



## ASSESSMENT INSTRUCTION 18 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 SENIOR CERTIFICATE EXAMINATION NATED 550 APPLICATION FOR APPOINTMENT AS A MARKER

1. Application for appointment as a Marker in the 2010 NATED 550 Examination  
(Blue 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**. **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 for NATED 550 if they taught the subject applied for in Grade 12 during 2006 and 2007
- School Management Team members qualify to apply to be Markers for NATED 550 if they taught the subject applied for in Grade 12 during 2006 and 2007 and who have a strong School Management Team (SMT) that will manage the school in their absence.

### 2. WHO DOES NOT QUALIFY FOR MARKING?

- Office-based educator

### 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 2) 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 he/she appends his/her signature.
- 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

- Signature of approval must only be appended if subject teachers was responsible for teaching the subject in Grades 12 from 2006 – 2007.
- Do not sign application forms of teachers who are not teaching in your school.
- The signing of the application form is legally binding and it certifies the accuracy and the ownership of the information provided by all signatories.
- 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 SC Markers NATED 550 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 SC NATED 550 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 SC NATED 550 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 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. IMPORTANT DATES:

- Closing date for application forms at the District: **26 March 2010.**
- Closing date for application forms at the Provincial Office: **09 April 2010.**
- Selection of NATED 550 Markers: 28 – 30 April 2010
- Provisional List of NATED 550 Markers ready for distribution to Districts:  
14 May 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.

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**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 Primary    |  | Afrikaans Primêr      |  |
|  | English Additional |  | Afrikaans Addisioneel |  |

**QUALIFICATIONS (In the subject applied for on this form)**

- At least a second year pass at a tertiary level in the subject to be marked.
- At least 3 years of teaching experience in the subject in Grade 12.

| 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 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 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     | Grade 12    |             |             | Name of School            | School Contact No.    |
|--------------|---------------------|-----------|-------------|-------------|-------------|---------------------------|-----------------------|
|              |                     |           | Year        | Year        | Total Years |                           |                       |
| <i>1301</i>  | <i>Mathematics</i>  | <i>HG</i> | <i>2005</i> | <i>2007</i> | <i>3</i>    | <i>Bhisho High School</i> | <i>(040) 604 1234</i> |
|              |                     |           |             |             |             |                           |                       |
|              |                     |           |             |             |             |                           |                       |
|              |                     |           |             |             |             |                           |                       |

| <b>PERFORMANCE AT OWN CENTRE (Relative to the Subject applied for on this application)</b> |              |                     |       |       |           |             |                |
|--|--------------|---------------------|-------|-------|-----------|-------------|----------------|
| Year   | Subject Code | Subject Description | Grade | Paper | Average % | % Pass Rate | Highest Symbol |
| 2006   |              |                     |       |       |           |             |                |
| 2007   |              |                     |       |       |           |             |                |
| 2008   |              |                     |       |       |           |             |                |
| 2009   |              |                     |       |       |           |             |                |

| <b>MARKING EXPERIENCE</b> |              |                     |       |               |                                 |
|---------------------------|--------------|---------------------|-------|---------------|---------------------------------|
| Year                      | Subject Code | Subject Description | Grade | Subject Paper | Rank (e.g. Marker / Snr Marker) |
|                           |              |                     |       |               |                                 |
|                           |              |                     |       |               |                                 |

| <b>DECLARATION BY APPLICANT</b>  |                      |       |
|--|----------------------|-------|
| <p>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.</p> |                      |       |
| _____  | _____                | _____ |
| Print Name   | Signature: Applicant | Date  |

| <b>DECLARATION BY PRINCIPAL</b>   |                      |       |        |
|---|----------------------|-------|--------|
| <p>To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as 11 June 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.</p> |                      |       |        |
| _____   | _____                | _____ | SCHOOL |
| Print Name  | Signature: Principal | Date  | STAMP  |

| <b>RECOMMENDATION BY SUBJECT ADVISOR / CES: CURRICULUM<br/>(Chairperson of Verification Committee)</b>   |  |       |                 |
|--|--|-------|-----------------|
| <p>To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, as early as 11 June 2010. Teachers appointed as markers are to complete their work at their institution before reporting to the marking centre.</p> |  |       |                 |
| _____  | _____  | _____ | DISTRICT OFFICE |
| Print Name   | Signature: Subject Advisor / CES: Curriculum | Date  | STAMP           |

| DISTRICT VERIFICATION COMMITTEE REASON(S)<br>WHY APPLICANT IS NOT RECOMMENDED | PROVINCIAL SELECTION PANEL |                        |              |
|---|----------------------------|------------------------|--------------|
|   | Indicate with a tick ✓     |                        |              |
|   | SUCCESSFUL                 | RESERVE LIST<br>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 NATED 550 SUBJECTS AND THEIR CODES**

|                                       |  |
|---------------------------------------|--|
| 1101 Afrikaans First Language HG      | 2101 Afrikaans First Language SG               |
| 1102 Afrikaans Second Language HG     | 2102 Afrikaans Second Language SG              |
| 1104 English First Language HG        | 2104 English First Language SG                 |
| 1105 English Second Language HG       | 2105 English Second Language SG                |
| 1111 Southern Sotho First Language HG | 2301 Mathematics SG                            |
| 1121 Xhosa First Language HG          | 2303 Functional Mathematics SG                 |
| 1140 Xhosa Second Language HG         | 2304 Physical Science SG                       |
| 1301 Mathematics HG                   | 2305 Functional Physical Science SG            |
| 1304 Physical Science HG              | 2306 Biology SG                                |
| 1306 Biology HG                       | 2307 Physiology SG                             |
| 1307 Physiology HG                    | 2401 Accounting SG                             |
| 1401 Accounting HG                    | 2402 Business Economics SG                     |
| 1402 Business Economics HG            | 2403 Commercial Mathematics SG                 |
| 1404 Economics HG                     | 2404 Economics SG                              |
| 1501 Biblical Studies HG              | 2405 Mercantile Law SG                         |
| 1502 Geography HG                     | 2408 Typing SG                                 |
| 1503 History HG                       | 2501 Biblical Studies SG                       |
| 1711 Technical Drawing HG             | 2502 Geography SG                              |
| 1724 Computer Studies HG              | 2503 History SG                                |
| 1802 Agricultural Science HG          | 2711 Technical Drawing SG                      |
| Additional Mathematics HG             | 2802 Agricultural Science SG                   |
| Speech & Drama HG                     | 2907 CompuTyping SG                            |
|                                       | 2902 Law of Criminal Procedure and Evidence SG |
|                                       | 2904 Statute Law SG                            |
|                                       | 2903 South African Criminal Law SG             |
|                                       | 2905 Introduction to Criminology SG            |
|                                       | 2901 Introduction to Ethnology SG              |
|                                       | 2906 Applied Agriculture SG                    |
|                                       | Hotelkeeping & Catering SG                     |
|                                       | Speech & Drama SG                              |

## LIST OF MARKERS – 2010 SC (NATED 550)

|                         |  |
|-------------------------|--|
| <b>NAME OF SCHOOL</b>   |  |
| <b>NAME OF DISTRICT</b> |  |

| NO | SURNAME & INITIALS | PERSAL NO. | ID NUMBER | SUBJECT | GRAD<br>E | 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.**

|                            |                            |             |
|----------------------------|----------------------------|-------------|
|                            |                            |             |
| <b>PRINCIPAL FULL NAME</b> | <b>PRINCIPAL SIGNATURE</b> | <b>DATE</b> |



# **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