



ASSESSMENT INSTRUCTION 16 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 (NSC) APPLICATION FOR APPOINTMENT AS A MARKER

1. Application for Appointment as a Marker in the 2010 NSC Examination (White form) ANNEXURE 1
2. Application by DCES and Subject Advisor for Appointment as a Marker in the 2010 National Senior Certificate Examination (Yellow 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 Markers are appointed to these critically important positions.

Application forms to be handed in at **DISTRICT OFFICES**. **Subject Advisors who qualify and have applied to mark 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.

1. WHO QUALIFIES TO APPLY FOR MARKING?

- Teachers qualify to apply to be Markers of the NSC examination only if one has taught Grades 10, 11 and 12 during the period 2006 to 2010.
- School Management Team members who taught Grades 10, 11 and 12 during the period 2006 to 2010 and who have a strong School Management Team (SMT) who 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.
- SBA Cluster leaders who have taught Grades 10, 11 and 12 during the period 2006 to 2010 and have a second year qualification in the subject for which they are SBA Cluster leaders.
- SBA Co-ordinators who taught Grades 10, 11 and 12 during the period 2006 to 2010 and have a second year qualification in the subject for which they are Cluster leaders.

2. WHO DOES NOT QUALIFY FOR MARKING?

- Office-based educators who are not directly involved in training and supporting subject teachers e.g. CESs, EDOs, Curriculum Advisors in the GET Phase, may not apply to mark Grade 12.
- SBA Cluster leaders and SBA Co- Ordinators who are not teaching the subject and do not have qualifications in the subject they co-ordinate.

3. VERIFICATION AT SCHOOL LEVEL:

- Principal to convene a meeting with the applicants and the school management team
- All application forms 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 Head of Department (HOD). 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.
- Principals 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 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 2006 to 2010.
- Do not sign application forms of teachers who are not teaching in your school.
- 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 Verification Committee to consider the application forms for NSC Markers Grade 12 will include:

- CES: Curriculum (Chairperson)
- CES: Governance
- DCES: Examinations
- Education Development Officer (EDO)
- Subject Advisors
- 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 Subject Advisors and DCESs who apply to mark NSC 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 NSC markers is as follows:

- Marking Moderator for the specific subject
- Chief Marker for the subject
- Head Office Subject Planners
- 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 draw up their own marking memorandum for marking the question 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 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 applications must be submitted through the District Office and be verified at District level

7. **IMPORTANT DATES:**

- Closing date for receiving application forms at the District: **Friday 16 April 2010.**
- Closing date for receiving application forms at the Provincial Office: **Friday 30 April 2010.**
- Selection date of NSC Markers: 26-28 May 2010
- Provisional List of NSC Markers for 2010 shall be ready on 30 June 2010 for distribution to Districts.
- Return of amended selection List of NSC Markers to Provincial Office: 9 July 2010
- Final List of Markers shall be ready for distribution to Districts: 16 July 2010
- Final List of Markers shall be ready for posting on ECDOE web site: 20 July 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

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 experience in the subject from Grade 10 - 12. 3. Must have taught grade 12 in 2009 and 2010				
	Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
	<i>E.g. Mathematics</i>	<i>2</i>	<i>B. Sc.</i>	<i>1990</i>	<i>Fort Hare</i>
TEACHING QUALIFICATIONS (i.e. HDE)					

PARTICULARS OF POST

Have you taught the subject in grade 10 – 12 between 2006- 2010?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you presently teaching the Subject in Grade 12?	<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 the VSP?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you resigning your post in the Education Dept. on/or before December 2010?	<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 2009?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

TEACHING EXPERIENCE (Relative to the subject applied for on this application)

Subject Code	Subject Description	Grade 10 - 12			Name of School	School Contact No.
		Year Start(Gr 10)	Year End(Gr 12)	Total Years		
<i>MLIT</i>	<i>Mathematics literacy</i>	<i>2007</i>	<i>2008/9</i>	<i>3</i>	<i>Bhisho High School</i>	<i>(040) 604 1234</i>
		2008				
		2009				
		2010				

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

Year	Subject Code	Subject Description	Subject Average %	Subject % Pass Rate	Subject Level	School % past rate
2008						
2009						

MARKING EXPERIENCE

Year	Subject Code	Subject Description	Subject Paper	Rank (e.g. Marker / Snr Marker)
2008				
2009				

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 correct. I accept that the above person may leave the institution, if appointed, as early as 01 December 2010 and must return to school after marking 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.

SCHOOL

STAMP

Print Name

Signature: Principal

Date

**RECOMMENDATION BY 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 as 01 December 2010. Teachers appointed as markers are to complete their work at their institution before reporting to the marking centre.

DISTRICT OFFICE

STAMP

Print Name

Signature: Subject Advisor /
CES: Curriculum

Date

LIST OF GRADE 12 NSC SUBJECTS AND THEIR CODES

SUBJECT		SHORT CODE
OFFICIAL LANGUAGES AT HOME AND FIRST ADDITIONAL LEVEL		
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
MATHEMATICAL SCIENCE		
11	Mathematical Literacy	MLIT
12	Mathematics	MATH
HUMAN AND SOCIAL SCIENCE		
13	Life Orientation	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
ENGINEERING AND TECHNOLOGY		
30	Civil Technology	CVLT
31	Electrical Technology	ELTT
32	Mechanical Technology	MCHT
33	Engineering Graphics and Design	GRDES
HUMAN AND SOCIAL STUDIES		
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 (CONT)		
43	Arabic Second Additional Language	ARBSA
44	French Second Additional Language	FRHSA
45	German Second Additional Language	GRMSA

BANK PARTICULARS			
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Qualification for Marking:	4. At least a second year pass at a tertiary level in the subject to be marked.			
	5. At least 3 years of recent teaching experience in the subject from Grade 10 - 12.			
	6. Must have taught grade 12 in 2009 and 2010			
Subject	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
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PARTICULARS OF POST		
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LIST OF MARKERS – 2010 NSC

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 SENIOR CERTIFICATE (NATED 550)

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