
	SUBJECT	SHORT CODE
	OFFICIAL LANGUAGES AT HOME AND FIRST ADDITIONAL LEVEL	00
	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	IsiZulu Home Language	ZULHL
8	IsiZulu First Additional Language	ZULFA
9	Sesotho Home Language	SESHL
10	Sesotho First Additional Language	SESFA
44	MATHEMATICAL SCIENCE	
11	Mathematical Literacy	MLIT
12	Mathematics HUMAN AND SOCIAL SCIENCE	MATH
13	Life Orientation	LIFE
13	AGRICULTURE	LIFE
	GROUP B	
14	Agricultural Management Practices	AGRM
15	Agricultural Science	AGRS
16	Agricultural Technology	AGRT
17	Dance Studies	DNCE
18	Design	DSGN
19	Dramatic Arts	DRMA
20	Music	MUSC
21	Visual Arts	VSLA
	BUSINESS, COMMERCE AND MANAGEMENT STUDIES	
22	Accounting	ACCN
23	Business Studies	BSTD
24	Economics	ECON
	OFFICIAL LANGUAGES AT SECOND ADDITIONAL LEVEL AND NON OFFICIAL LANGUAGES	
25	Afrikaans Second Additional Language	AFRSA
26	English Second Additional Language	ENGSA
27	IsiXhosa Second Additional Language	XHOSA
28	IsiZulu Second Additional Language	ZULSA
29	Sesotho Second Additional Language	SESSA
30	ENGINEERING AND TECHNOLOGY	CVLT
31	Civil Technology Electrical Technology	ELTT
32	Mechanical Technology	MCHT
33	Engineering Graphics and Design	GRDES
33	HUMAN AND SOCIAL STUDIES	GIDES
34	Geography	GEOG
35	History	HIST
36	Religion Studies	RLGS
	PHYSICAL, MATHEMATICAL, COMPUTER AND LIFE SCIENCE	
37	Computer Applications Technology	CATN
38	Information Technology	INFT
39	Life Sciences	LFSC
40	Physical Sciences	PHSC
	SERVICES	
41	Consumer Studies	CNST
42	Hospitality Studies	HOSP
	Tourism	TRSM
	OFFICIAL LANGUAGES AT SECOND ADDITIONAL LEVEL AND NON OFFICIAL LANGUAGES (CO	
43	Arabic Second Additional Language	ARBSA
44	French Second Additional Language	FRHSA
45	German Second Additional Language	GRMSA

MARKERS – 2010 NSC MARKING MODERATORS CHIEF MARKERS

NAME OF SCHOOL	
NAME OF DISTRICT	

NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	SUBJECT	GRADE	PAPER	APPLICANT'S SIGNATURE	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 EDUCATORS WHO PARTICIPATED IN THE VERIFICATION MEETING SHALL BE DISQUALIFIED WITH IMMEDIATE EFFECT.

PRINCIPAL FULL NAME	PRINCIPAL SIGNATURE	DATE

SCHOOL VERIFICATION

1. SCHOOL VERIFICATION TEAM

Principals – Chairperson

ALL EDUCATORS APPLYING TO MARK

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 Principals should table the educators' application forms before the Verification Committee
- The Committee must verify if each applicant is applying for the Subject qualify to apply to be Marking Moderators or Chief Markers of the NSC examination only if one has taught Grades 10, 11 and 12 during the period 2006 to 2010 and has been a Senior Marker, Examiner, or a Deputy Examiner in the last 5 years. (2006 – 2009).
- 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
- The Principal signs the List of Applicants, after the staff has accepted that the applicants taught Grades 10, 11 and 12 during the period 2006 to 2010 and has been a Senior Marker, Examiner, or a Deputy Examiner in the last 5 years.
- The Principals must submit the list to the District Office, and sign for it on submission