



ASSESSMENT INSTRUCTION 17 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 ABET CENTRES
TEACHER UNIONS/TEACHER ORGANISATIONS
SCHOOL GOVERNING BODIES

DATE: 03 MARCH 2010

2010 ABET L4 APPLICATION FOR APPOINTMENT AS A MARKER

1. Application for Appointment as a Marker in the October 2010 ABET Level 4 Examination (Pink form) ANNEXURE 1

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**.

Verification and sorting will be done at School and District level by the Verification Committees.

1. WHO QUALIFIES TO APPLY FOR MARKING?

- ABET Tutors who taught a Learning Area in ABET L4 during the period 2008 to 2010
- Curriculum Advisors in the GET Phase may apply for ABET L4 marking if they have a two year tertiary qualification in the Learning Area for which they apply.

2. WHO DOES NOT QUALIFY FOR MARKING?

- Office-based educators who are not directly involved in training and supporting Learning Area tutors e.g. CESs, EDOs. SBA Cluster leaders and SBA Co-Ordinators who are not teaching the Learning Area and do not have qualifications in the Learning Area they co-ordinate.

3. VERIFICATION AT ABET CENTRE LEVEL:

- Centre Manager to convene a meeting with the applicants.
- All application forms must be quality assured jointly at this meeting
- Complete the LIST OF APPLICANTS (ANNEXURE 2) that will be signed by each applicant and Centre Principal. 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.
- Centre Managers 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.

INSTRUCTIONS TO CENTRE MANAGERS

- Signature of approval must only be appended if Learning Area tutor was/is responsible for teaching the Learning Area for the last two years, viz 2008 and 2009.
- Do not sign application forms of tutors who are not teaching in your centre.
- As Centre Manager of the school, do not sign your own application form. This form must be signed by the Education Development Officer (EDO).
- NB: Centre Managers must ensure that information provided on application forms is accurate and verifiable.
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4. VERIFICATION AT DISTRICT LEVEL:

- 4.1 The members of the Verification Committee to consider the application forms for ABET L4 markers will include:
- CES: Curriculum (Chairperson)
 - CES: Governance
 - DCES: Examinations
 - Education Development Officer (EDO)
 - District ABET officials
 - 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 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 ABET L4 will include:
- CES: Curriculum (Chairperson)
 - CES: Governance
 - DCES: Examinations
 - Education Development Officer (EDO)
 - District ABET officials
 - 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 ABET L4 markers is as follows:
- Moderator for the specific Learning Area
 - Chief examiner for the specific Learning Area
 - Head Office ABET officials
 - 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 applicants must come through the District Office and be verified at District level

7. IMPORTANT DATES:

- Closing date for application forms at the District: **31 March 2010.**
- Closing date for application forms at the Provincial Office: **16 April 2010.**
- Selection of NSC Markers: 26-28 May 2010
- Provisional List of NSC and ABET Markers ready for distribution to Districts: 30 June 2010
- Return of amended selection to the Provisional List of NSC Markers to Provincial Office: 9 July 2010
- Final List of Markers ready for distribution to Districts: 16 July 2010
- Final List of Markers 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



ANNEXURE ASSESSMENT INSTRUCTION 17 OF 2010
SUBJECT & PAPER APPLIED FOR:

Place
ID Photo
Here

APPLICATION: ABET LEVEL 4 MARKER ABET LEVEL 4 EXAMINATIONS: 2010

CLOSING DATE: 31 MARCH 2010

[APPLICATIONS WILL NOT BE ACCEPTED AT THE PROVINCIAL OFFICE IN KWT]

INSTRUCTIONS TO COMPLETE THIS FORM

- Any person found to have given fraudulent information will be disqualified from marking.
- A **separate** application form must be completed for each Learning Area applied for.
- Certified copies of academic qualifications **MUST** accompany your application. If the Certificate/Degree does not show the specific major subject, then a copy of the subject advice sheet should accompany the Certificate/Degree.
- Criteria for appointments: Please see the Government Gazette of 5 July 2002 or refer to page 3.
- Attach one **certified copy** of your ID Document to this form.
- Attach a recent ID Photo of yourself to the top right corner of this form.

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)																	Postal Address																									
Tel. No. (H)																	Postal Address																									
Cell Number																	Postal Code																									
Present Post	<input type="checkbox"/> Principal				<input type="checkbox"/> Dep. Principal				<input type="checkbox"/> Educator				Specify Other:																													
ABET Level 4 Exam Centre No.																District Name																										
Institution Name																																										

POPULATION GROUP

It is required that an equal spread of markers from the different population groups is appointed. 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		NO	
Gender	M		F	
Meals - Normal	YES		NO	
- Vegetarian (NB: All meals HALAAL)	YES		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

LEARNING AREA APPLIED FOR

Learning Area Code		Learning Area Description	
Other Learning Areas you applied to mark in 2010			

LANGUAGE COMPETENCY

Marking abilities for content subjects	English Home		Afrikaans Huistaal	
	English Additional		Afrikaans Addisioneel	

QUALIFICATIONS (In the Learning Area applied for on this form)

Qualification for Marking: 1. A recognised 3 year teacher qualification or a recognised ABET Tutor's Certificate.
2. Learning Area competency.
3. Appropriate teaching experience in the Learning Area concerned at Level 4.

