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**ASSESSMENT & EXAMINATIONS**

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**ASSESSMENT INSTRUCTION 22 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/MANAGERS OF ABET CENTRES  
TEACHER UNIONS / ORGANISATIONS**

**DATE: 08 MARCH 2011**

**2011 ABET L4  
APPLICATION FOR APPOINTMENT AS A MARKING MODERATOR  
OR CHIEF MARKER**

1. Application for appointment as a Marking Moderator in the 2011 ABET L4 Examination  
ANNEXURE 1
2. Application for appointment as a Chief Marker in the 2011 ABET L4 Examination  
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 ABET L3 - L4 Educators are appointed to these critically important positions.**

Application forms to be handed in at DISTRICT OFFICES. ABET SBA Co-ordinators who qualify and have applied as marking moderator/chief marker must also hand in applications to DCES: EXAMINATIONS at District Offices.

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

## **WHO QUALIFIES TO APPLY AS AN ABET L4 MARKING MODERATOR OR CHIEF MARKER?**

- **All experienced ABET L4 Examiners, Deputy Examiners, Senior Markers and Moderators may apply as ABET L4 Chief Markers and Moderators** (Attach a copy of Appointment letter and a short CV).
- ABET Educators qualify to apply to be ABET L4 Marking Moderators or Chief Markers of the ABET L4 examination only if one has taught ABET L 3 & 4 during the period 2006 to 2011 and has been an ABET L4 Senior Marker, Examiner, or a Deputy Examiner in the last 5 years. (2006 – 2011).
- ABET Centre Managers who taught ABET L3 & 4 during the period 2006 to 2011 and who have a strong support staff that will manage the Centre in their absence.
- ABET Educators who have a teaching qualification or an ABET Diploma.

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

- Office-based educators who are not directly involved in training and supporting ABET Centres. e.g. CESs, Education Development Officer (EDO) Curriculum Advisors in the GET Phase, must not apply as an ABET L4 marking moderator or chief marker.
- Office-based educators who have never been ABET L4 examiners, deputy examiners, moderators or senior markers in the last 5 years may not apply as an ABET L4 Marking Moderator or Chief Marker.
- ABET Educators who have only a Grade 12 certificate.

## **3. VERIFICATION AT CENTRE LEVEL:**

- ABET Centre Manager to convene a meeting with the applicants and the Centre 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.
- Signing this document confirms that the information contained therein is true.
- ABET Centre Managers 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 Centre for two years.

## **INSTRUCTIONS TO ABET CENTRE MANAGERS**

- Approval must only be given by signing the form if the educator was/is responsible for teaching the Learning Area in ABET L3 & 4 during the period 2006 -2011.
- Do not sign application forms of ABET Educators who are not teaching in your Centre.
- As Manager of the ABET Centre, do not sign your own application form. This form must be signed by the District ABET SBA Co-ordinator.
- NB: Centre Managers 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 **ABET L4 Marking Moderators/Chief Markers** will include:

- CES: Curriculum (Chairperson)
- CES: Governance
- DCES: Examinations
- Education Development Officer (EDO)
- ABET Co-Ordinator for ABET SB
- Teacher Union representatives as observers

4.2 The members of the **Verification Committee** to consider the application forms for ABET SBA Co-ordinators who apply as ABET L4 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 ABET, preference must be given to the SES.

4.3 The membership of the **Provincial Committee** that appoints the ABET L4 Marking Moderators /Chief Markers is:

- Director Assessment & Examinations
- Provincial ABET L4 Curriculum Co-ordinator
- Provincial CES & DCES Marking Processes.
- Provincial ABET L4 Examinations Co-ordinator
- Teacher Union representatives as observers

## 5. **CONDITIONS FOR APPOINTMENT**

5.1 Appointed ABET L4 marking moderators/chief markers must have attended all professional development and training programmes and have a proven track record of excellence in the Learning Area applied for.

## 6. **CRITERIA FOR REJECTION OF APPLICATIONS:**

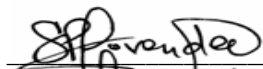
- Incomplete or illegible applications will not be considered.
- Application forms received at the District Office after the due date will not be considered.
- No application forms will be accepted at the Provincial Office. All applicants must come through the District Office and be verified at District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

## 7. **IMPORTANT DATES:**

- Closing date for application forms at the District: **31 March 2011.**
- Closing date for submission of the application forms at the Provincial Office: **16 April 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. In particular, Centre Managers and Chairpersons of Verification Committees are cautioned not to append their signatures if all criteria are not met.

