



ASSESSMENT & EXAMINATIONS

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ASSESSMENT INSTRUCTION 15 OF 2011

**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 (GRADE 12)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 16 FEBRUARY 2011

**2011 SENIOR CERTIFICATE EXAMINATION
NATED 550
APPLICATION FOR APPOINTMENT AS A MARKER**

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1. Application for appointment as a Marker in the 2011 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 TO MARK?

- 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 TO MARK?

- Office-based educators.

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 were 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 DCESSs** 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 DCESSs 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:**

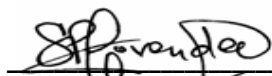
- Incomplete or illegible applications will not be considered.
- Application forms received at the District Office after the due date will not be considered.
- No application forms will be accepted at the Provincial Office. All applicants must come through the District Office and be verified at District level

7. **IMPORTANT DATES:**

- Closing date for application forms at the District: **Wednesday 30 March 2011.**
- Closing date for application forms at the Provincial Office: **Wednesday: 13 April 2011.**
- Selection of NATED 550 Markers: **Monday 18 April 2011.**
- Provisional List of NATED 550 Markers for 2011 shall be ready for distribution to Districts: **Friday 20 May 2011.**
- Return of amended selection List of NSC Markers to Provincial Office: **Wednesday 25 May 2011.**
- Final List of Markers shall be ready for distribution to Districts: **Friday 3 June 2011.**
- Final List of Markers shall be ready for posting on ECDOE web site: **Friday 10 June 2011.**

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 Primary		Afrikaans Primêr	
	English Additional		Afrikaans Addisioneel	

QUALIFICATIONS (In the subject applied for on this form)

1. At least a second year pass at a tertiary level in the subject to be marked.
2. 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>	2	<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 2011?	<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 2010?	<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		
1301	<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>



PERFORMANCE AT OWN CENTRE (Relative to the Subject applied for on this application)							
Year	Subject Code	Subject Description	Grade	Paper	Average %	% Pass Rate	Highest Symbol
2006							
2007							
2008							
2009							
2010							

MARKING EXPERIENCE					
Year	Subject Code	Subject Description	Grade	Subject Paper	Rank (e.g. Marker / Snr Marker)

DECLARATION BY APPLICANT		
<p>Should there be any change in my employment status, I will inform the District office or the marking centre manager immediately.</p> <p>I understand that incomplete information, missing documents or signatures will lead to automatic disqualification of this application.</p> <p>I hereby declare that all the information supplied in this application is true and correct.</p>		
_____	_____	_____
Print Name	Signature: Applicant	Date

DECLARATION BY PRINCIPAL			
<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



LIST OF GRADE 12 NATED 550 SUBJECTS AND 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



LIST OF MARKERS – 2011 SC (NATED 550)

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 applying to mark NATED 550 qualifies to apply to be markers of the NATED 550 examination and taught Grade 12 during the period 2006 to 2007.
- 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 Grade 12 during the period 2006 to 2007.
- The Principals must submit the list to the District Office, and obtain a signature of the District Official for it on submission.