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

Are you presently teaching the Learning Area on Level 4?	<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 VSP?	<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 Learning Area applied for on this application)

Learning Area Code	Learning Area Description	Level 4			Name of School	School Contact No.
		Year Start	Year End	Total Years		
<i>E.g. 7412</i>	<i>Maths Literacy</i>	<i>2002</i>	<i>2004</i>	<i>3</i>	<i>Bhisho High School</i>	<i>(040) 604 1234</i>

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

Year	Learning Area Code	Learning Area Description	Average %	% Pass Rate	Highest Symbol
2006					
2007					
2008					
2009					

MARKING EXPERIENCE (ABET Level 4 marking experience in any Learning Area)

Year	Learning Area Code	Learning Area Description	Level	Rank (e.g. Marker / Snr Marker)
2006				
2007				

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 ABET CENTRE MANAGER

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 the centre after marking if marking is completed prior to official closure of centres. Tutors appointed as markers are to complete their work at their institution before reporting to the marking centre.

ABET CENTRE

STAMP

Print Name

Signature: Centre Manager

Date

RECOMMENDATION BY ABET CO-ORDINATOR, 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 25 October 2010 and must return to the centre after marking if marking is completed prior to official closure of centres. 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 /Abet co-ordinator/ CES: Curriculum

Date

DISTRICT VERIFICATION COMMITTEE REASON(S) WHY APPLICANT IS NOT RECOMMENDED	PROVINCIAL SELECTION PANEL		
	Indicate with a tick ✓		
	SUCCESSFUL	RESERVE LIST NUMBER	UNSUCCESSFUL
	SIGNATURE: EXAMINER _____		
	DATE: _____		

EXTRACT FROM GOVERNMENT GAZETTE, 5 JULY 2002 [No. 23590 Page 27]

The criteria to qualify for appointment as an ABET marker (including senior marker, deputy chief marker and chief marker) should include the following:

- (1) A recognized three year teacher qualification or a recognized ABET Tutor's Certificate.
- (2) Appropriate teaching experience, in the Learning Area concerned, at Level 4.
- (3) Learning Area competency.
- (4) In addition to the above criteria, preference should be given to serving ABET educators who are presently teaching the Learning Area concerned.

LIST OF ABET LEVEL 4 LEARNING AREAS AND THEIR CODES

7401	LCAF	Afrikaans L4	7416	EMSC	Economic and Management Science L4
7402	LCEN	English L4	7417	ARTC	Arts and Culture L4
7403	LCSO	Sesotho L4	7418	LIFO	Life Orientation L4
7405	LCXH	IsiXhosa L4	7419	SMME	Small, Medium and Micro Enterprises
7412	MLMS	Maths Literacy	7420	AAAT	Applied Agric and Agric Technology
7413	NATS	Natural Sciences L4	7421	TRVT	Travel and Tourism
7414	TECH	Technology L4	7422	ANHC	Ancillary Health Care
7415	HSSC	Human and Social Sciences L4	7423	MMSC	Maths and Maths Science

LIST OF MARKERS – 2010 SC ABET L4

NAME OF CENTRE								
NAME OF DISTRICT								
NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	LEARNING AREA	GRADE	PAPER	APPLICANT'S SIGNATURE	CENTRE 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 TUTORS WHO PARTICIPATED IN THE VERIFICATION MEETING SHALL BE DISQUALIFIED WITH IMMEDIATE EFFECT.

CENTRE PRINCIPAL FULL NAME	CENTRE PRINCIPAL SIGNATURE	DATE

CENTRE VERIFICATION

1. CENTRE VERIFICATION TEAM

Centre Principals – Chairperson

ALL TUTORS APPLYING TO MARK SENIOR CERTIFICATE (NATED 550)

2. CENTRE 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 Centre Principals should table the tutors' application forms before the Verification Committee
- The Committee must verify if each applicant is applying for the Learning Area qualify to apply to be markers in the ABET examination only if one has taught during the period 2006 to 2010.
- When an tutor's application has been approved, the tutor must sign next to his/her name
- The Centre Principal must append his/her signature next to the name of the tutor he/she supervises
- The List of Applicants must be presented to the whole staff
- The Centre Principal signs the List of Applicants, after the staff has accepted that the applicants taught ABET during the period 2006 to 2010.
- The Centre Principal must submit the list to the District Office, and sign for it on submission