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 Learning Areas	English Home		Afrikaans Huistaal
	English Additional		Afrikaans Addisioneel

QUALIFICATIONS (In the Learning Area applied for on this form)				
Qualification for Marking:	1. At least a second year pass at a tertiary level in the Learning Area to be marked.			
	2. At least 3 years of recent teaching experience in the Learning Area ABET L 3 & 4			
	3. Must have taught ABET L 3 OR 4 in 2010 and 2011			
Learning Area	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<i>B. Sc.</i>	1990	<i>Fort Hare</i>

PARTICULARS OF POST	
Have you taught the Learning Area in ABET L3 OR 4 between 2006- 2011?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you presently teaching the Learning Area?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you resigning your post in the Education Dept. on/or before 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 Learning Area applied for on this application)						
Learning Area Code	Learning Area Description	ABET L 3 - 4			Name of Centre	Centre Contact No.
		Year Start L3	Year End L4	Total Years		
<i>MLIT</i>	<i>Mathematics literacy</i>	2008	2008/9	3	<i>Bhisho ABET Centre</i>	<i>(040) 604 5555</i>
		2009				
		2010				
		2011				









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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 Learning Areas	English Home		Afrikaans Huistaal
	English Additional		Afrikaans Addisioneel

QUALIFICATIONS (In the Learning Area applied for on this form)				
<b>Qualification for Marking:</b>	4. At least a second year pass at a tertiary level in the Learning Area to be marked.			
	5. At least 3 years of recent teaching experience in the Learning Area ABET L 3 & 4			
	6. Must have taught ABET L 3 OR 4 in 2010 and 2011			
Learning Area	Years of Study	Degree/Diploma Name	Year obtained	Obtained at
<i>E.g. Mathematics</i>	2	<i>B. Sc.</i>	1990	<i>Fort Hare</i>

PARTICULARS OF POST	
Have you taught the Learning Area in ABET L3 OR 4 between 2006- 2011?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you presently teaching the Learning Area?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you resigning your post in the Education Dept. on/or before 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

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		2009				
		2010				
		2011				

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

Year	Learning Area Code	Learning Area Description	Learning Area Average %	Learning Area % Pass Rate	Learning Area Level	Centre % past rate
2009						
2010						

**MARKING EXPERIENCE**

Year	Learning Area Code	Learning Area Description	Learning Area	Rank (e.g. Marker / Snr Marker)
2009				
2010				

**DECLARATION BY APPLICANT**

Should there be any change in my employment status, I will inform the District office 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 CENTRE MANAGER**

To my knowledge the above-mentioned information is correct. I accept that the above person may leave the institution, if appointed, early and must return to Centre after marking if marking is completed prior to official closure of Centres. Educators appointed as Moderators or Chief markers are to complete their work at their institution before reporting to the marking centre.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature: Centre Manager

\_\_\_\_\_

Date

CENTRE

STAMP

**RECOMMENDATION BY LEARNING AREA ABET L4 SBA CO-ORDINATOR / 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, early. Educators appointed as Moderators or Chief markers are to complete their work at their institution before reporting to the marking centre.

\_\_\_\_\_

Print Name

Signature: Learning Area ABET  
L4 SBA CO-ORDINATOR/  
\_\_\_\_\_

\_\_\_\_\_

Date

DISTRICT OFFICE

STAMP

CES: CURRICULUM



**Appointment of Markers: Norms and Standards**

- (4) Markers are appointed in terms of the Personnel Administration Measures (PAM).
- (5) 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.
- (6) 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 Learning Area for which he or she applies.

# **2011 ABET L4 MARKING MODERATORS CHIEF MARKERS**

<b>NAME OF CENTRE</b>	
<b>NAME OF DISTRICT</b>	

NO	SURNAME & INITIALS	PERSAL NO.	ID NUMBER	LEARNING AREA	APPLICANT'S SIGNATURE	ABET CENTRE MANAGER 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>CENTRE MANAGER FULL NAME</b>	<b>CENTRE MANAGER SIGNATURE</b>	<b>DATE</b>

# **ABET CENTRE VERIFICATION**

## **1. ABET CENTRE VERIFICATION TEAM**

ABET Centre Managers – Chairperson

**ALL ABET EDUCATORS APPLYING TO MARK**

## **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 Manager should table the ABET educators' application forms before the Verification Committee.
- The Committee must verify if each applicant applying for the Learning Area qualifies to apply to be Marking Moderators or Chief Markers of the ABET L4 examination. Only if one has taught ABET L3 & 4 during the period 2006 to 2011 and has been a Senior Marker, Examiner, or a Deputy Examiner in the last 5 years. (2006 – 2010).
- When an educator's application has been approved, the educator must sign next to his/her name.
- The List of Applicants must be presented to the whole staff.
- The ABET Centre Manager signs the List of Applicants, after the staff has accepted that the applicants taught ABET L3 & 4 during the period 2006 to 2011 and has been an ABET Senior Marker, Examiner, or a Deputy Examiner in the last 5 years.
- The ABET Centre Manager must submit the list to the District Office, and sign for it on submission.

